



FEES AND PAYMENTS

Discovery Early Learning & Care's method of billing is computerized invoices. At the beginning of every month, you will receive an invoice for care billed according to the rates on the Fee Schedule for that current year. You are billed for space/care booked and not on attendance usage. In order to cancel care without charge, 10 business day notice is required. Any scheduled day not used for any reason will still be invoiced, unless proper 10 business day notice is provided in advance of the requested change. Adjustments to invoices will be made at the beginning of the following month.

Each January, there is usually an increase in fees directly due to the increase in operating expenses. A new fee schedule will be presented one month in advance of the increase.

Payment is due by the 15th of each month unless other arrangements have been made with the main office. Our policy states that if payment is not received by the 15th of each month, an automatic two weeks' notice will be given and care will be terminated on the last day of the month. If a balance is not paid, a child cannot continue care into a new month. Debit, credit card, cheque, money order, on-line payment can complete your payment. A debit machine is available in the main office only. If you would like to pay with your debit, VISA or Mastercard and you are coming from an off-site location, please call the main office to confirm that the office is open and someone is there to administer the payment. We are more than happy to make arrangements for debit or credit card payments before or after office hours of 8:30 a.m. to 4:30 p.m. with advanced notice.

An on-line payment service for families is also available and we will no longer be accepting cash payments.

An additional fee at a rate of 4% per month and 48% annually, will be charged to any accounts that are in arrears past the 30 days as stated on the parent/guardian contract. Any accounts in arrears past 30 days will immediately be forwarded to a Collection Agency.

At times, the City of Greater Sudbury, Children's Services may contact the administration main office to inquire about payments or attendance of families who qualify for subsidy. On your behalf we will release information directly related to your child's attendance or invoicing so that adjustments can be made.

NSF CHEQUES

There will be a \$45.00 non-refundable administrative fee for all NSF Cheques. Upon notification, you will be allowed 48 hours to provide the necessary monies in the form of money order, certified cheque, debit, credit card or on-line payment.

Multiple NSF occurrences will require alternate financial arrangements acceptable to the day care in order for enrolment to continue. An additional charge of \$10.00 on top of the \$45.00 will be added for each additional NSF (ie. May \$45.00 NSF, July \$55.00 NSF, December \$65.00 NSF) Continuation of NSF cheques will result in the inability to provide cheques as a payment option.