

**Policy Manual**

I / we have received and read Brooklyn Early Learning & Childcare Centre Parent Policy Manual. We will comply with all the provisions contained therein and shall at this time enter into an agreement with the Director of Brooklyn Early Learning & Childcare Centre for the care of my / our child(ren).

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

**Contracted Days, Hours & Payment Schedules for Child Care:**

<b>Daily Fees:</b>	Infant Program	\$14.00 per day	After School	\$10.50 per day
	Full Day	\$14.75 per day	B & A School	\$11.00 per day
	Pre-Primary (B&A)	\$14.00 per day	Early Dismissal	\$14.00 per day
	Pre-Primary (After)	\$12.00 per day	Full Day PP/School	\$23.00 per day

Approximate drop off and pick up times:

Monday \_\_\_\_\_ to \_\_\_\_\_ **Start Date:** \_\_\_\_\_

Tuesday \_\_\_\_\_ to \_\_\_\_\_

Wednesday \_\_\_\_\_ to \_\_\_\_\_ 1<sup>st</sup> Infant transition day: \_\_\_\_\_

Thursday \_\_\_\_\_ to \_\_\_\_\_ 2<sup>nd</sup> Infant transition day: \_\_\_\_\_

Friday \_\_\_\_\_ to \_\_\_\_\_ 3<sup>rd</sup> Infant transition day: \_\_\_\_\_

- *billing is done monthly for the number of days you are contracted for*
- *all accounts must be paid in full on the 1<sup>st</sup> of the month for the current month*
- *a \$10 late fee is applied to delinquent accounts and will be charged \$1 for every day thereafter*
- *childcare will be suspended if payment is not received by the 7<sup>th</sup>*
- *we charge for all centre closures (holidays, weather, vacation, illness, unforeseen circumstances, etc.)*

*I have read, understand and agree to the rate and terms outlined above.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

I have reviewed and explained the billing policies with the legal parent(s) / guardian(s)

\_\_\_\_\_  
Director (or designate)