

KINDER CARE, AFTER SCHOOL CARE AND KIDZ CLUB REGISTRATION, WITHDRAWAL & CANCELLATION POLICY FORM

A full JCCGV Family Membership or Single Parent Membership (Complimentary Memberships are not applicable) must be current for Priority Registration in January and remain current for the full school year in order to receive Members' rates.

All registrants for KC/ASC/Kidz Club programs are required, at registration, to make a deposit of \$250 to secure a space for their child in the program. **This deposit is NON-REFUNDABLE, and will be applied to the last payment due at the end of the program (June) if the account is current.**

If payment is made in full at the time of the first instalment date, in KC/ASC/Kidz Club programs, a 3% discount will be given on the total amount.

If a parent registers 2 children simultaneously in the KC/ASC/Kidz Club programs, a 5% discount will be given on lower enrolment fees.

Payment Schedules: The payment schedule for **KC/ASC/Kidz Club** will be monthly. Since the Out of School Care fees are based on a yearly average rate, the monthly fee for the program remains consistent from September to June.

Depending on usage, credit card payments are charged on the 25th of the month prior to the 1st of the month that the child attends. Post-dated cheques for the first of each month are required for the complete fiscal year. A void cheque, allowing automatic withdrawal is cleared on the first of each month.

Payment arrangements must be in place by **June 11, 2010**. Otherwise the deposit and child's space in KC/ASC/ Kidz Club will be forfeited.

Confirmation: The Program Coordinator will finalize confirmation by March 31st of the current school year by mail, email, or phone. If there is no space available for your child, you will be notified and placed on the Wait List. In this case, your deposit will not be processed until you are accepted into the program.

Deposit/Cancellation/Withdrawal Policies: The Out of School Care program runs for 10 months. If you cancel, the \$250 deposit is **not refundable or transferable** to other programs or persons. In the event that parents wish to withdraw their child from the program, **60 days written or emailed notice is required, by the 1st of any given month. There will be no 'pro-rates'.** Only after receiving the written or emailed notice will the JCCGV refund any remaining funds (if the account was paid in full), which will be calculated from the end of the 60-day notice period. **All funds will be forfeited if withdrawal is after March 1st of the current school year.**

Age requirement: To enter Kinder Care, children must be in kindergarten by December 31st of the current school year. Kinder Care children may register in ASC and continue their day until pick up time. To enter ASC, children must be in grade 1, 2 or 3 by December 31st of the current school year. To enter Kidz Club, children must be in grade 4, 5, 6, or 7 by December 31st of the current school year.

General Information: Enrolment for Kindercare is 25 children, ASC is 25 children and Kidz Club is 12 children.

**The JCCGV has the right to cancel any programs with insufficient registrations.
All registration is at the ECE Director's discretion.**

YES, I HAVE READ AND UNDERSTAND ALL OF THE ABOVE:

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

This form must be signed and included with your application form.

For any questions, contact:
Nancy Miller
Tel: 604-257-5111 ext. 331
Email: nancy@jccgv.bc.ca