



"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 in this document.

### **Canada Wide Early Learning and Child Care System (CWELCC)**

The Government of Canada has identified child care as a national priority to enhance early learning and childhood development, support workforce participation, and contribute to economic recovery. Funding under the Canada-Wide Early Learning and Child Care Agreement (CWELCC) will be used to build and leverage the success of Ontario's existing early learning and child care system by increasing quality, accessibility, affordability, and inclusivity in early learning and child care, towards achieving the objectives of:

All licensed Operators with programs serving children under the age of six (or turning six before June 30 in that calendar year) within Leeds and Grenville were eligible to apply to participate in the CWELCC System.

At the July 19, 2022, board meeting, the MTJB Board of Directors voted unanimously to apply to the Canada-Wide Early Learning Child Care (CWELCC) system.

Our application to enroll in the Canada-Wide Early Learning and Child Care System (CWELCC) was accepted.

Therefore, as of November 1, 2022, MTJB rates are governed by the UCLG for infants, toddlers, preschoolers, and kinders.

### **Base Fees / Non-Base Fees:**

The fees are broken down into two categories: base fees and non-base fees. The base fee is the daily fee for service. Non-base fees are the additional charges for programs such as "hot lunch," field trips (kinder and school-age programs), sunscreen, and late pick-up fees (all programs).

### **Payment of Fees:**

1. I/We will be responsible for the Payment of fees.

2. MTJB processes tuition payments via credit card or direct withdrawal from a bank account. Payment is collected in the Child Care Management App, which we use daily. We strongly encourage all families to turn on automatic Payment to guarantee your tuition is paid on time.

Before your child starts, you'll receive an email from the Child Care Management App to help you set up your payment method in their app's "invoicing" section.

**Recurring online automatic payments – how they work:**

You'll receive an invoice in the Child Care Management App a few days before the Payment due date. If you have any questions or concerns about the amount, please get in touch with us before the Payment due date so we can make any necessary adjustments.

Your tuition fee will automatically be charged to your preferred payment option (credit card or bank account) within 1-2 business days of your Payment coming due. Please make sure you have sufficient funds before your Payment is due.

Insufficient funds will incur a \$25 NSF charge that will be added to your next invoice.

- a. Monthly statements/invoices will be sent out via the Child Care Management App at the first of the month;
- b. Payment in full will be required by the 15th of that month;
- c. 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;
- d. 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.
- e. MTJB contracts with a collection agency to recover delinquent accounts when necessary.

**Credit Card Fees:**

3. Families can pay their tuition fees with their Visa or Mastercard. Credit card fees are the parent's responsibility and will be billed for each use at the current rate added to the following month's invoice. This fee is subject to change and is determined by the Child Care Management App.

**Late Pick-up:**

4. You will be fined for late pick-up of your child. Families are expected to 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 or following invoices.

**Enrollment:**

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

6. 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 or Statutory Holiday or other holidays taken, for instance, at Christmas, March Break, Summer, etc.

7. I/We understand and acknowledge that MTJB will provide a credit for fees paid when
- MTJB cannot provide service for a child when a classroom closure is necessary due to a staff shortage; the Centre is closed due to inclement weather or other acts of God.
  - I/We understand that credit **will not** be provided if I/we are required to pick up our child/ren before the usual closing time.
  - I/We understand that credit **will not** be provided if I/we choose to keep siblings of children whose classes are closed at home as long as that sibling's classroom remains operational.

**Termination/Change of Services: By the Applicant:**

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

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

10. I/We acknowledge that the booked days cannot be changed. However, extra days may be booked if space is available.

11. If I/we choose to reduce our days from full-time to part-time, MTJB cannot guarantee that space will be available when we wish to resume full-time care. One of MTJB's first enrollment criteria is to fill child care spaces with clients who commit to a full-time enrollment contract.

Currently, there is a high demand for childcare spaces in Leeds and Grenville, resulting in MTJB's lengthy waiting list. Should you decide to reduce your days from full time to part time and then wish to resume to full time care at a later date, you would be placed on the waiting list for a full time space if/when one should come available. MTJB can grant the space to a full-time client wishing to enroll.

12. MTJB requires a month's notice for families who wish to withdraw their children for the summer. Also, as notice of my withdrawal is received, my child's name will be added to the waiting list, and I/We cannot be guaranteed re-entry to the program due to the lengthy waiting list. I/We acknowledge that I/We may re-register after this absence if/when space is available.

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. You will be billed for the average number of days you utilize in a month. For example, if you typically book 12 days each month/three days each week, you will be billed for three days per week during your vacation period.

**Termination/Change of Services: By the Corporation:**

14. I/We understand and acknowledge that the Corporation may terminate this contract with at least two weeks' written notice.

**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 occur after consultation with the child's family. All decisions are made considering the best interests of all 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 property damage.

**Procedure for Discharge Due to Child's Inappropriate Behaviour**

- The site supervisor, the program manager, and, if necessary, the executive director and board of directors will monitor and assess each situation involving extreme behaviours and issues.
  - Each family and child will be treated with respect and dignity, and procedures and recommendations 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.
- II. A parent's refusal or inability to abide by the policies and procedures in the Parent Handbook.
- III. A parent's conduct is being harassing, belligerent, abusive, or inappropriate in any other manner.
- IV. Outstanding fees. Please refer to Payment of Fees.

**Enrollment Criteria:**

15. I/We understand that when my child reaches school age, their kindergarten and school-age child care service will be held at the before and after school site affiliated with their school.

16. 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 only" care if child care spaces are available.
- d) Enroll clients for part-time "summer only" care if child care spaces are available.
- e) Enroll clients in fee-for-use if child care spaces are available. If there is no childcare 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.

**Income Tax Receipts:**

Digital income tax receipts are available on the Child Care Management App. These receipts will include amounts for all services rendered and will be available on the Child Care Management App. It is solely the responsibility of the applicant and co-applicant to print the receipt.

**Account Payment**

Parents with any questions can contact the Finance Officer Marlene at [mtjbfinance@gmail.com](mailto:mtjbfinance@gmail.com) or the Executive Director Ruth at [rshay@xplornet.ca](mailto:rshay@xplornet.ca).

All family accounts must be paid on time so that MTJB can meet its commitments to staff, landlords, and suppliers.

Accounts not paid by the last day of the month will be submitted to a collection agency. The outstanding debt is subject to a 10% per annum finance charge. Please note that debt in collections can severely impact your credit score.

Every effort will be made to assist families in meeting their payment commitments.

Marlene Neddo,  
Finance Officer  
[mtjbfinance@gmail.com](mailto: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 to the following clauses of the MTJB Enrollment Agreement and Account Payment.

All families are encouraged to apply for subsidy through the Social Services Department at the Leeds and Grenville County Office in Brockville, Lanark County, or the City of Cornwall. A brief assessment will determine financial eligibility.

The contact phone number for the subsidy office is 613-342-3840 or 1-800-267-8146.

We, the undersigned, commit to using the following days of care per month:

- Monday    Tuesday    Wednesday    Thursday    Friday
- Or as per our monthly schedule with a consistent number of contracted days each month

Are you:

Yes    No   Applying for financial assistance through United Counties of Leeds & Grenville, Lanark County or the City of Cornwall.

Yes    No   Paying Full Fee?

Another funding source? (Please specify) \_\_\_\_\_

1.) Child(ren) Names: (first and last)

\_\_\_\_\_

\_\_\_\_\_

2.) Applicant Name (please print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3.) Co-applicant Name (please print): \_\_\_\_\_

Co-applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_