



Fee Payment Policy

Important Note Regarding Canada-Wide Early Learning Child Care (CWELCC)

Plan: The eligibility of our application to opt-in to the Canada-wide Early Learning and Child Care System has been confirmed. This Fee Policy is subject to change based on CWELCC Plan terms and funding. More information will be provided as it becomes available.

CWELCC will impact our **Base Fees** (Registration/Membership fee and monthly tuition). Base fees are those fees that are required in order for the child to attend the Preschool. Our **Non-Base Fees** (Opt out fees, any fees that are charged due to missed Obligations [see below], late fees, field trips, etc) are those that are not required as families can choose to volunteer. These are not subject to CWELCC and therefore will not change in conjunction with the Base fees.

Registration Fees (Base Fee)

To register your child for Waterloo Cooperative Preschool, a **non-refundable** Membership Fee of \$23.63 is required. There is only one Membership Fee per family, per year. **The Membership fee will hold an available place in your desired program until the Registration Package is completed.**

Upon submission of the completed Registration Package, all families must pay their last month's tuition payment as a security deposit via e-transfer. **This Deposit is non-refundable after July 31th.** The Deposit will be applied to the last month's tuition payment, subject to the [Service Termination/Withdrawal Policy](#).

Pre-Authorized Debit Payments

All enrolled families agree to pay fees (other than the Membership fee, the Deposit and the Obligation Opt-Out fee *if applicable*) via Pre-Authorized Debit directly from your financial institution/bank account. Fees are directly withdrawn from your account at no additional cost to you. Families must fill out a Pre-Authorized Debit Agreement included with the Registration Package. Returning families do not need to complete a new Agreement each year if one already exists and the information has not changed.

Tuition Fees (Base fee)

Other than the last month's tuition deposit, tuition is paid on or about the first of each month via pre-authorized debit payments. Tuition Fees are dependent on the program as shown in the following table:

Program	Tuition Fee - as of July 1, 2023
Toddler	\$118/month
Preschool AM - 3 days/week	\$156/month
Preschool PM - 2 days/week	\$118/month
KinderPrep - 2 days/week	\$118/month
KinderPrep - 3 days/week	\$177/month

Families receiving a subsidy must submit a copy of the fee assistance letter from the Subsidy Office to Waterloo Cooperative Preschool to ensure the correct amount is withdrawn from your account. Full fees are due until the letter is on file. Families are responsible for full tuition fees for days not covered by subsidy. Families are responsible to ensure the subsidy is renewed and a new fee letter is on file, before its expiry date or full fees are required. Subsidy information for the Region of Waterloo can be found [here](#).

Late Fee (non-base fee)

It is important children are picked up on time. A late fee of \$1 per minute may be charged at the discretion of the Board of Directors. See our Safe Arrival, Departure, and Absence Policy and Procedures.

Field Trip Fees (Non-base fee)

Field trip fees are required to be paid by all members who participate, with the exception of anyone receiving subsidy from the Region of Waterloo.

Board of Directors or Committee Obligation (Non-Base Fee)

As a co-operative, we rely on families to help with the operations of Waterloo Co-operative Preschool. To complete this obligation, Families may:

- A. Serve on the Board of Directors for the year; or
- B. Serve in any co-op role(s) in the Fall period (September-December) and Winter/Spring period (January-June).
 - For the **2023-2024 school year**, the “co-op role” can include classroom volunteering; see the Registration form for further details

Only if families do not meet their obligation, a fee is charged. The fee is \$200 for not meeting an obligation in the Fall period (charged in January or at notice of withdrawal, if withdrawing between September and December) and \$300 for not meeting an obligation for the Winter/Spring period (charged in June or at notice of withdrawal, if withdrawing between January and June). Families that did not meet their obligation will be notified prior to the fee being charged. Please note that subsidized families are not charged any extra fees.

Yard Clean Up Obligation (Non-Base fee)

Waterloo Co-operative Preschool relies on parents to help with one playground clean up. On set weekends in fall and spring, families come to help clean up the playground area. If families do not attend any of the scheduled clean ups or make alternate arrangements with the School Improvement Officer by May 31 of a school year, or before the last day attending if withdrawal notice is submitted before the end of the school year, **a fee of \$50.00 will be charged**

Obligation Opt-Out (Non-base fee)

If families know ahead of time that they cannot serve their Board of Directors/Co-op Role and Yard Clean up obligations, they can Opt-Out and pay the **Obligation Opt-Out Fee**. The fee is assessed as \$50.00 multiplied by the number of months remaining in the school year, as per the table below. The [Administrator](#) can provide you with the correct Obligation Opt-Out Fee if you choose to Opt-Out. The Opt-Out Fee is payable by e-transfer only and is due **at the time of Registration**.

Starting Month	Obligation Opt-Out Fee (Non-base fee)
September	\$500.00
October	\$450.00
November	\$400.00
December	\$350.00

January	\$300.00
February	\$250.00
March	\$200.00
April	\$150.00
May	\$100.00
June	\$50.00

Missed Payments (Non-Base Fee)

Families agree to pay their child's fee promptly. If payments do not go through, families will be expected to pay an NSF fee (non-base fee) of \$25. A child may be refused admittance if there is insufficient payment. A Board member will notify the family and it is the family's responsibility to immediately make payment of the outstanding amount and the administrative charge.

If you are aware of insufficient funds in your account please contact the Treasurer (waterloopreschool.treasurer@gmail.com) as soon as possible. We will try and help find a solution.

Please do not contact educators about payments, as they do not deal with finances.

Prorated Tuition Fees

If your child starts part-way through a month, you must pay the prorated tuition fees for that month when submitting your completed Registration Package. This is in addition to your last month's tuition deposit. The prorated fee is calculated by taking the rate for the program and dividing by the number of classes in that month to find a price per class and multiplying by the number of classes your child will attend.

Absences due to Illness or Vacation

Parents are asked to let the preschool know when their child will be absent and the details surrounding their illness or vacation. In the case of extended illness or vacation, fees cannot be reduced or deducted and all tuition fees are due. Families must still complete their Obligation during absence unless an Obligation Opt-Out Fee is paid.

At WCP, we understand that unexpected events arise, particularly with young families. If faced with an illness (parent or child) or unexpected absence, please talk with the Membership Officer if you are unable to meet the above requirements and we will do our best to work out an arrangement that is acceptable to everyone.

If a child is absent 3 times without providing notice through the Reason for Absence Form, a fee of \$10/day absent will be charged.

Tax Receipts

Tuition tax receipts will be distributed by email twice per year from waterloopreschool.receipts@gmail.com.

Receipts are issued:

- In January, for monies received July 1 to December 31
- In July for monies received January 1 to June 30.

- Families are asked to keep track of these receipts as they will not be reissued.
- The receipts will be sent to the **primary** email address on file.

Please make sure the preschool has a valid email and/or forwarding address for tax receipt distribution in January and June. ***If you are not receiving emails from the preschool please contact the Communications Officer (waterloopreschool.comms@gmail.com).***

Important Note Regarding Canada-Wide Early Learning Child Care (CWELCC) Plan and Tax Receipts:

The eligibility of our application to opt-in to the Canada-wide Early Learning and Child Care System has been confirmed. Once opted in, Tax Receipt Issuance may be delayed for the 2022 and 2023 years to ensure accuracy of refunds and charges based on CWELCC.

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Waterloo Cooperative Preschool is funded in part by the Region of Waterloo.