

Voucher Payment Policy

All payments are made in the form of Youth and Sport Service Vouchers which can be purchased from any of the Government Post Offices for \$30. These vouchers are to be submitted to the ASP Supervisor no later than **Friday** for the following week. If the voucher is not paid, then on Monday it will be considered late. If it is still not paid by the time your child is collected at the end of the day, your child will not be permitted into the program on Tuesday. In fact, he/she will not be permitted back into the program until two vouchers are paid – one representing the late voucher and the second representing the voucher for the next/current week depending on when it is paid. We will not be responsible for children who are no longer in our program so it will be your responsibility to ensure that your child is picked up right after school.

This policy will be enforced regardless of whether or not your child is present on Monday or whether or not you have made arrangements for someone else to pick up your child on Monday instead of you. It is suggested that in the event that someone else is collecting your child on Monday and your voucher is late that you make arrangements with them so that they have the voucher when they pick up your child. Please note that the person who you have selected to collect your child is coming in your stead and therefore, representing you.

Some Frequently asked Questions about Voucher Payment

- 1** *If I miss paying my voucher on Monday, is there any way that I can still have my child in the program on Tuesday?*

There are a few options available to you:

- (a) You can submit two (2) vouchers to the Youth and Sport Office (3rd Floor, Craig Appin Building) no later than 1:00 p.m. on Tuesday, or
- (b) You can put the two (2) vouchers in a Ziploc bag in your child's bag on Tuesday morning and then call or text the ASP site number and leave a message for the Supervisor explaining that the vouchers are there. It is additionally helpful to send a picture of the completed vouchers with your text. This is especially important for the younger kids. It will not be the responsibility for the Supervisor or ASP staff to search children's bags in the hopes of finding vouchers. Please also explain to your child what the vouchers are and who they are for. Sometimes ASP vouchers are submitted to the school teachers and we don't always get them, or

- 2.** *My child is involved in other activities on Fridays that cause them to be absent from the program when the voucher is due. Can I wait until Monday?*

It is not advisable to do so. Anything can happen over the weekend that may cause your child to be absent on Monday. The Policy will still apply. It is strongly suggested that if you know that your child will be absent on Friday then pay your voucher on the Thursday.

- 3. *I will be on vacation next week and will be picking my child up immediately after school every day. Do I still have to pay a voucher on Friday?***

Yes, your voucher will guarantee your child's space in the program. Unused vouchers are valid once they have been submitted. If your child is absent from the program for an entire week, your submitted voucher will carry forward to the next week.

- 4. *I get paid monthly. Can I pay more than one voucher at a time?***

Yes, you certainly can. You can submit as many vouchers at a time as you would like. In fact, we encourage it. Remember that you are paying in advance not in arrears, so make sure that you are current. In other words, you may have to pay one voucher at a time on a weekly basis until your next pay day and then begin paying multiple vouchers. Always remember to retain your voucher stubs and if your voucher is unused (absent for the entire week) then it does not lose its value.