

# September 2024 – June 2025 Richmond Clubhouse Fee Schedule

## **FULL-TIME RATES:**

\$532.00 per month for school age full-time care

### **Monthly fee includes:**

- ❖ Early Dismissals
- ❖ Professional Days

### **Additional costs associated with special events, field trips, activities, admissions and/or transportation:**

- ❖ Winter Break \$38.00/Week 1 (2 days)
- ❖ Winter Break \$76.00/Week 2 (4 days)
- ❖ Spring Break \$95.00/Week 1 (5 days)
- ❖ Spring Break \$95.00/Week 2 (5 days)

## **Morning ONLY RATES:**

\$296.00 per month for AM care only (7:00am to 8:45am only)

### **The monthly fee does not include:**

- ❖ Early Dismissals
- ❖ Professional Days
- ❖ Winter Break 2024
- ❖ Spring Break 2025

## **Drop-in RATES (if available)**

\$59.00	Professional Days
\$118.00	Week 1 of Winter Break 2024
\$236.00	Week 2 of Winter Break 2024
\$266.00	per week during Spring Break 2025

### **Drop-In Families:**

- Please note that drop-in care is available space permitting.
- Families requiring drop-in care must contact the office prior to dropping off their child to ensure a space is available.

### **PLEASE NOTE:**

- ❖ Full-Time registration takes precedence over permanent part-time, part-time or drop-in registration. If a centre operating at full capacity with combination of full-time and part-time participants requires the space for a new full-time participant the following will happen:
  - a) The staff will review the current registration list to determine the last part-time participant registered;
  - b) The family will be contacted and given the opportunity to move to a full-time space; **or**
  - c) If the family chooses to not take the full-time space, they will be given one month's notice.

## **Withdrawal information:**

- ❖ **ONE MONTH'S** written notice or **PAYMENT** in lieu of notice is required to withdraw your child from the centre to change from full-time to part-time care, to change part-time days, or to change to drop-in care. Notice is accepted on the 1<sup>st</sup> of the month.
- ❖ Vacancies which occur after April 1<sup>st</sup>, are difficult to fill. The fees for May/June will be required if we receive written notice after April 1<sup>st</sup> of the school year.
- ❖ To secure a child's space for the coming school year the June payment is required.
- ❖ Notice for September must be received no later than August 1<sup>st</sup> or the September fee will be processed.

## **Payment information:**

- ❖ Families have the option of paying by pre-authorized debit or credit card
- ❖ If a child is unable to attend the centre due to illness or holidays families are still responsible for the full payment of agreed fees for the month.
- ❖ Families with fees outstanding for 45 days or more will be asked to withdraw their child until their account is current.
- ❖ All declined payments (Credit Card/Pre-Authorized Debit) are subject to a \$40.00 fee.
- ❖ The Affordable Child Care Benefit through the provincial government is available for low income families to meet the costs of child care. A parent or guardian who qualifies for the benefit pays the difference between the benefit amount and our fee. It is the parent's responsibility to apply for the Affordable Child Care Benefit. Parents are also responsible for keeping their benefit current and for the full fee if their benefit expires. Benefits received 3 months after attendance date (for example, received in December for September) will be subject to a \$100.00 processing fee, per child. Benefits approved for the previous year, after the year has ended (December 31st) will not be processed (for example, a benefit approved for September 2022 in February 2023 would not be processed). TTK is not responsible for applying for the ACCB on behalf of families, checking the progress of pending applications, nor reminding families of lapsed ACCB benefits.
- ❖ Affordable Child Care Benefit (ACCB) will be submitted at the start of each month, based on your child's actual attendance and will be credited to the following month's payment. This means that monthly ACCB payments may vary, based on days in attendance. For example, the first week of October, your child's September attendance will be submitted to the Affordable Child Care benefit and the amount received based on your child's in-centre days will be credited to your October 31<sup>st</sup> payment. Any overages from your child's first month of care will be either credited to breaks (Winter, Spring, and/or Summer) or refunded upon your child's withdrawal.

## **Late Charges:**

- ❖ Our centres close at 6:00 pm daily. Parents/Guardians picking up their child will be charged \$10.00 for every 15-minute block after 6:00 pm. The late fee is not prorated and must be paid prior to a child returning. Repeat offenders will be asked to withdraw their child from the centre.

## **Health Closure Information:**

- ❖ If School Districts deem it necessary to close schools due to health concerns, such as COVID-19 it may necessary for TTK to close as well. Please note, it is always our intention to provide child care for families that need it. If this situation were to arise, we will notify families as soon as possible and follow up with further information as it becomes available. For up to date information on closures, as well as our current policies for cleanliness, please check our website at [www.ttk.org/blog](http://www.ttk.org/blog), or our social media channels.

## **Closures**

- Monday, September 02, 2024
- Monday, September 30
- Monday, October 14
- Monday, November 11
- Wednesday, December 25
- Thursday, December 26
- Friday, December 27
- Wednesday, January 01, 2025
- Monday, February 17
- Friday, April 18
- Monday, April 21
- Monday, May 19
- Friday, June 27

## **Winter Break 2024**

### **\*Locations to be determined**

Mon/Dec 23	Tues/Dec 24	Wed/Dec 25	Thurs/Dec 26	Fri/Dec 27
	<b>Close at 5:00pm</b>	<b>CLOSED</b>	<b>CLOSED</b>	<b>CLOSED</b>

Mon/Dec 30	Dec/31	Wed/Jan 01	Thurs/Jan 02	Fri/Jan 03
		<b>CLOSED</b>		

## **Spring Break 2025**

### **\*Locations to be determined**

Mon/Mar 17	Tues/Mar 18	Wed/Mar 19	Thurs/Mar 20	Fri/Mar 21

Mon/Mar 24	Tues/Mar 25	Wed/Mar 26	Thurs/Mar 27	Fri/Mar 28

## **Other Closures:**

On occasion, it may be necessary to close centres due to heavy snowfall or inclement weather whereby the facilities are not available for our use or the Ministry of Transportation declares the roads unsafe. During snow events it is common for police and other authorities to advise people to avoid unnecessary travel.

We will make every attempt to continue to provide you with the most up to date information available regarding closures in the event of unforeseen circumstances.

Check our web page for possible closures at [www.ttk.org](http://www.ttk.org).