



Appendix A

Updated information for to Withdrawal

Withdrawal (pg. 7)

Correction to Bullet point 2:

- Notice of withdrawal is consistent with the *Withdrawal Clause* as per our Financial Agreement clause #11, and the Notice of Withdrawal on page 16. This is the same for all families in our program.

Updated information for Statutory Holidays

Statutory Holidays (pg. 13)

Add:

New Year's Eve (half day)

Updated information for Second Child Discount

Second Child Discount (pg. 16)

Add:

This information no longer applies as it was discontinued in April 2022.

Updated information for Fees and Finance

FEES AND FINANCES - CWELCC Eligible children (pg. 14)

All Mini-Skool locations are enrolled in the CWELCC (Canada-Wide Early Learning Child Care) Program. As such, our Base Fees (Weekly tuition) have not increased since 2022.

As of January 1, 2025, the Base Fee for children in the CWELCC Program has been capped at a maximum of \$22 per day for eligible children, which includes our mandatory Base fees below:

- Program Fees (i.e., Three's Program and JK/SK Program - *for Richmond Hill ONLY*)
- Registration Fee
- Annual Administration Fee
- Electronic Record of Development fee (Lillio, formerly Hi Mama)
- Fob Fee



Our Non-Base Fees, as listed below, are not covered under the CWELCC Program.

- NSF Fee
- Late Pick up Fee
- Field Trip (Cost varies)
- Transportation for Before and After School
- Late Fee (for late tuition payments)
- Replacement Fob fee

FEES AND FINANCE – SCHOOL-AGE PROGRAM AGES 6-12 YEARS

The weekly tuition is reduced as per the BASP Program (*Peel Region ONLY*), from January 1, 2025 to June 27, 2025. However, the following fees, as per the Mini-Skool Fee Schedule, still apply to all school-age children ages 6-12 years:

- Registration Fee
- Annual Administration Fee
- Fob Fee (if applicable)
- NSF Fee
- Late Pick up Fee
- Field Trip (Cost vary)
- Transportation for Before and After School
- Late Fee (added to late tuition payments)

Updated information for Registration/Security Fobs

Registration / Security Fobs (pg. 14)

When registering your child, you will receive a complete registration package with various forms, including this booklet. Once registration is completed, you will receive two Key Fobs to enter our building.

Updated information for Annual Administration Fee

Annual Administration Fee (pg. 14)

If your child moves to another Mini-Skool Centre, you will be required to complete a new registration package.



If your child is of school-age (ages 6-12 years) and is not eligible under CWELCC, you are still required to pay the Annual Administration Fee. School-age weekly tuition fees vary from centre to centre.

Added Statement to the Weekly Tuition section:

Weekly Tuition (pg. 15)

An established tuition fee is due on the first day of attendance each week. It is advisable that you bring in post-dated cheques at the beginning of each month, dated for the first day of each week, or make payments with cash or by debit card. If tuition is not paid in advance, a late fee will be added. Please note that care may be discontinued for accounts in arrears for a week.

“Refunds

All Tuitions are non-refundable. The circumstances under which refunds or credits for prepaid fees will only be provided if:

- A full-fee client starts receiving a subsidy and is fully subsidized. There may be a refund depending on the approved date of the subsidy. Mini-Skool will refund the monies to the full-fee client accordingly. This process will take 4-6 weeks.
- A client pays their tuition in advance but gives their two-week Notice of Withdrawal per Mini-Skool’s Financial Agreement, any excess tuition will be refunded. This process will take 4-6 weeks.
- A credit will be provided if a subsidized client is reassessed and is now required to pay a lower tuition fee based on the approval date of the subsidy.



Appendix B

The list of Policies that are included in the Parent Handbook is as follows:

1. Program Statement Implementation Policy
2. Safe Arrival and Dismissal Policy
3. Inclusion, Access, and Equity Policy
4. Parent Conflict Resolution Policy
5. Police Vulnerable Sector Check
6. Process for Monitoring Compliance and Contravention
7. Waitlist Policy
8. Behavior Expectations Policy
9. Supervision Policy for Volunteers and Students
10. Accessibility Customer Service Plan for providing goods and services to people with disabilities.
11. Client and Guest Code of Conduct
12. Fee Schedule