



**SKA:NA FAMILY LEARNING CENTRE**

# **APPENDIX D**

## *Little Friends*

295 Essex St.,  
Sarnia, ON  
N7T 4S3

(519) 339-0945

REVISED 09-2023

[www.skanaflc.com](http://www.skanaflc.com)

# Child Care Operations Policy

## Licensed Spaces:

6 Infants (0 mos. - 18 mos.)

10 Toddler (18 mos.- 30 mos.)

40 Preschool (30 mos. - 6 years)

## Hours of Operation:

Monday through Friday

Building Hours: 6:00 am - 6:00 pm

Program Hours: 7:00 am - 5:30 pm

## DESIGNATED SHELTER AREAS

The designated place of evacuation for Little Friends is:

- Bluewater Health Cafeteria, located at 89 Norman Street, across from the 295 Essex Street Site. All rooms will line up and proceed to Exit from the parking lot entrance door of the building. Staff will assist the children to the hospital where everyone should take cover.
- In the event of an **area** evacuation, Little Friends Site will combine with our students at the Hanna Site and proceed to the School Board designated evacuation site for Hanna in Sarnia, ON

## Parking

Parents are encouraged to use the parking lot to pick up and drop off students only. The lot is shared with Lambton County partners, and meetings are booked on site frequently. Spots reserved for parents are designated. Parking on the street is limited.

## Fee Structure and Payment Policy

### Daily Rates

Fee structure as follows:

ROOM	Full Day	Half Day
<i>Infant</i>	\$50.00	\$36.00
<i>Toddler</i>	\$50.00	\$36.00
<i>Preschool</i>	\$41.20	\$30.00
<i>JK/SK</i>	\$41.20	\$30.00

Half day base rate includes one meal and one snack per day, supervision, and care of child.

Full day base rate includes two meals and two snacks per day, supervision, and care of child.

Parents will pay all days stated in the agreement as scheduled, including statutory holidays, child illness and/or absences over and above subsidized absence allotments, etc.

Parents are required to fulfill the obligation of subsidy contracts regarding attendance; use available absent days allotted by their municipality; submit required documents to maintain subsidy; report any changes in circumstances etc.

Full Fee parents will be invoiced according to their contract. Students will be allotted up to ten (10) days (pro-rated) of uncharged, non-usage time per calendar year and must be pre-approved.

## **Non-Base Fees & Payments**

Registration fee of \$100.00 includes the charge for key fobs. Currently, additional key fobs are \$20.00 each. The registration fee is refundable only if SFLC is unable to place student, parent cancelling registration or withdrawal of student does not allow for refund. Key fobs are non-refundable.

The Administration Fee for these credit card charges will be per charge: \$10 for charges between \$0 - \$499.99; \$20 for charges \$500 - \$999.99 and \$30 for \$1000+. These are only for charges for which the credit card is **not present**, and charges must be processed through the system. The Administration fee applies to each credit card payment on the account.

Direct Debit and credit began May 1, 2019. There will be no other dates available for pre-payments. For credit card processing only - if the 1<sup>st</sup> or 20<sup>th</sup> of the month falls on a weekend or holiday, the payment will be processed on the first business day on our return to work.

## **Returned Payments**

All returned payments may be subject to a \$25 service charge. Any direct debit payment returned must be paid by debit or credit at the child care centre before the next payment is due. Example: if the payment for the 1<sup>st</sup> is returned, it must be paid prior to the 20<sup>th</sup> of the month. Two consecutive returned payments will result in the voluntary withdrawal of the child(ren) from the Child Care Centre.

## **Subsidized Child Care Program Rates:**

Application is made directly to the Children's Services of Lambton County and the fee subsidy rate is determined by the municipality based on family income and communicated in the subsidy contract. Canada-Wide Early Learning and Child Care subsidy will be applied to the Base Rate based on the provincially mandated formula. All contracts are written with SFLC base rates and any subsidies, government or private, are applied at time of invoicing.

## **Child Care Services Payment**

Child care payments must be made by Pre-authorized Payment Plan, cheques, E-transfer (email transfers) or Debit/Credit Card to [Ska:na Family Learning Centre](#) on or before the 1<sup>st</sup> and 20<sup>th</sup> day of each month. SFLC has committed to maintaining child care rates for our parents, therefore, in order to allow this, the extra expense will be levied in an Administration Fee to those choosing to use credit cards.

## **Receipts**

Regular receipts will be issued for "cash" and debit / credit machine payments. Cheques, pre-authorized payments, or E-transfers are receipts unto themselves.

## **Annual Tax Receipts**

Annual tax receipts for total child care services will be issued by February 28<sup>th</sup> to accounts in good-standing and these receipts will reflect all payments made by December 31<sup>st</sup> of the previous year. Families will be given the opportunity to put their accounts in good standing to receive their tax receipts before April 30<sup>th</sup>.