



POLICY 11700

FEES AND REFUNDS

POLICY:

Fees associated to the District’s Rocky Mountain JUSTB4 Program (“JUSTB4 Program”) are due during the first week of the month of service. One month’s written notice is required to withdraw your child from the JUSTB4 Program which must be received by the first day of the month of service. Families are required to pay a non-refundable registration fee of \$30 for the child’s application to be processed.

PROCEDURES:

- JUSTB4 operates on the District’s school calendar with the first day of programming to commence on September 11, 2023 and the last day concluding on June 27, 2024. Monthly fees are pro-rated for the year based on the number of days in session throughout the school year. Therefore, the monthly fee remains consistent regardless of school closures such as professional development days, winter break, and spring break.
- Refunds will not be issued due to illness or other absences during days in session.
- JUSTB4 participates in the Child Care Fee Reduction Initiative (CCFRI) and the fees reflect the CCFRI \$95/month fee reduction.
- Families who meet the criteria for additional subsidy through the Affordable Child Care Benefit (ACCB) offered by the Ministry of Children and Family Development (MCFD) must apply for this benefit prior to September. Families who qualify for the ACCB will be required to pay the remainder of the fee not covered by MCFD and are responsible for continuing with the ACCB renewal process.
- Families have the option of paying fees through electronic payment via major credit card or direct debit, and cheque. NSF cheques will incur a processing fee of \$45.00.
- If fees are not paid during the first week of the month, the following will occur:
 - One week late – informal reminder.
 - Two weeks late – a phone call will be made to discuss payment.
 - Three weeks late – a letter will be provided and a copy will remain in your child’s file
 - Four weeks late – mandatory withdrawal from the JUSTB4 program.

Monthly Fees BEFORE CCFRI	CCFRI Reduction For All Children Per Month	Monthly Fees per Child	Breakdown of Cost per Day
\$300	\$95	\$205	\$11.45

*****Monthly fees MAY be further reduced if families qualify and apply for the Affordable Child Care Benefit before September.***