

Pluto Day Care

Financial Agreement



1. Current monthly fees are outlined on the Fee Schedule. Fees are due on or before 6:00 p.m. on the first calendar day of each month, regardless of whether that day falls on a weekend, statutory holiday, Professional Development Day, winter closure, other scheduled Centre closure, or whether your child is absent. Payments are not deferred to the next business day when the Centre is closed. Parents/guardians are responsible for ensuring payment is received by Pluto Day Care no later than 6:00 p.m. on the first calendar day of each month.
2. Fees must be paid in accordance with the Fee Schedule. Any changes to fees will be communicated by email. Payment instructions are outlined on the Fee Schedule.
3. The following additional fees may be charged where applicable and are payable within five business days of notification:
 - Late Payment Fee
 - Overdue accounts are subject to a late payment charge of \$7.50 per day, beginning immediately after the 6:00 p.m. payment deadline on the due date and continuing until Pluto Day Care has received and processed the outstanding balance.
 - Late Pick-Up Fee
 - Children must be picked up and have exited the Centre by 6:00 p.m.
 - A late pick-up fee of \$25.00 will be applied at 6:01 p.m., plus an additional \$2.00 per minute thereafter until the child has been picked up **and** until the child and parent/guardian have exited the Centre.
 - Lost or Additional Entry Fobs
 - A fee of \$25.00 will be charged for each lost, damaged, or unreturned entry fob, or for each additional entry fob requested by a family.
4. Any outstanding fees, late charges, or other amounts owing remain payable upon withdrawal or termination of care.
5. A \$200 deposit is required upon enrollment. The deposit will be applied to the final month's fees provided at least thirty (30) calendar days' written notice of withdrawal is given. Failure to provide the required notice will result in forfeiture of the deposit. Fees are not prorated or refunded for unused days during the notice period. A separate \$50 deposit is required for two entry fobs (\$25 each) and will be refunded when both fobs are returned in good condition.
6. Families receiving Region of Waterloo fee subsidy (in addition to CWELCC) are exempt from the entry fob deposit and will receive a door access code instead. Written confirmation of subsidy must be provided at least two weeks before the child's start date.
7. Families choosing to begin care before Region of Waterloo subsidy has been approved are responsible for all applicable fees, deposits, and registration costs. If subsidy is subsequently approved with retroactive funding, Pluto Day Care will apply a credit or issue a refund, as applicable.
8. Child care spaces cannot be held through fee payments alone. Children must attend at least once every eight consecutive weeks unless approved by the Centre Supervisor. Four consecutive weeks of absence without parent/guardian communication will be treated as abandonment and result in automatic withdrawal. Fees paid during any absence are non-refundable.
9. Fees remain payable for all scheduled days of care, regardless of attendance, including statutory holidays (except Regional Professional Development Days). **Fees also remain payable during emergency closures, severe weather, utility interruptions, public health emergencies, staffing shortages, or other circumstances beyond Pluto Day Care's reasonable control.**

The Centre is closed on the following days:

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|------------------|------------------------|-------------------------------------|
| - New Year's Day | - Victoria Day | - Thanksgiving |
| - Family Day | - Canada Day | - Any Regionally appointed PD Days* |
| - Good Friday | - August Civic Holiday | - Approximately 1 week over the |
| - Easter Monday | - Labour Day | Christmas/New Year's Holidays |

**Regional PD Days are the only days listed above that will not require parents to pay fees for.*

10. Failure to pay fees when due may result in suspension or termination of care. Accounts remaining unpaid for more than seven (7) days after the due date may result in immediate suspension or termination of enrollment.
11. Parents wishing to withdraw their child from care must provide at least thirty (30) calendar days' written notice. Fees remain payable during the notice period regardless of attendance.

By signing below, I acknowledge that I have read, understood, and agree to comply with the financial terms outlined above. I accept responsibility for all fees, deposits, late charges, penalties, and any other amounts owing under this agreement.

Date (DD-MM-YYYY)

Parent/Guardian Name

Parent/Guardian Signature