

# Community Daycare Fee Structure

Effective March 2011

	Daycare Fees for Two year Olds		
	Minimum Booking (up to 6 hours)	Additional Time (hours or parts thereof)	Maximum Rate (up to 11 hours)
<b>Drop-in Rate</b>	\$47.40	\$7.90/hour	\$63.20
<b>Regular Booking</b> 5% discount	\$45.03	\$7.51/hour	\$60.04

	Daycare Fees for Children 3 – 6 years		
	Minimum Booking (up to 6 hours)	Additional Time (hours or parts thereof)	Maximum Rate (up to 11 hours)
<b>Drop-in Rate</b>	\$38.10	\$6.35/hour	\$50.80
<b>Regular Booking</b> 5% discount	\$36.20	\$6.03/hour	\$48.26

<i>This is the rate for children attending B. I. Preschool on a daycare day</i>	Daycare Fees for Preschool Children		
	Minimum Booking (up to 5 hours)	Additional Time (hours or parts thereof)	Maximum Rate (6 hours or more)
<b>Drop-in Rate</b>	\$31.75	\$6.35/hour	\$38.10
<b>Regular Booking</b> 5% discount	\$30.16	\$36.20 for 6 hours or more	

## FURTHER DISCOUNTS

Children who attend 4 days per week receive an additional 5% discount (to 10%)

- *must attend 4 days per week for one full month to be eligible*

Children who attend 5 days per week receive an additional 10% discount (to 15%)

- *must attend 5 days per week for one full month to be eligible*

## BOOKING ARRANGEMENTS

### Regular Bookings

- Are bookings for one or more regular days each week on an ongoing basis.
- **Regular bookings receive a 5% discount, 10% for four days/week, 15% for five days/week.**
- New regular bookings may be scheduled depending on space available

### Missing Regularly Booked Days

- You will be billed for regularly booked days whether or not your child attends.

### Drop-in

- Drop-in spaces are subject to availability and may be booked no more than two weeks in advance.

### Cancellation of Drop-in Days

- Drop-in bookings cancelled with more than three days' notice are only billed for 50% of the time booked
- Drop-in bookings cancelled with less than three days' notice are billed in full.

### Preschool Rate

- Children attending Bowen Island Preschool on a day when they have a booking in the Community Daycare will not be charged for daycare during the time when they are in the Preschool. Their place in the Daycare will be held for them at no charge. Further, the minimum duration of a Daycare booking for a child attending Preschool on the same day is 5 hours, not 6.
- All other terms and conditions apply to children receiving the Preschool Rate.
- Please note that the Preschool Rate applies only on days that a child attends the Centre's Preschool as well as the Daycare on the same day.
- As a benefit to the families who use both services, when the Preschool is closed, daycare users will be charged the regular Preschool rate and not the full daycare rate

### Closures

- Parents are not invoiced for their child's space on days when the Daycare is closed.

### Explanation of Billing Policy

- The Community Daycare has a limited number of spaces available each day as set out in the terms of its license, which dictates strict staff to children ratios.
- Bowen Children's Centre is a registered charity and non-profit society that strives to maintain the highest standards of care while keeping rates as low as possible for our clients.
- Staff members must be scheduled in advance, based on projected bookings. While we understand that plans change and children are sometimes too unwell to attend the daycare, once we have scheduled staff members to accommodate bookings, we cannot cancel them on short notice. Therefore, we must charge for spaces as booked.

### **Child Care Tax Credit**

- Bowen Island Community Daycare issues receipts each February which parents may use to claim the Child Care Tax Credit. These receipts reflect child care fees paid during the previous calendar year.

### **Schedule Changes and Withdrawal from the Program**

- Parents who have a regular booking arrangement must give one month's written notice in the event that they decide to withdraw their child from the program or reduce the number of days booked. Alternatively, they may pay one month's fees in lieu of notice.

### **Vacations**

- Parents whose children have been regularly attending the Daycare for at least twelve consecutive months are entitled to two weeks' bookings **at no charge**.
- When parents claim the continuous two weeks' vacation time, the child's space will be held vacant at no charge.
- The two weeks may be claimed annually, so long as 12 months have elapsed since the last eligible period.
- The number of days allowed will be based on the average number of days per week for which the child was enrolled during the previous four months.
- This two week allowance is offered once in every 12 month period to permit families to coordinate holiday time without losing their child's regular space.
- For vacations/time away taken before 12 consecutive months' enrollment, or more often than once each period, parents will be charged for their child's space.

### **Withdrawal of Services**

- Bowen Children's Centre reserves the right to withdraw services for non-payment of fees or if, after careful consideration, the staff and board decide that it would be in the best interest of the child or the Centre.

For questions about the Bowen Island Community Daycare Booking Arrangements, please speak with the Daycare Coordinator or the Bowen Children's Centre executive director.