

OPERATING POLICY

revised Feb /12

Our hours of operation are Monday/Wednesday 9-12 and Tuesday/Thursday 9-1 with 2 Fridays a month. We will be closed on all statutory holidays.

The holidays that we will close for include:

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- Family Day
- Canada Day
- Labor Day
- Thanksgiving
- December 24-January 4

Fees are due on the 1st of every month, by post dated cheques. If payment is not received by the 1st there will be a \$50 charge to your bill and if your bill is not paid by the 10th your child will not be allowed to attend the Preschool until the bill is paid in full. If a parent is having difficulty paying their bill, please see the administrator to make payment arrangements.

An enrollment form is required for each child along with a registration fee of \$30.00. The registration fee is non-refundable. If there is not a spot available when you register your child, then you will be placed on a wait list and notified when a spot becomes available.

The Preschool requires one month's notification, in writing, of the withdrawal of a child or a month's fees in lieu of notification. There is no pro-rating of fees.

If your child will not be attending on a specific day we require a phone call by 9:00 am that morning.