

BRITANNIA OUT OF SCHOOL CARE REGISTRATION OPTIONS SHEET SEPTEMBER 2019 TO JUNE 2020

**REGISTRATION DATES: APRIL 11 & 12, 2019
4:00-6:00PM @ THE INFORMATION CENTRE
YOU MUST COME IN PERSON TO REGISTER YOUR CHILD**

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 statutory 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 post-dated 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. If you are on subsidy you are responsible for the entire fee payment, if subsidy fails to cover any amount of the fees due. Parents are responsible to apply, renew and update subsidies on time prior to the expiry date.

Morning Care is only offered for Britannia Elementary school.

Fees:

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

*One month's written notice, on the last day of the previous 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.

Parent/Guardians are responsible for the full fee payment.

Please see fee payment policy in your registration package for more details.

PREAUTHORIZED DEBIT (PAD) PAYMENT IS NOT AVAILABLE FOR SUMMER MONTHS.

CLOSED ON ALL STATUARY HOLIDAYS

**BRITANNIA OUT OF SCHOOL CARE
REGISTRATION OPTIONS SHEET**

SEPTEMBER 2019 TO JUNE 2020

Start date _____

<i>Child's Name</i>	<i>Birthday (mm, dd, yyyy)</i>	<i>GRADE in Sept</i>	<i>Age</i>

My child attends: Britannia Queen Victoria Other: _____

I require childcare: Full time Yes No
OR
Part time 2 days 3 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.

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For families on subsidy, your subsidy will be billed for the entire month.

Parent/Guardians are responsible for the full fee payment.

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, 2019 until June 2020. Payment taken from your account 1st of month. (For returning families, Fill in a new PAD form & provide void cheque, your previous form is invalid)
- VOID Cheque
- Complete all forms in MAIN Registration package
- 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 #: _____

Email address: _____

Print clearly as you will receive an email confirmation

Signature: _____ Today's Date: _____