REPAYMENT AGREEMENTS POLICY

All payments will be requested in the month prior to the child attending the facility. Payments are required on the 1st of each month by electronic invoice. All payments received will ensue a receipt of payment with a list of terms and conditions similar to the one posted on the website where payments will be made. At this stage, a written policy will be given to parents stating what the terms and conditions are for refunds of any services not received. A record will be kept of all payment transactions, written policies delivered, invoices and receipts sent if by electronic transfer.

All financial policies are designed to offer fair treatment of each individual and family in an attempt to create and maintain a professional and trusting relationship with clients of Zany Zone Child Care.

- The amount of notice required for a parent to withdraw their child(ren) for the facility is a two month period or at the discretion of the Manager.
- The amount of notice required if a Licensee becomes unable to care for a person in the facility will be determined dependant on the reason for termination.
- The procedure which would take place if a child becomes sick and is unable to attend will be payment is non refundable and charged as if the child was present.
- If the licensee/ caregiver is sick and unable to provide care to a child, parents will be notified by telephone at the earliest convenience if no alternative can be found.
- If the licensee wishes to close the facility to take vacation time a replacement caregiver will be brought in to provide adequate care for all children.
- If the child does not attend due to vacation or family at home reasons etc, payment will be processed as normal and fees will be charged as if the child was present.
- If payment is not received, the child may be refused admission to the facility and the spot will be allocated to another child with one month's written notice

_____/_____/_____ _____

Date Full name of Parent/ Guardian

_____

Signature of Parent/ Guardian