

JAMES NISBET NURSERY SCHOOL

Payment Details

Payment Options (Cheques are made payable to MAPLES RECREATION ASSOCIATION):

Annual Payment = 1 cheque (payment for the entire school year, refer to the Enhanced Nursery School Fee Schedule).

Term Payments = 3 cheques (payment is divided by 3 terms, refer to the Enhanced Nursery School Fee Schedule).

When registering your child for nursery school, you are required to leave a **\$50.00, non-refundable deposit per class** which will be deducted from your first third payment or annual payment depending on which payment option you choose. Please note, your child will attend **only one of the staggered entry days** noted on the Fee Schedule. Payment for this day has been included in the first term and annual fee calculations, (refer to Fee Schedule).

Anticipated Payments

First term payment is due on your orientation date in September. When making the payment, place all fees in a sealed/labelled envelope. Please label the envelope with: your child's name, their class and the total amount of payment. Refer to the attached Enhanced Nursery School Fee Schedule for anticipated payment dates and amounts.

Note: We do not offer change, PLEASE BRING EXACT CASH OR CHEQUES.

Maples Recreation Association Administrative Fee

James Nisbet Nursery School operates under the umbrella of the Maples Recreation Association (Maples Community Centre). All enrolled families at James Nisbet Nursery School are required to pay a \$15.00 administration fee. Please note this fee is non-refundable.

Late or N.S.F. Payments

James Nisbet Nursery School is a **non-profit organization**. Nursery School Parent Fees comprise a major portion of our annual operating budget. Our goal is to provide a quality program at a reasonable cost, please help us accomplish this by ensuring all payments are submitted on time (you may refer to the Enhanced Nursery School Fee Schedule).

Please be advised that an automatic withdrawal will occur if parent fees are delinquent for a 5-day period.

Should you need to arrange an alternative payment plan, please submit your request in writing to the Nursery School Director. A written request must be submitted 5 days prior to the anticipated payment schedule.

Should your payment (personal cheque) be returned as Non-Sufficient Funds, you will be required to pay a \$25 NSF charge and subsequent payments will be accepted in cash. In such cases, an alternative payment plan must be made with the Nursery School Director prior to having your child attend the nursery program. Should you misplace a JNNS issued cheque and you choose to request a replacement cheque; a \$25 fee will be invoiced to you, this fee will account for incurred bank charges and administrative time.

Should you receive subsidy approval from the Manitoba Family Services and Housing and all allowable absent days are exceeded, payments must be made at the end of each month or an automatic withdrawal will occur.

Illness and Extended Absence

If your child is ill and must remain at home, you will not be refunded for missed sessions. If you choose to take an extended holiday during one of the terms, you are required to pay for your child's space while you are away. If you do not wish to pay, you will have to withdraw your child from the program and re-register (**providing space is available**) upon your return.

Early Withdrawal

A two-week written notice is required should you choose to leave the program during the course of the year. You are required to pay your child's fees during this two-week notification period. If you withdraw from the program, a refund for the remainder of the term will be issued (if applicable) and any postdated cheques that are on file will be returned to you. **Please be sure to submit your written withdrawal notices to the director.**

Statutory Holidays

You are required to pay fees for statutory holidays that occur during the school year (ie: Thanksgiving, Remembrance Day, Louis Riel Day, Good Friday, Victoria Day) so that staff can be paid required statutory holiday pay. Fees for statutory holidays that fall during the school year have been included in the fee schedule. Statutory holidays that occur when the Nursery School is closed (ie: Christmas, New Year's) are not included in fees.

Receipts All receipts will be issued via e-mail, please permit a one-month time frame.

Verification

A \$5.00 fee will be imposed for any additional documents that are individually requested (as they require administration time). These documents would be specific and pertain to your child's enrolment date.