

FEE SUBSIDY POLICY

**Regular rate of child means: The placement that was determined when child was enrolled.

HOLIDAYS

The nine (9) statutory holidays listed below will be reimbursed by the Municipality at the regular placement rate of the child and the daycare is closed:

1. New Year's Day
2. Family Day
3. Good Friday
4. Victoria Day
5. Canada Day
6. Labour Day
7. Thanksgiving
8. Christmas Day
9. Boxing Day

Please note that January 2, Easter Monday and the August Civic Holiday are not charged to parents as the daycare is closed.

SURVEYS

Surveys will not be considered for subsidized children, if the parent chooses not to send the child to daycare for a specific day, this day will be counted as an absence. Should the service not be offered, this day is entered in the system as non-paid.

PA DAYS

In the case of Professional Activity Day (PA DAY), if the subsidized child does not need services on that day and services are offered, it will count as an absence. However, if the centre is closed, the day will not be counted as an absence.

INCLEMENT WEATHER

Bad weather or snow days will be counted as absences if the child is not present. These days will be reimbursed according to the regular rate of placement of the child.

SCHEDULE CHANGE

Parents must contact the Childcare Subsidy Office to advise of any changes to regular schedule. Without notice, any change will be refused by the UCPR and parents will be billed directly by the childcare centre at full rate.

MONTHLY BILLING

When there are changes to the child's schedule or exceptional circumstances, we ask that the childcare centre add comments to attendance sheets in OCCMS to the invoices.

SUMMER CAMPS

Parents must register for the days according to regular placement. Outings and hot meals will not be reimburse4d.

CLOSING OF CENTRE-UNFORSEABLE CIRCUMSTANCES

When the childcare centre is closed and the service is not offered, the child must be marked as present on the timesheet and a comment must be added in OCCMS, according to the regular rate of placement.

ALLOCATED ABSENCES

If a child has special needs and/or has frequent medical appointments, parents may submit a medical note to the childcare subsidy officer for approval in order to add days of absences so as not to exceed the number of days allowed.

WITHDRAWAL

A two-week notice must be provided in writing to the daycare centre and the childcare subsidy officer when daycare is no longer required. Without the withdrawal notice, parents will be responsible for payment of fees in full. The childcare centre must inform parents and provide withdrawal policies.

WITHDRAWAL FROM CHILD CARE CENTRE-SUSPENSION OR OTHER

When a child is withdrawn and sent home by the childcare centre, the subsidy ends the same day unless two weeks' notice is given to parents.

START OF SUBSIDY

When a child is on a waiting list, and a place becomes available but the child doesn't know how to walk or cannot start for any other reason, the subsidy will start only when the child attends the program.

ANNUAL AUDIT

The United Counties of Prescott Russell will conduct an annual audit of attendance for children receiving subsidies. The centre must have a private room to conduct an audit and ensure the availability of all documents so the subsidy officer can make necessary verifications.

For more information on subsidies, please visit the UCPR website:

http://en.prescott-russell.on.ca/services/social_services/early_years_services