

## **Background**

The Division operates and manages various Early Learning Programs. As part of the programs, fees are assessed for unfunded children (i.e. typically developing children who do not qualify for funding from Alberta Education). All Early Learning Preschool fees collected are assets of the Division and subject to this administrative procedure.

## **Procedure**

1. Pembina Hills Preschool Fees are a charge to parents that is set on a cost-recovery basis for students to receive a service or supply.
2. Pembina Hills Preschool Fees are determined based on the number of school calendar instructional days at the site offering the program. The number of days of a child's program will be determined by the Early Learning School Team.
3. Every effort will be made to collect fees at the site where the program is offered. At the request of the school, the Accounts Receivable Department will invoice parents for unpaid fees. Pro-rating and fee refunds will be directed by Early Learning Services.
4. Fee payment schedules are provided for parents with registration documents. Once invoiced, payments can be made in one, two, or set monthly payments. Parents can pay by cash, post-dated cheques, VISA, or MasterCard. Children coming into the program after the 15th of the month will be charged half (1/2) the monthly cost for that month.
5. Non payment of fees may result in the withdrawal from the Early Learning program.
6. There shall be a provision for fees to be waived for students whose families cannot afford to pay them. This will be done through a request in writing from parents to the Early Learning School Principal, followed by a confidential meeting between the parents and the Early Learning School Principal. The Early Learning School Principal will determine what fee schedule may be reasonable for families based on financial need. The existence of these provisions will be clearly communicated to school staff and parents at the beginning of each school year.
7. Upon withdrawal from a program or service, parents will be refunded dependent on how much of the fee has already been expended on the child.
8. Under no circumstances will Instructional Funding be used to subsidize nonpayment of Early Entry fees.

## **Reference**

[AP 60-02 Early Childhood Services/Early Learning Programs](#)