



## **Policy # 04**

**Revision date: December 9, 2018**

**July 10, 2019**

**September 2022**

**August 2023**

**January 2025**

### **Whitestone After-School Program Payment and Account Policy**

#### **Purpose**

This policy is intended to give Parents and Guardians guidelines and protocols on how payments for the After-School Program are to be made.

#### **Program Fee**

The cost of the program is \$6.00 per day per child; day being defined as 2:45 pm to 5:00 pm. Payment is made only for the days a child utilizes the program.

Payments can be made by cheque or cash or on-line. (For on-line payments, please contact the Municipality for information). For parents who cannot attend the Municipal Office during normal office hours, please contact the Municipal Office to discuss options.

Payment shall be made for each day or partial day that is utilized for the program. There shall be no discount for parents who use less than the two hours allotted for the program.

Parents and / or Guardians are required to pay in advance before the 1st of each month based on the estimated use of the program (as noted on their registration form). This estimated use should be calculated by the parent and the Program Coordinator and is not the responsibility of the Municipality to make this determination.

Accounts must be kept up to date at all times in order for the child (children) to remain in the program.

When accounts are in default (i.e. there are no monies on account) or parents have not made financial arrangements with the Municipality and paid in advance, parents may be required to make alternate after school arrangements for their child (children). Accounts in default will be charged interest at the rate of 1.25% per month.

Parents will receive a monthly statement from the Municipality however, it remains the parent's responsibility to track their use of the program and ensure funds remain on account at all times to support their child's (children's) attendance in the program.

Parents are encouraged to contact the Municipality if they are unsure at any time of the status of their account.

The Program Coordinator provides weekly attendance reports to the Municipality of Whitestone and these reports are utilized to track program usage and accounts at the beginning of each week.

A refund will be issued if pre-payment has been made and the child does not attend on the day(s) for which the payment was made. Alternatively, a credit may be applied to a date the child does attend the program.

Families with a financial need may apply for subsidy at the District Social Services Administration Board Parry Sound (DSAAB) for support. DSAAB can be reached at:

Parry Sound Office  
1 Beechwood Drive  
Parry Sound, Ontario  
P2A 1J2  
705-746-7777 or 1-800-461-4464

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipality of Whitestone

\_\_\_\_\_  
Date

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