



# SKA:NA FAMILY LEARNING CENTRE

## APPENDIX A

*Ellrose*

1684 Ellrose St.  
Windsor, Ontario  
N8Y 3X7

(519) 948 - 8115

REVISED 09-2023

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

# Child Care Operations Policy

## Licensed Spaces:

10 Infants (under 18 mos.)

32 Preschool (30 mos. - 6 years)

15 Toddler (18 mos.- 30 mos.)

Alternate Capacity (16PS / 20 School-Age)

## 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 Ellrose Centre is:

- David Maxwell School, 1648 Francois Ave. across from Ellrose Site. All rooms will line up and exit per procedures. Staff will assist the children to the school where everyone should take cover.
- In the event of an **area** evacuation, SFLC Ellrose Site will combine with Maxwell Site students to proceed to the GECDSDB designated evacuation site of Herman Academy, 1905 Bernard Street

## Parking

Parents are encouraged to use the parking lot on the south side of the Ellrose building to pick up and drop off children in the Infant Program. Parking on the street is limited, but a fifteen-minute zone has been marked directly in front of the Ellrose building.

## Fee Structure and Payment Policy

### Daily Rates

Fee structure as follows:

ROOM	Full Day	Half Day
<i>Infant</i>	55.00	30.00
<i>Toddler</i>	52.00	30.00
<i>Preschool</i>	37.00	22.00

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.

Payments must be made by Pre-authorized Payment Plan, cheques 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 credit card use, the extra expense will be levied in an Administration Fee to those choosing to use credit cards.

The Administration Fee for 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. 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. 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 due or it will be automatically added to the next billing cycle. 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 Windsor 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.

## **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 calendar 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>.