

Effective Financial Management

To operate a program that is financially viable requires policies and procedures that protect you from the unknown and provide backup for those instances where subsidies change or minimum requirements are not met. The steps you need to take are:

- Ensure that children who might receive subsidies are pre-qualified. Ask the parents to provide you with a copy of the Child Care Subsidy Estimator Results so you have accurate information to work with.
- Obtain a deposit of at least one month's fees per child to cover any discrepancies that may occur. You can refund this money after a given period of time if the income flow proves to be sustainable.
- Have parents provide payment of their portion of fees in advance; either through Direct Deposit or post dated cheques. If justifiable, obtain a debit machine and accept payment that way. Under no circumstances should you handle cash. The risk of fraud or theft is too high. Parents can obtain bank drafts or postal orders if they don't want to provide you with cheques.