

Peace River Winter Swim Club

"Fee Collection Policy for Families Receiving Financial Assistance"

Purpose:

To clearly communicate a consistent collection framework for families receiving financial assistance from outside programs to pay club dues.

Policy:

- A letter from the town, or agency providing the assistance, confirming funds to be provided. This is to be provided to the president or treasurer of the club by September 15th.
- Half of remaining funds to cover registration fees will be due in cash, as a bank draft, cheque or e-transfer by October 15.
- Second half of remaining funds to cover registration fees will be due in cash, as a bank draft, cheque or e-transfer by November 15.
- Should any of the registration fees not be paid, the child/children may be asked to stay out of the pool until such time as all fees are collected. This will be relayed to the parents and it will be their responsibility to ensure their children are kept out of the pool.
- Volunteer deposits:
 - First volunteer deposit of \$100 due in cash or bank draft by October 31.
 - Second volunteer deposit of \$100 due in cash or bank draft by December 1.
 - Third volunteer deposit of \$100 due in cash or bank draft by February 1.

Should the family participate in the volunteer activities after the first deposit has been paid, but before the next one is due, the club will not require the subsequent payment. E.g. Paid \$100 by Oct 31, volunteered in November, no deposit due Nov 30.

The \$100 initial deposit will be refunded when the family participates in sufficient volunteer activities.

- The Swim-A-Thon deposit of \$150 is due March 30 (this does not include swimmers in the Learn to Swim Group).
- All funds for swimsuits or other items not listed above, will be payable in cash, e-transfer or bank draft. For items ordered, payment will be due prior to the order being sent out.