



Parental Subsidy Agreement

Please be advised that subsidy authorization can take between 6-8 weeks to process

1. Parents are responsible for all fees as per outlined in the parent handbook.
2. Payment or subsidy authorization must be received by the Out-of-School Care Program prior to your child's first day of attendance.
3. Any parent portion of your child's fees will be due the first day of every month. Payment by post-dated cheque is recommended as late charges, as outlined in the parent handbook, will apply.
4. Parents are responsible for renewing subsidy authorization before it expires. If subsidy renewal is not received when the authorization expires, full payment will be expected until such time as a new authorization is received. If, an account is over-paid then, parents may apply overage to the following months fees or receive reimbursement
5. Parents are responsible for paying any difference between Ministry of Children and Family Development claim rates and actual program fees.
6. Expiration of subsidy does not constitute notification of withdrawal from the Out-of-School Care Program.

I, _____, the parent of, _____, on

this date _____, agree to and will abide by the above expectations.

Parent Signature

Manager Signature

Child Care Coordinator Signature