**FAQS: FEES, FINES, REFUNDS & WITHDRAWALS, *2019***

*\*This is a snapshot of relevant school policies – for the full descriptions, please refer to the membership manual.*

**FEES:**

At registration, you paid a non-refundable registration fee and one-month’s fee which will be used for the month of October. September’s fee will be pro-rated according to your child’s start date. Your September and June fees (payable by cheque) are both due on your child’s first day of school, along with post-­dated cheques for the remaining months (November – May). No other form of payment is accepted at this time.

If I pay fees, why do I also have to fundraise? Membership fees are not enough to pay our operating costs.  In order to keep fees reasonable and provide the best programming for our children, we must raise funds in other ways. The Auction is our main fundraiser and participation is mandatory for all families.  Each family is required to sell tickets to the auction and to bring in $200 worth of auction items, such as gift cards, baskets or donated merchandise. We have a list of companies who have donated in the past and will offer support and guidance in securing these donations. Each family is also required to sign up for at least one shift on the night of the event and to contribute to the potluck list.

**FINES:**

The Board sets fines to cover costs incurred and/or to ensure all members are meeting the requirements of membership.

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| --- | --- |
| NSF charge for returned cheques | $20 |
| Missed General Meeting | $20 (A $100 meeting deposit fee is paid at registration. For each meeting attended, parents will be reimbursed $20 – to be paid at the AGM in June. The meetings’ attendance sheets will serve as evidence of attendance.) |
| Missed Board Meeting | $20 (The meeting’s attendance sheet will serve as evidence of attendance.) |
| Late Pick Up | $20 for every 15 minutes after 12 noon  (i.e. 12:01 = $20, 12:16 = $40) |

**REFUNDS:**

i. No refunds will be made for absence due to illness, traveling or for any other reason.

ii. No refunds will be made when the school is temporarily closed due to emergency conditions (e.g. snowstorms, loss of heat, etc.) or necessary maintenance that cannot be undertaken during off-hours (roof repair, plumbing leak, etc.).

iii. No refunds shall be given during the last three months of school – April, May, June.

iv. No refunds shall be given for the registration fee.

v. No refunds shall be given for the $100 meeting deposit fee if a family withdraws before the end of the school year.

vi. No refunds shall be given for a registration cheque once it has been cashed and a spot has been reserved for a child if a family chooses to withdraw before the start of school.

**WITHDRAWALS:**

**i. New for 2019: Withdrawals will only be accepted at the end of Term 1 (Dec. 31st) or the end of Term 2 (March 31st).** When a parent wishes to withdraw his or her child, written notice must be given to the Registrar sixty (60) days prior to the end of term. The school terms are as follows:

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| --- | --- | --- | --- |
|  | **Date to give written notice to Registrar** | **Child’s last day of class** | **Your refund would be:** |
|  | Any date between your registration date and your child’s first day of school | N/A | Once your cheque has been cashed, no refund given for your entire registration amount |
| **TERM 1**  The week after Labour Day in September – December 31st | Oct. 31st | last school day before Winter Break | * Your monthly fee for June will be refunded * Your post-dated cheques for January – May will be returned to you * No refund for the registration fee or meeting deposit fee |
| **TERM 2**  January 1st – March 31st | Jan. 31st | last school day on or before March 31st | * Your monthly fee for June will be refunded * Your post-dated cheques for April & May will be returned to you * No refund for the registration fee or meeting deposit fee |
| **TERM 3**  April 1st – third week of June | No withdrawals accepted this term | N/A | No refunds given for Term 3 |

**For September registrations: The first day of school is Sept. 9, 2019. Once your registration cheque has been cashed and a spot has been reserved for you, withdrawing at any date prior to the start of school means that you forfeit your entire registration amount. Once your child has started school, you are committing to the entire first term’s tuition – except for any of the reasons listed below in points ii – iv.**

ii. A parent may be asked to withdraw his or her child due to the child’s inability to adjust to the school program. Examples may include: severe separation anxiety, aggressive behaviours or if the child cannot settle into school routines. This decision will be made by the Board after consultation with the teachers, and after every effort has been made by staff and parents to assist in the adjustment to the program. A rebate will be made from the date of the child’s last day at school.

iii. A parent may be asked to withdraw from the school if he/she has failed to meet their obligations in the operation of the school, as set out in the Volunteer Agreement, and/or has failed to adhere to the Parent and Child Code of Conduct.  This decision shall rest solely with the Board of Directors.

iv. A parent may be asked to withdraw from the school if they have failed to meet the obligations and standards set out by the Health Department of the City of Toronto.