



FINANCIAL

Fees

Fees are based on an annual figure which may be paid in a number of ways - all as pre-payment. Fee Schedules include: 1 payment, 2 instalments or monthly payments. It is our policy to receive monthly payments in advance, historically post-dated cheques. E-transfers (mlcpfees@gmail.com) and cash are also accepted. Full payments and bi-annual payments have discount entitlements.

Fee Contracts

The application form and re-registration forms require parental signature and thus commitment to the policies of the school. This includes timely fee payments.

Policy on Overdue Accounts and NSF Cheques

Fees paid on or after the 10th of every month are charged a \$10.00 late fee and another \$10.00 after the 20th. Cheques returned are charged a \$25.00 processing fee.

Policy on Student Withdrawal

If a child is withdrawn before the end of the school year, 2 month's notice or 2 month's fees are required and the August payment is non-refundable. The 10% prepayment discount requires a \$600 penalty plus 2 month's notice or 2 month's fees are required. The 5% prepayment discount, requires a \$400 penalty plus 2 month's notice or 2 month's fees are required.

Should there be a family who seems increasingly uncomfortable with school policies or practices, a meeting may be held to determine the continuance of attendance.

Parents of children with on-going behavioural or academic difficulties, for which implemented strategies have not worked, that would be better served in another setting may be asked to discuss that option. Should a withdrawal from the school be deemed the best option the required notice/fees will be returned

A three-month (3) probationary period for new students - exclusive to the school, allows for the suggestion of an alternative educational institution of a student by MLCP. Students who have difficulty following guidelines, have behavioural challenges or seem unable to become comfortably a part of the group, may elicit discussion for alternate care.



Students can be asked to leave the school immediately for any of the following reasons:

- ❖ Outstanding school fees
- ❖ Vicious, intentional and maiming behaviour.
- ❖ On-going and wilful disrespect and rudeness
- ❖ Excessive tardiness and absence
- ❖ Behaviours which are emotionally or physically harmful to others

Policy on Re-registration Fees

Re-registration packages detailing changing fee schedules are distributed to present students in the second term. Forms and re-registration fees must be returned by the due date to ensure placement for the upcoming year. Forms should also be filled in by non-returning students to inform the school of transfer information to facilitate OSR files being updated and forwarded to receiving schools.

Policy on Registration Fees

For new students, a non-refundable registration fee is due upon enrolment confirmation. A re-registration fee is due each year with the confirmation of continuing space for already registered students.

Daycare

Daycare is available before and after school. Some daycare pick up and drop off is complimentary. Please inquire with the office regarding Daycare Tickets which are available in various denominations. A late fee is payable immediately to the daycare provider for every 15 minute period children remain in daycare after 5:30pm. Any outstanding Daycare billed at month-end will be billed at a higher rate. Outstanding charges must be paid by Friday of each week to avoid the higher billing.

Infant/Pre-CASA, CASA Student Hot Lunch

Hot lunch became mandatory on November 1, 2015 for all CASA and PRE-CASA students under four years of age and, as such, the hot lunch monthly fee has become mandatory. Hot lunch remains an option for all students over four years of age.



Elementary Student Hot Lunch

Hot lunches can be arranged at an additional charge of \$120.00 per month. Occasional lunches are available payable by cash or by pre-purchased ticket on the day requested. Hot lunch tickets are available allowing for a discount at an allotment of 5 lunches. Any outstanding hot lunches billed at month-end will be billed at a higher rate. Outstanding charges must be paid by Friday of each week to avoid the higher billing.

Occasional Days

Occasional days or P.D. days for older siblings or past students can be arranged for a nominal charge

Bank Deposits

Deposits are made as necessary and in a timely manner. Beginning month deposits (fees) are made within 3 days of the beginning of the applicable month. Bank reconciliation and month-end disbursements are compiled and documented each month.

Presently, the owner/principal is the only single signing authority. A combination of any two other authorized signatures is permitted.

Payroll

Salaries are paid on a monthly pay-period frequency. Staff are however entitled to receive an advance (up to 40% of their monthly salary) of their pay on the 15th of each month.

Purchasing

Purchases must be cleared with the office prior to acquisition. Receipts must be provided.



Reimbursable expenses

Expenses are determined on an as needed basis. If a staff member is asked by the school to perform a task or duty which involves an out of pocket expense, said amount will be reimbursed by the school with a proof of purchase.

Fund Raising

The school may undertake on occasion to hold fund raising events. Staff members are expected to participate in activities deemed important to the betterment of the school staff or programme.

Parent Involvement

Parent involvement is welcome once students have settled for the first time or at the beginning of each term. Parents are encouraged to participate in such areas as P.T.A., monthly lunches, field trips, listening to readers, etc. Parents may not be left alone with students. Parents are asked not to purchase anything for students on field trips.

Parent-Teacher Association

On any year that parents wish to be involved in a Parent-Teacher Association, MLCP supports the time and effort extended.

- ❖ The P.T.A. will meet once per month.
- ❖ The P.T.A. will hold a maximum of 3 independent fundraisers per year.
- ❖ The P.T.A. commits to leaving approximately \$ 1000.00 (carry forward) in its independent account each year. The account, in an area bank, should be managed by the committee and consist of at least 2 signing authorities (1 parent and a school administrator).
- ❖ Monies raised will be spent in support of the programmes of the students in that current year.
- ❖ The committee shall maintain updated, current financial records.
- ❖ Monthly minutes and documentation will be maintained and filed for future references.
- ❖ The committee should consist, in some form, of a chairperson, secretary, treasurer, and fund-raiser co-ordinator where possible.
- ❖ P.T.A. Board members will sign a confidentiality agreement prior to the October meeting. (See Attached P.T.A. Confidentiality Agreement)



Supports

The school undertakes to make its environment as safe and as clean as possible. As such, the following services are contracted to MLCP:

- ❖ Accounting and Bookkeeping
- ❖ Garbage removal
- ❖ Pest control
- ❖ Janitorial Services
- ❖ Property Management
- ❖ Weekly rug/mat rental
- ❖ Playground Inspection

Insurance

The school commits to acquiring and maintaining any and all of the pertinent insurances such as:

- ❖ Health insurance
- ❖ Life insurance
- ❖ Liability Insurance
- ❖ Building

Additional insurance options are available for staff as needed.