



Sunny Faces Day Care, 30 Harefield Drive, Etobicoke ON, M9W 4C9 (416 744 0778)

June 12, 2023,

Dear Sunny Faces Parents,

With summer programs just a few weeks away, please be reminded of Sunny Faces policies and procedures, as per the Parent Handbook, page 41 under the heading **Financial**.

Sunny Faces is a **12-month child care operation**. Space is **not** held for any missed days or withdrawal purposes during the year. Fees will be processed and directly debited from your account on January 1<sup>st</sup> as well as the 1<sup>st</sup> day of each following month. Fee withdrawals may be delayed 24-48 hours for banking and or administrative interruptions.

**A minimum of one month (20 days) written notice is required for any withdrawal from the program.**

Registration for existing families was April 3<sup>rd</sup> – 14<sup>th</sup>, 2023, which guarantees that your child is enrolled from July 1<sup>st</sup> of each year until the end of the next school year.

Sunny Faces registration is open to the public on a first come, first served basis. If you are withdrawing your child from the program for the summer, there is no guarantee that space will be available in the fall (September).

Sunny Faces does offer existing families a 'first right of refusal' option. For example, if you are withdrawing your child/ren from the program for the summer, and your space is needed for a new family, you will be contacted and offered to return and or forfeit your space. If a family cannot be reached, or does not return our call within 24 hours after the initial call, the space will be deemed forfeited. A new registrant then has 24 hours after accepting the space to get fully registered.

If you have any questions, please feel free to contact management at 416 744 0778.

Thank you,

Management