

Memo



To: All Parents
From: SFLC Administration
CC: File
Date: 19Mar2020
Re: Re-opening and invoicing

Due to the increasing concerns over the COVID-19 situation and the State of Emergency issued by the Premier of Ontario, SFLC shall remain closed until such time as the State of Emergency is lifted and Ontario is given the all clear to return to work.

The suspension of child care was to be until Monday, April 6, 2020. If there are any changes to the re-opening date SFLC will post on our website and Facebook pages.

Invoices for March 20, 2020 will be processed and all invoices have been sent out to parents. Those accounts that were invoiced for March 1, 2020 will have credits on their accounts and the credits will be applied to your next invoice.

SFLC will not be invoicing on April 1, 2020. **ALL** invoicing for April, regardless of invoice date, will be done on April 20, 2020, or, if we have not returned to child care, the next available invoice date after our return. A notice will go out reminding parents of the invoice date and invoices will be emailed out prior to processing for your review.

Please note – all invoices must be ready and uploaded the day before they are to be processed so any discrepancies with the invoices issued must be brought up as soon as you receive the emailed invoice.

Thank you for your patience and understanding in this matter.