

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: FEE SUBSIDY - WITHDRAWAL WITHOUT NOTICE		SECTION: CHILD CARE	
DATE: August 14, 2008		POLICY NO.: KDSB-CCS-IV-24	
APPROVED BY: Resolution No. 2008-129		REVISED:	

Purpose

To establish clear guidelines for withdrawing from an Early Learning Program and/or terminating the fee subsidy agreement with the Kenora District Services Board and the Early Learning Program.

Policy

The Client is responsible for giving the Early Learning Program and the KDSB notice of 10 working days prior to withdrawing the child from the program, as stated in the Fee Subsidy Agreement and the Child Care Fee Subsidy Eligibility Confirmation Letter.

Early Learning Programs are responsible for notifying the Kenora District Services Board when children are absent from their program for five consecutive days without notification from the Client. If the Client is unreachable by the Kenora District Services Board and the Early Learning Program, notice will be given that terminates the Fee Subsidy Agreement.

If children are withdrawn from the program without notice, the parent will be responsible for the remaining fees as per the withdrawal policy of the Service Provider.