



Nanabijou Child Care Centre
965 Oliver Road, Thunder Bay, ON, P7B 5E1

Phone: (807) 343 8369
Email: nanabijo@lakeheadu.ca
Website: www.nanabijou.net

FEE PAYMENT CONTRACT

Nanabijou Childcare Centre charges a **\$20.00 Registration Fee** for each child as space into the program is accepted and will be added to your first invoice.

Nanabijou Childcare's invoices are issued twice monthly by email. Invoice #1 covers the period 1st – 15th of the month and invoice #2 covers the period 16th – last day of the month. Payment of all childcare fees is due before the end of the next billing period.

Invoices which have not been paid after 30 days will be stamped PAST DUE and must be paid immediately. Invoices which remain outstanding for 60 days will have a reminder letter attached stating that if payment is not received immediately services could be suspended until payment is made. Invoices that are outstanding after 90 days will have a letter attached stating that the account will be sent to collections if payment is not received immediately, and services will be suspended until payment is received.

Cash or Cheque Payments are **not** accepted at the Centre. Payments can be made by debit, credit card or E-Transfer to nanabijo@lakeheadu.ca.

If childcare fees are paid through a subsidy contract, either full subsidy or partial subsidy, any charges incurred that are not covered by the subsidy contract will be billed at full fee rates to the parent/guardians on file.

If any invoices remain outstanding for 90 days, a termination of services will be issued, and the account will be sent to collections and any legal fees and/or court fees will be the sole responsibility of the parents/guardians listed in the registration file.

An Income Tax Letter will be issued to all families in January every year.

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Child's Name: _____

Email Address for Invoices: _____

My schedule is as follows and will be billed accordingly.

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

DROP OFF TIME: _____

PICK UP TIME: _____

My first day of childcare is: _____ and my invoice will begin on this date.

Parent Signature: _____