

Request for Temporary Hold with reduced fees

Effective May 17, 2021, families have the option to do a temporary hold at reduced fees for the continuation of the Ontario Stay at Home Order or until June 30, 2021 – whichever comes first.

Please complete the following request form and submit it by email to your centre supervisor.

Parent/Guardian

Name _____

Phone _____ Email _____

List the children that the temporary hold will apply to:

| Child's Name | Centre | Program | Scheduled Days |
|--------------|--------|---------|----------------|
|--------------|--------|---------|----------------|

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ACKNOWLEDGEMENT & ACCEPTANCE

I hereby acknowledge that the request for a temporary hold of my child care space(s) at reduced fees is offered only during an active Stay at Home Order, until such time as the Ontario Stay at Home order is lifted or until June 30, whichever comes first. I acknowledge and agree that my account will be charged a reduced fee at 50% of my child's daily rate for all scheduled days based on the schedule my child was enrolled prior to this request. I acknowledge that should the Ontario Stay at Home Order be extended beyond June 30, that the temporary hold at reduced fees will cease and that I will have the option at that time to return to care, pay full fees to hold the space or to provide notice of withdrawal. Should the Order cease prior to June 30, I acknowledge and agree that my child will return to care and/or my fees will return to 100% of the daily rate for scheduled days or the required notice period if I choose to withdraw at that time.

RisingOaks Early Learning reserves the right to make changes to the terms and conditions of this COVID-19 specific interim policy on temporary holds.

Parent/Guardian Name _____

Signature _____

Date _____

Tip: Use Tools>Fill & Sign to draw or type your signature; or simply type your signature in the signature field. Either option will constitute your legal signature to process this request.

FOR OFFICE USE ONLY

Date Received _____

Eligibility & Scheduled Days confirmed by

(Supervisor to add dynamic Approved stamp
Email to Brenda, cc Lori, Kirk, Kristine)

Credit and/or Discount Applied in Sandbox

Initial _____

Date _____

Date Temporary Hold Terminated

Date _____

Fees returned to 100% in Sandbox

Initial _____

Date _____