**Fees & Hours of Operation**

**New Registrants**

New registrants will pay a deposit to Bridlewood Child Learning Centre. This deposit must be paid within 2 weeks of the allocation of the space by e-transfer. Subsequent to this **A)** if a parent is unable to accept the space allocated and provides written notice a minimum of four (4) weeks prior to the assigned start date a full refund of the deposit less the registration fee will be made. **B)** If a parent is unable to accept the space allocated and provides written notice a minimum of three (3) weeks prior to the assigned start date the deposit less a 25% administration charge will be returned by the Bridlewood Child Learning Centre. **C)** If written notice is not provided three (3) weeks before the start date the full deposit will be forfeited.

This deposit will be applied to your account to reconcile your payments when B.C.L.C. receives your official withdrawal notice of your child leaving the learning centre.

**Fees and Payments:**

Full fee parents will find their current fee payment schedule in their Digibot account.
Payments are automatically withdrawn from your bank account on the 1st of each month by electronic fund transfer. Children not registered by the first day of the new Digibot calendar year will lose their right of renewal and may, at the discretion of the Director, be placed at the bottom of the Centre's waiting list for spaces.

Please note that Subsidies are available through the City of Ottawa. Those Subsidized fees are paid directly to the City of Ottawa.

As of January 01st, 2025 our base fee for the toddler program is $64.53, and the base fee for the preschool program is $49.69. Through the CWELCC the toddler parents pay $22.00 as a daily rate, and the preschool parents pay $22.00 as a daily rate. Non-base fees such as late fees, NSF, etc that are unrelated to child care fees are unaffected by the CWELCC reductions.

If a family is owed a credit, it will be applied to future payments owing, or a refund will be issued to the parents by electronic fund transfer or cheque.

**Returned Payments:**

Any payment returned from the bank, due to nonsufficient funds or any other reason, will be charged back to the parent plus an administration charge of $20.00.

A replacement payment shall be placed in your Digibot account for the original amount plus the $20.00 administration charge.

**Holidays and Illness:**

Regular fees must be paid for statutory holidays on which the Centre is closed and every day for which a child does not attend due to illness, family vacation, etc. On days that the Centre chooses to close regular fees will not be charged. There is a shut down between Christmas and New Years which includes statutory holidays and closed days.

**Late Pick-Up Charges: The Centre is open Monday to Friday from 7:00 a.m. to 5:45 p.m.**

The family will be subject to a late pick-up charge for any child/ren picked up after 5:45 p.m. Please arrive in plenty of time to ensure an easy departure for your child and to be respectful to our staff members so that they are not delayed in closing the Centre and finishing their working day in a timely manner.

(a) The late pick-up fee will be $10.00 for every five (5) minutes or part thereof after 5:45 p.m. the first time this occurs. The late pick-up fee for the second time will be $20.00 for every five (5) minutes or part thereof after 5:45 p.m. The late pick-up fee for the third time will be $30.00 for every five (5) minutes or part thereof after 5:45 p.m. Time will be determined by the teacher in charge.

(b) All charges are to be paid in cash within 48 hours directly to the teachers who were obligated to remain past their normal working hours. Any charges not paid will be considered delinquent and may result in termination of service.

(c) If late pick-up of children occurs three (3) times in a short period, the parent may be asked to withdraw the child from the centre.

There are no exceptions to this policy, except by the discretion of the Director.