

BRITANNIA OUT OF SCHOOL CARE REGISTRATION OPTIONS SEPTEMBER TO JUNE

Dear Parent/Guardian,

Thank you for choosing Britannia Out of School Care. To register your child, fill in the attached form. Registration must be done each school year, for September to June. You must register for summer separately. Your full time and part time monthly fee payments from September to June includes all VSB professional days, early dismissal and holidays (winter/spring break). Our program is closed on all statuary holidays.

If you are currently enrolled in our program and wish to keep your space for September you will be required to register a minimum of 2 weeks for summer or pay the equivalent of \$300 retention fee (per child).

IF YOU DO NOT REGISTER FOR SUMMER OR PAY THE RETENTION FEE YOUR CHILDCARE SPACE WILL BE OFFERED TO A CHILD ON OUR WAIT LIST.

If you are applying for subsidy, subsidy must be in place along with postdated cheques for the remaining parent portion of the fee prior to your child starting. Make cheque payments to B.C.S.C. (Britannia Community Services Centre) and have your child's name in the memo section of each cheque.

Fees:	
Full time 4/5 days	\$355
Part time 3 days	\$230
Part time 2 days	\$210

*One month's written notice, <u>on the last day of the calendar month</u>, is required to withdraw & to change your child's registered day or one month's fee payment in lieu of one month's notice. For families on subsidy, your subsidy will be billed for the entire month. *Please see fee payment policy in your registration package for more details.*

PAD payment is NOT available for summer months.

CLOSED ON ALL STATUARY HOLIDAYS



BRITANNIA OUT OF SCHOOL CARE REGISTRATION OPTIONS SEPTEMBER TO JUNE

Start date _____

Child's Name	Birthday (mm, dd, yyyy)	GRADE in Sept	Age

My child attends:

I require childcare:

OR

Part time $\Box 2 \text{ days} \Box 3 \text{ days}$ □ Monday □ Tuesday □ Wednesday □ Thursday □ Friday

Limited Part Time spaces available.

Part time days remain the same each week and are not interchangeable without prior permission from the Senior Supervisor.

This is to ensure that we meet our staff/child ratio as per licensing regulations.

*One month's written notice, on the last day of the calendar month, is required to withdraw & to change your child's registered days or one month's fee payment in lieu of one month's notice. For families on subsidy, your subsidy will be billed for the entire month. Please see fee payment policy in your registration package for more details. PAD payment is NOT available for summer months.

To complete registration you must complete ALL of the following: YOU WILL RECEIVE AN EMAIL CONFIRMATION THAT YOUR CHILD IS REGISTERED FOR OSC. Missing any of the following documents will delay your registration.

- □ Fill in registration options sheet
- □ Pay non-refundable \$40 registration fee (per family)
- Pre-authorized Debit form (PAD) for automatic withdrawals for fees starting September 1, 2018 until June 2019. Payment taken from your account 1st of month. (For returning families, Fill in a new PAD form, your previous form is invalid)
- Complete all forms in Registration package (New families)
- □ Include Picture of Child (a good facial profile) (*New families*)
- □ Provide copy of Immunization record (*New families*)
- □ Pay first month fee now (*New families*)

Parent/Guardian Name: _____ Phone #: _____ Phone #: _____

Email address:

Print clearly as you will receive an email confirmation

Signature: Today's Date: