

**KENORA DISTRICT SERVICES BOARD  
POLICY and PROCEDURE**

<b>TITLE</b> FEE SUBSIDY – TRANSFERS & OUTSTANDING ACCOUNTS	<b>SECTION:</b> CHILD CARE SERVICES
<b>DATE:</b> June 17, 2004	<b>POLICY NO.:</b> KDSB-CCS-IV-07
<b>APPROVED BY:</b> Resolution No. 2004-54	<b>REVISED:</b> Resolution No. 2007-19 Resolution No. 2009-37

**PURPOSE:**

To support Kenora District Services Board (KDSB) service providers in collecting outstanding accounts when parents wish to transfer their child(ren) to another KDSB service provider.

**POLICY :**

Applicants owing money to a KDSB funded early learning and care centre who wish to transfer their child(ren) to another KDSB funded early learning and care centre will not be able to initiate the transfer until the debt has been paid in full.

**PROCEDURE:**

If the applicant owes money to the KDSB funded early learning and care centre and wishes to transfer child(ren), the following process is required before the transfer is initiated.

1. The applicant makes immediate payment in full and the transfer is initiated.
2. If the applicant does not have the means to pay all the money owing, the applicant has the right to appeal to the Manager of Children’s Programs, who will negotiate a repayment schedule with the applicant.
3. If the applicant wishes to make payments, the Manager of Children’s Programs and the applicant will mutually determine the amount of the monthly payments. Once the payment schedule has been determined in writing detailing date, amount, etc. the transfer will be initiated.
4. If the applicant fails to honour the repayment schedule, the debt becomes due in full, failing which the Kenora District Services Board will notify the applicant that their subsidy will end following a two-week notification period.
5. Early Learning and Care Centers will notify the KDSB Administrative Support Clerk when subsidized parents incur a debt at the centre. Upon receipt, the Administrative Support Clerk will enter the information into the OCCMS system under “Notes”.