



Tuxedo Community Centre Preschool Refund Policy

The following policy has been approved by the Tuxedo CC Board August 2020. This board governs the preschool and this refund policy will apply to all families and all preschool programs.

To guarantee a spot for your child in a preschool program, a completed application with the required deposit and all fees (postdated or single dated cheques) should be submitted to the Preschool administrator. A confirmation will be sent via email to the household to confirm the application has been received.

Although we understand family situations change, by guaranteeing a spot in the program for your child, the preschool has invested in start-up costs that are set for the year. This is done to ensure your child has a wonderful experience with our program.

Once your spot has been confirmed your deposit is **non-refundable**.

Refunds will **only** be issued for the following reasons

- Area/city/province move
- Child care placements i.e.; full time care is required due to work related matters

Refunds, (**excluding the non-refundable deposit**), will be issued for the balance of the program fees as follows:

- Program fees will be returned in full up to September 6th
- Between September 7 and October 31st, 75% of the program fees will be returned
- Between October 31 - January 3rd, 50% of the program fees will be returned
- Between January 4st – March 15th, 25% of the program fees will be returned
- After March 15st no refunds will be issued

NO Refunds for missed days including sick days.

This policy takes effect September 6th 2020

Covid-19 Addition to the Refund Policy

Due to the COVID-19 pandemic, we understand that some may have reservations about attending the pre-school. Rest assured, we are taking all necessary precautions and safety measures to insure both the safety of your children as well as our staff.

Having said that, should someone wish to remove their children at any time, specifically due to concerns around COVID-19, there will be no alteration to the refund guidelines noted in this policy. All refund policies noted herein would still apply, regardless of the pandemic.

If Manitoba Early Learning and Child Care Program (**MELCCP**) mandates a closure homebased learning content will be provided.

Respectfully submitted,
Tuxedo Community Centre Parent Advisory Committee
Tuxedo Community Center Board