

## Policies and Procedures for Funded Centres: Fees for Additional Services

### 1.0 POLICY STATEMENT

Manitoba Regulation 62/86 Section 38(2) and Schedule D and D1 outline the maximum daily fees that may be charged for each child who receives the same type of care. Facilities may charge fees for additional services that are beyond the provision of child care.

Boards of directors are legally in charge and responsible for managing and conducting the affairs of non-profit facilities and are responsible for developing and implementing policies. The board has the authority to decide what services are provided, how those services will be administered and fees that may be charged specifically for those additional services.

This policy outlines the circumstances where a funded facility may charge fees for additional services and explains the actions to be taken by the centre or nursery school.

### 2.0 DEFINITIONS

**Early Learning and Child Care (ELCC) Program:** The Department of Families branch responsible for the licensing and monitoring of child care facilities.

**Funded Facility:** A licensed child care centre or nursery school that receives annual operating grant funding.

**Child Care Centre:** A licensed child care facility, other than a child care home, where child care is provided.

**Nursery School:** A child care centre in which care is offered four or less continuous hours per day or for more than four continuous hours per day and less than three days per week.

**Child Care Coordinator:** ELCC Program staff responsible for licensing and monitoring facilities.

### 3.0 POLICY

**The following fees may be considered for policy development and implementation:**

- Cooperative membership fees may be charged by facilities that are or form part of an organization incorporated under the Cooperatives Act of Manitoba.
- Administration/registration fees may be charged prior to enrolment.
- Bank transaction fees may be charged to recover bank charges incurred by the facility for debit or e-transfer payments. Families should have the option to pay by cheque or in cash.
- Late payment fees may be charged if a payment of daily parent fees is not received by the facility on time.
- Fees for a NSF (non-sufficient funds) cheque may be charged to recover bank charges incurred by the facility when a family provides a NSF cheque.
- Late pick-up fees may be charged to cover staff time and additional operational costs when a child is picked up after the facility's normal operating hours and/or the number of hours of care exceeds the maximum hours for which a family is billed (i.e. more than 4 hours for part-time care or more than 10 hours for full-time care).
- Transportation fees to cover the costs of using a facility vehicle, private bus or public transportation to transport children to and from school or on field trips may be charged. Families must have the option to provide their own transportation.
- Lunch and/or snack fees may be charged. Families must have the option to supply their own lunch and/or snack for their child.
- Sunscreen and/or bug spray fees may be charged. Families must have the option to supply their own sunscreen and/or bug spray for their child.
- Field trip fees may be charged. A facility should plan low or no cost field trips so children are not excluded due to the cost to families. Child care must be provided for families who choose to opt out of a field trip.
- Fees may be charged for additional services, such as music or yoga lessons when an outside instructor is

paid by the centre to offer the service in the centre. Families must have the option not to participate in these additional services.

- Essential item fees may be charged when families do not provide essential items such as diapers or lunch for their child.

**The following fees may not be considered for policy development and implementation:**

- Mandatory “donations” cannot be required and charitable tax receipts should be provided for voluntary donations if the centre has a charitable registration number.
- Facilities can require families to participate in fundraising activities as outlined in the parent policy manual, however the facility cannot set minimum requirements or require a payment in lieu of a family’s participation in a fundraising activity.
- Non-compliance fees cannot be charged when families do not comply with the facility’s policies (except for late fee payment or late pick-up, as outlined above). For example, facilities may not charge families for leaving the child’s medication in a backpack or for violating the facility’s nutritional guidelines for a healthy lunch or snack.
- Facilities cannot require payment of a fee in lieu of volunteering in or for the facility.
- Activity supply fees for consumables such as paper and paint cannot be charged. A facility must provide daily activities and programming for children, therefore funds in the facility’s budget must be allocated for activity supplies.

**4.0 STANDARDS AND PROCEDURES**

**4.1 Standards**

Any fee, that is in addition to the regulated daily maximum daily fees must be reasonable and clearly outlined in the parent policy manual which is provided to families at the time of enrolment.

The waiving of a fee for any additional services should be considered to help ensure accessibility for subsidized and non-subsidized families who may not be able to afford it.

**4.2 Procedures**

Any new or increased fee that is in addition to the regulated daily maximum daily fees must be:

- Reviewed and approved by the facility’s board of directors (in addition, the board of a social, health or community service agency which is legally responsible for a facility should consult with the facility’s management committee);
- Written communication of a fee increase must be provided to all families which allows for an appropriate notice period before a fee increase takes effect;
- The parent policy manual should be revised to reflect the change in policy to ensure it is provided to new families at the time of enrolment;
- Payment of fees should be documented and receipts provided in accordance with generally accepted accounting standards; and
- The revenue generated by any additional fee must be detailed in the revenue schedule of the budget and financial audit for a centre and in the financial statements for a nursery school.

**5.0 POLICY DOCUMENTS**

The Community Child Care Standards Act  
 Manitoba Regulation 62/86