



“Where Kids Count”

Enrollment Agreement

Acknowledgment, Understanding, and Agreement:

I/We being the parents or guardians of the child/children named in the registration form, understand, acknowledge, and agree with the following clauses to this document.

Payment of Fees:

1. I/We will be responsible for the payment of fees.
2. MTJB uses the EZCare2 online system for invoicing of child care fees. While families can arrange to submit payment by cheque, online payment via email transfer is preferred (see instructions attached).
 - a. Monthly statements/invoices will be sent out via email by the first day of the month;
 - b. Payment in full will be required by the 15th of that month;
 - c. Any manual cheques MUST be made to the order of More Than Just Babysitting Child Care Centre Inc. & dated no later than the 15th;
 - d. Reminder statements/invoices will be sent out to all families with a balance owing on or about the 12th of the month to facilitate payment;
 - e. If full payment is not received by the 15th of the month, child care services can be terminated as of that date. However, every effort will be made to assist families in meeting their payment obligations;
 - f. Should termination of services occur, children can return once payment in full has been received and provided that the child care space is still available.
 - g. MTJB contracts with a collection agency for the recovery of delinquent accounts when necessary.
3. There will be a \$15.00 service charge for NSF (non-sufficient funds) payments. Parents will have five days to replace the amount of the NSF payment with a certified cheque or money order.

Registration Fee:

4. A non-refundable registration fee (\$15.00 per single member or \$20.00 for a family) is paid upon enrollment.

Late Pick-up:

5. There will be a fine for the late pick-up of your child. It is expected that families will be out of the Centre by closing time. A rate of \$25.00 per half hour will apply to late pick-ups. Late fees will be added to the current month's invoice or the next invoice.

Enrollment:

6. I/We understand and acknowledge that child care fees are payable for 100% of scheduled days. Therefore, if a child is ill or cannot attend for other reasons (vacation, appointments, etc.), there will be no credit or refund.

7. I/We understand that fees are payable based on all regularly scheduled days (for example, every M/W/F) even when said days fall on a Public Holiday or other holidays (Christmas, March Break).

Fundraising Fee:

8. MTJB has Fundraising Fee policy that states that all families will be invoiced for a monthly \$10.00 fee. These dollars will purchase special items & reduce the overall investments in time & effort for our families & staff (running fundraising campaigns, etc.) This item will be included in the monthly statements/invoices.

Termination/Change of Services: By the Applicant:

9. I/We understand and acknowledge that I/We may withdraw my child from the program and terminate the contract upon written notice giving at least two weeks before the intended date of withdrawal. If written notice is not given, I/We will be billed for the fees outstanding during this period.

10. I/We acknowledge that I/We may re-register after an absence. However, the registration fee will apply. Also, as notice of my withdrawal is received, my child's name will be added to the bottom of the waiting list, and I/We cannot be guaranteed re-entry to the program.

11. I/We acknowledge that should I/We require a reduction in the number of days contracted initially per week, MTJB requires two weeks written notice; I/We understand, as per clause 15. (a), that full-time (5 days per week) clients take precedence over part-time clients. Should the new client request a full-time space, you will be given an offer to resume full-time care.

12. I/We acknowledge that full-time families, who wish to reduce their services in the summer, or while on maternity leave, will continue to pay a minimum of two days per week to maintain their childcare space. We require a month's notice for families who wish to withdraw their children for the summer. I/We acknowledge that I/We may re-register after this absence. However, the registration fee will apply. Also, as notice of my withdrawal is received, my child's name will be added to the bottom of the waiting list, and I/We cannot be guaranteed re-entry to the program.

13. For families on a contracted schedule (as determined at the time of enrollment), there is no allowance for non-payment of fees during vacation periods.

Termination/Change of Services: By the Corporation:

14. I/We understand and acknowledge that this contract may be terminated upon written notice given at least two weeks before the intended date of withdrawal of the Board of Directors of the More Than Just Babysitting Child Care Inc., according to the Policies and Procedures.

Withdrawal Due to Special Circumstances

If an individual's behaviour is disrupting the program, harming others, or damaging the program's property, a family may be withdrawn from the program. This extreme measure would only take place after consultation with the child's family. All decisions made are made considering the best interest of all of the children enrolled in the programs. MTJB reserves the right to withdraw services for the following reasons:

I. A child's behaviour is consistently causing excessive disruption to the program, harming other children, staff members, or damage to property.

Procedure for Discharge Due to Child's Inappropriate Behaviour

- Each situation involving extreme behaviours and issues will be monitored and assessed by the Program Manager and, if necessary, the Executive Director and Board of Directors.
- Each family and child will be treated with respect, and dignity and procedures and recommendation will be made with the best interest of all children in mind.
- Two weeks' notification may or may not be given if a family is asked to withdraw a child.
- Regular fees and fees due during notice will be levied.
- Contracts may be terminated upon written notice given at least two weeks before the intended date of withdrawal of the Board of Directors of the More Than Just Babysitting Child Care Inc., according to the Policies and Procedures

II. A parent's refusal or inability to abide by the policies and procedures as set out in the Parent Handbook.

III. A parent's conduct being harassing, belligerent, abusive, or in any other manner, inappropriate.

IV. Outstanding fees

Enrollment Criteria:

17. As a non-profit charitable organization, the financial viability of this Corporation is based on all childcare spaces generating fees for service. As a result, the Corporation will consider the following enrollment criteria.

MTJB will:

- a) Fill child care spaces with clients who commit to a full-time enrollment contract.
- b) Enroll clients on a part-time basis where a contract can be put in place committing the family to pay for a minimum number of days of service (for example, three days per week or a set rotation)
- c) Enroll clients for full-time summer care if child care spaces are available.
- d) Enroll clients for part-time summer care if child care spaces are open.

e) Enroll clients on a fee-for-use basis if child care spaces are available. If there is no child care space open at this time or should you require a space at a later date, you must place your child on our waiting list to receive consideration.

f) In certain circumstances, parents can request that a child care space be reserved for a future date (maximum six months). A non-refundable holding fee of \$150.00 will be required.

Income Tax Receipts:

I/We acknowledge that the Corporation will issue income tax receipts on an annual basis before February 28th. These receipts will include amounts for all services rendered and will be delivered either by hand or through the Canada Postal Services to the last known mailing address. It is solely the applicant's responsibility and co-applicant to notify the Corporation as to any changes concerning the mailing address.

Account Payment

MTJB uses the EZCare 2 online system for invoicing of childcare fees; invoices/statements are distributed to families via email. Therefore, the Finance Officer must have an active email address for all families at all times. The payment method is "email transfers" (also known as Interac e-transfers) for account payments.

Procedure:

- 1) You must have access to online banking through your bank;
- 2) Send an email transfer to mtjb1987@gmail.com through online banking;
- 3) MTJB receives deposits automatically; no security question or answer is required;
- 5) MTJB will receive a message that your e-transfer was deposited;
- 6) The Financial Officer, Marlene, will process the payment;
- 7) Payment is credited to your EZCare2 account, and you are done!

Parents with any questions can contact the Finance Officer Marlene, via email at mtjbfinance@gmail.com. Families wishing alternative payment arrangements must contact the Financial Officer. All family accounts must be paid on time so that MTJB can meet its commitments to staff, landlords, and suppliers.

Monthly Statements/Invoices are pre-billed and typically sent out on or before the first of the month. **PAYMENT IN FULL** to MTJB is required by the 15th day of the month
i.e., the fees for May must be paid by May 15th.

Reminder Statements/Invoices will be sent to **ALL** families with balances owing on or about the 12th of the month to facilitate payment. If payment has not been received by the 15th of that month, child care services can be terminated immediately. Unpaid accounts will be remitted to a collection agency.

Every effort will be made to assist families in meeting their payment commitments. Should termination of services occur, children can return once payment in full has been received, provided that the child care space is available.

Marlene Neddo,
Finance Officer
1-226-936-2643
mtjbfinance@gmail.com



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Acknowledgment, Understanding and Agreement:

I/We being the parents or guardians of the child/children named in the registration form, understand, acknowledge and agree with following clauses to the MTJB Enrollment Agreement and Account Payment.

Families are encouraged to apply for subsidy through the Social Services Department at the Leeds and Grenville County Office in Brockville. A brief assessment will determine financial eligibility. The contact phone number for the subsidy office is 613-342-3840 or 1-800-770-2170. Brochures are available at the Child Care Centres of MTJB.

Are you:

Yes No Applying for financial assistance through United Counties?

Yes No Paying Full Fee?

Other funding source? (Please specify) _____

Date: _____

Applicant Signature: _____

Date: _____

Co-applicant Signature: _____