



ESQUIMALT
PARKS + RECREATION

Esquimalt Preschool

2016/2017 School Year Program Application

Note: One Application per child required

NAME OF CHILD: _____
(GIVEN) (MIDDLE INITIAL) (SURNAME)

Gender: M ☐ F ☐ Date of Birth: _____ Child's age September 2016: _____

Enrolling Parent: _____
(GIVEN) (MIDDLE INITIAL) (SURNAME)

Address: _____ Home Phone: _____

Start Date: _____

✓ **Please check off care requested:**

- | | | |
|--|----------------|------------------------|
| <input type="checkbox"/> Mon/Wed Class | 9:00am-12:00pm | \$18/day for 10 months |
| <input type="checkbox"/> Tue/Thu Class | 9:00am-12:00pm | \$18/day for 10 months |
| <input type="checkbox"/> Kinderstart M/W/F | 12:30-2:30pm | \$12/day for 10 months |

The Preschool Program does not run during School Breaks or Stat Holidays, this is reflected in monthly fees.

Application acceptance dates:

- 1st Priority: Current participants – open from Feb. 29 – May 1, 2016
- 2nd Priority: Siblings of current participants – open from Feb. 29 – May 1, 2016
- 3rd Priority: New registrants – opens May 2, 2016

After May 2, 2016 registration will be on a first come first serve basis.

Incomplete Applications Will Not Be Accepted

The following information **MUST** be attached to this application package to be accepted:

- ☐ Doctor name & phone number (name of Walk in Clinic if no doctor)
- ☐ Medical Care Card Number
- ☐ **Immunization Record** (unless not immunized)
- ☐ Everything is signed and completed including Parent Handbook Initialed

For further program information please contact:

Regan Pemberton, Recreation Programmer

Phone: 250-412-8506 or email: regan.pemberton@esquimalt.ca

OFFICE USE ONLY

Date Received: _____ Time Received: _____ Staff Initial: _____

- | | | |
|--|---|--|
| <input type="checkbox"/> Registered in Barcode # _____ | <input type="checkbox"/> Payments Scheduled _____ | <input type="checkbox"/> \$25 Reg Processing Fee _____ |
| <input type="checkbox"/> Registered in Barcode # _____ | <input type="checkbox"/> Payments Scheduled _____ | |
| <input type="checkbox"/> Registered in Barcode # _____ | <input type="checkbox"/> Payments Scheduled _____ | |

PRE-AUTHORIZATION DEBIT PLAN AGREEMENT FORM

The following must be completed for this registration to be processed.

I, _____ authorize the Corporation of the Township of Esquimalt to process all Preschool Fees (\$25 Registration Processing Fee at the time of registration and on the 1st of each month Monthly Program Fees and any Late Pick-up Fees) incurred throughout the year by the following payment method:

☐ **Credit Card Information:**

Name on Credit Card: _____

Credit Card Number: _____

☐ VISA

☐ MasterCard

☐ AMEX

Expiry Date on Card: _____

OR

☐ **Bank Account Information:**

Please attach a cheque marked "VOID" or stamped document from your bank with account information.

Please Note: NSF Payments or declined Credit Cards will be charged a \$20 fee. Replacement of the payment will be due immediately by cash, certified cheque or debit/credit card. For additional information regarding delinquent accounts please refer to the Parent Handbook.

Child Care Subsidy

☐ Yes, I am applying and/or qualify for Child Care Subsidy.

Please note: Child Care Subsidy does not normally cover the full costs of care. A method of payment for your parent portion must be indicated above. A copy of your Authorization must be received 1 week prior to the first day of program in order to adjust your parent portion. If authorization is not received, the full amount will be charged on the 1st business day of the month.

Third Party Billing:

☐ Yes, I require third party billing.

The second party splitting the cost of care is: _____

The second party MUST complete a separate Pre-Authorization Debit Plan Agreement Form.

Email Address for all receipts: _____

Signature: _____

**ESQUIMALT PARKS AND RECREATION
PRESCHOOL REGISTRATION FORMS**

CHILD'S NAME: _____

Birth Date: _____

Sex: ☐ M ☐ F

FAMILY INFORMATION

Guardian's Name: _____

Home Phone: _____

Relationship to Child: _____

Cell Phone: _____

Street Address: _____

Work Phone: _____

Postal Code: _____ e-mail: _____

Guardian's Name: _____

Home Phone: _____

Relationship to Child: _____

Cell Phone: _____

Street Address: _____

Work Phone: _____

Postal Code: _____ e-mail: _____

CUSTODY RESTRICTIONS

Are there custody arrangements?

☐ No ☐ Yes. A copy of the custodial order must be attached to the application.

Please state general conditions: _____

* List persons not permitted access to the child: _____

HEALTH CARE INFORMATION

BC Care Card Number: _____

Family Doctor/Clinic: _____ Office Phone: _____

**This is a Child Care Licensing requirement; please list a walk-in clinic if you do not have a regular family doctor.*

***IMMUNIZATION STATUS**

☐ My child is up to date on all immunizations. **COPY OF IMMUNIZATION RECORD MUST BE ATTACHED TO THIS PACKAGE- otherwise registration is incomplete and we will not be able to register your child.**

OR

☐ I choose not to immunize my child and agree to temporarily withdraw my child from the program should the community be facing an epidemic.

GENERAL HEALTH INFORMATION:

Does your child have any health problems that we need to be aware of? ☐ Yes ☐ No

Overall Health: _____

Allergies (food/drug): _____

Dietary needs/restrictions: _____

Medications: _____

If your child takes medication during program hours you must also complete an “**Authorization to Administer Medication Form**” available at Esquimalt Recreation Centre or online.

Special needs and/or require extra support (behavioural, emotional, physical, intellectual, language, etc)?

Please specify support needs: _____

Please email Recreation Programmer to discuss support needs prior to registration.

Acknowledgement & Consent

- I hereby give permission for my child to go on out trips arranged by Esquimalt Preschool.
- I understand that in the case of an accident or illness, Esquimalt Preschool will phone an ambulance and a staff person will accompany my child to the hospital. I give my authorization for emergency health care.
- I understand that if I wish to withdraw my child's enrollment I must put my request in writing 30 days prior to the last day of care.
- I have read, initialed, and accept the policies and procedures outlined in the Parent Handbook.
- I certify that the information given in this form is complete and true in every aspect, and that I am the legal guardian.
- I understand that by enrolling my child for care, I am responsible for the total cost of care and accept all responsibility for payment of all fees.
- I/We hereby authorize THE CORPORATION OF THE TOWNSHIP OF ESQUIMALT to debit my/our account at the institution indicated or my credit card on the 1st business day of each month, for all incurred fees, while my child is registered in the Esquimalt Preschool Program.

Child's Name: _____

PRINT PARENT/GUARDIAN NAME

SIGNATURE

DATE

Sign if you **DO NOT** wish to have pictures taken of your child in the program setting for Esquimalt Parks and Recreation publicity purposes. Parent/Guardian Signature: _____

Personal information you provide on this form is collected under the authority of the Community Charter and will only be used for the purposes of the Esquimalt Parks and Recreation preschool program. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Director of Corporate Services, Township of Esquimalt, 1229 Esquimalt Rd, Esquimalt BC V9A 3P1, 250-414-7135 or corporate.services@esquimalt.ca.

EMERGENCY CONTACT CARD 2016/2017

CHILD'S NAME: _____ **BIRTHDATE:** _____
Given Surname Day/Month/Year

GUARDIAN'S NAME: _____ **HOME PHONE:** _____

Relationship to Child: _____ **CELL PHONE:** _____

ADDRESS: _____ **WORK PHONE:** _____

GUARDIAN'S NAME: _____ **HOME PHONE:** _____

Relationship to Child: _____ **CELL PHONE:** _____

ADDRESS: _____ **WORK PHONE:** _____

EMERGENCY CONTACT: _____ **HOME PHONE:** _____

Relationship to Child: _____ **CELL PHONE:** _____

EMERGENCY CONTACT: _____ **HOME PHONE:** _____

Relationship to Child: _____ **CELL PHONE:** _____

CHILD'S M.D.: _____ **OFFICE PHONE:** _____

ALLERGIES / MEDICATIONS: _____

CARE CARD #: _____

Office Use Only:

Enrollment Date: _____

ALTERNATE PICK-UP LIST

Name & Relationship to Child

1. _____ **HOME PHONE:** _____

CELL PHONE: _____ **WORK PHONE:** _____

2. _____ **HOME PHONE:** _____

CELL PHONE: _____ **WORK PHONE:** _____

3. _____ **HOME PHONE:** _____

CELL PHONE: _____ **WORK PHONE:** _____

4. _____ **HOME PHONE:** _____

CELL PHONE: _____ **WORK PHONE:** _____

5. _____ **HOME PHONE:** _____

CELL PHONE: _____ **WORK PHONE:** _____

6. _____ **HOME PHONE:** _____

CELL PHONE: _____ **WORK PHONE:** _____

PHOTO

*Preschool Program
Staff will take a
current digital photo
of your child in case
of emergency*

I, _____ give permission for the above Emergency Contacts and Alternate
Pick-ups to pick-up my child from the Esquimalt Preschool Program.

Parent/Guardian Signature: _____

Back of Emergency Contact Card – Please leave blank



ESQUIMALT PRESCHOOL PROGRAM

PARENT HANDBOOK

School Year Program 2016/2017

Welcome to Esquimalt Recreation Centre Preschool! We are pleased you are joining us and we have many opportunities for your child(ren). We are a Island Health Licensed Preschool program with 20 spaces for children 30 months (must be 3 years by Dec 31) to 5 years.

Our Philosophy

We believe that Preschool is a place where caring staff provide child-directed opportunities for families to make community connections for a lifetime.

Our Goals

- To provide a safe and nurturing environment for children ages 30 months to 5 years
- To provide a healthy learning atmosphere where each child can feel safe, respected and valued while meeting their social and emotional developmental needs
- To work with each child's parents/guardians and with child & family related professionals to provide a holistic approach in meeting the child's needs
- To encourage each child to develop to his or her full potential

School Year Program

Preschool

Allow your child to explore their creativity through an array of exciting activities including free play, arts & crafts, singing & dancing, story time, and so much more. Our ECE certified staff provide a fun and safe environment for your little one to grow and develop their cognitive, physical, and social skills at their own pace. Join us in the mornings or afternoons, where having fun is rule number one!

Kinderstart

This program will focus on Kindergarten preparation. Children will learn through play, while developing fine & gross motor skills in addition to social skills. This program is designed for children entering kindergarten the following year. **Children must be 4 years of age by Dec 31.**

Esquimalt Recreation Centre Preschool Contact Information

Recreation Programmer: Regan Pemberton

Office: 250-412-8506 Email: regan.pemberton@esquimalt.ca

Child Care Subsidy Inquiries: Eileen Abbott

Office: 250-412-8513 Email: eileen.abbott@esquimalt.ca

PROGRAM HOURS

Mon/Wed Class	9:00am-12:00pm
Tue/Thu Class	9:00am-12:00pm
Kinderstart M/W/F	12:30-2:30pm

TRANSPORTATION

Out trips to Local Parks & Library

Children will walk to/from the Esquimalt Recreation Centre accompanied by staff. Please ensure your child is dressed for the weather, jackets are mandatory Oct to April.

SCHOOL CLOSURES

Statutory Holidays

All Preschool Programs are cancelled on statutory holidays.

Holidays

Esquimalt Parks & Recreation offers a variety of camps during the summer break. Please note that spaces are limited and early registration is recommended. Please call reception at 250-412-8500 to register.

Other School Closures

In the event of facility closures due to strikes, weather or other imposed causes outside the control of Esquimalt Parks & Recreation, reimbursement of fees will apply if the program does not operate.

**School Year Program Calendar Dates for 2016/2017

Preschool Opens	Monday September 12, 2016
STAT – Thanksgiving	Monday, October 10, 2016
STAT – Remembrance Day	Friday, November 11, 2016
Winter Break	Monday, December 19- Tuesday January 2, 2017
STAT – BC Family Day	Monday, February 13, 2017
Spring Break	Monday March 13-Friday March 24, 2017
STAT – Good Friday	Friday, April 14, 2017
STAT – Easter Monday	Monday, April 17, 2017
STAT – Victoria Day	Monday, May 22, 2017
Last week of Preschool	Friday, June 16, 2017

** These dates are based on School District 61 proposed calendar for the school year 2016-2017. This calendar is not finalized until the end of April 2016. You will be given a final calendar with important date information at the beginning of Preschool in September 2016.

ACTIVITY CALENDAR/NEWSLETTER

A monthly activity calendar will be handed out to parents/caregivers at the beginning of each month. This handout will outline the month's daily activities and reminders to parents.

Food & Drink Policy:

1. Children are required to bring a healthy snack and water bottle to program each day.

2. Junk food and candy will only be provided on special occasions, such as birthdays and holidays (CCLR 56.e). **Parents/guardians are not to send candy, chocolate bars, soft drinks, gum, etc.,** for their child to eat during the program.
3. Children will never be forced to consume any food or drink (CCLR 48.4).
4. Safe drinking water will be available to children at all times. It is important for children to come with water bottles for out trips to local parks (CCLR 48.5).

PROVIDING A SAFE ENVIRONMENT

Staffing Levels

There is an on-site manager and ECE licensed staff for all Preschool Programs. The staff to child ratio is 1:10, with a maximum of 20 participants. All Esquimalt Preschool staff must meet the following criteria:

- ECE License to Practice – head teacher
- ECE Assistant License to Practice – assistant teacher
- First Aid & CPR C certification
- Criminal Record Check
- Doctor's Note stating mentally and physically capable of working with children

Licenses & Inspections

Esquimalt Parks & Recreation Staff are committed to providing quality leadership and care for all children involved in licensed care programs. All rooms are licensed by the Vancouver Island Health Authority and are regularly inspected by licensing officers. The Esquimalt Fire Department has inspected and approved all sites and there are monthly fire drills.

Illness

Esquimalt Parks & Recreation is committed to providing a safe and healthy environment. If your child is sick or displays the following symptoms, we ask that you make alternate arrangements: a persistent fever (38.3c or higher), unexplainable rashes, vomiting, diarrhea, cough/sore throat/runny nose (with listlessness), or is too ill to enjoy Preschool activities.

Program staff reserves the right to refuse attendance of a child who appears to be too ill to participate or who appears to have a contagious condition.

During the program, if your child becomes ill, our staff will follow these procedures:

1. Contact a parent/guardian to come pick-up the child. If you cannot be located, a staff will contact an alternate pick-up person to take the child home (CCLR 55).
2. A record of any notification of illness or injury will be maintained by Preschool staff (CCLR 57 f).
3. The child will be provided with a quiet and clean resting place, under the supervision of program staff, while waiting for pick up (CCLR 54).

Accidents

In case of an emergency, the staff will contact parents/guardians. If the parents/guardian cannot be located, the staff will attempt to locate an alternate contact to take the child to the doctor/hospital/home. If the incident is serious and requires calling Police/Fire/Ambulance they will be called first, the child's health and safety will be the priority. We will then notify parents/alternates as soon as reasonably possible.

Emergency Situations

Preschool Staff are trained to follow Esquimalt Parks & Recreation Emergency Procedures during emergency situations such as fire and earthquake. Emergency Evacuation Procedures are posted in the Centre. Fire drills are conducted monthly. Please note that programs are equipped with cell phones and staff will attempt to contact parents/guardians during/after an emergency situation.

Missing Children Policy

Child abduction is a serious problem that concerns everyone. If a child is missing, program staff will immediately follow the procedures listed below:

- 1) Speak with staff and children to find where child was last seen playing or going.
- 2) Thoroughly check the location and surrounding area.
- 3) Gather the entire group together and do a head count and role call, the group stays together until the child is located.
- 4) Head count again and seek any information from the group (ie: gone to the bathroom, walked away crying, left with parent/adult).
- 5) Repeat 1-4. If still not found, call 911 (police) and clearly say:
 - a) This is (your name) from the Esquimalt Recreation Centre.
 - b) We are (location).
 - c) A child is missing (give description of child and steps taken to search for child)
 - d) The cell number is: (number)
 - e) Follow directions of operator.
- 6) Call Supervisor.

Absence Notification

If your child will be absent from the Preschool Program:

- General illness: no need to contact program staff.
- Communicable Disease, such as Chicken Pox, Hand Foot & mouth Disease, Pink Eye, Head Lice & Fifth's Disease: please call the Recreation Programmer at 250-412-8506.
- Extended Vacation: if your child will be absent for more than one week, please notify Preschool staff.

Pick Up Procedure

When a child is picked up the parent/guardian/alternate is responsible for signing out and ensuring a staff member is made aware that the child is being picked-up from the program. Staff will require **photo identification** from anyone picking up a child whom they have not previously met. This includes parents, older siblings, babysitters or anyone else on the authorized pick up list.

Late Pick Up

If the parent/guardian has not picked up the child within 10 minutes of the end of the program, staff will try to contact the parent/guardian. If unable to make contact, staff will make all attempts to contact an alternative contact person to pick-up the child. If all authorized adults are unavailable and the parent/guardian has not contacted the Preschool program within 30 minutes of the end of the program, preschool staff will notify the Ministry for Children and Family Development. A late fee of \$5 for every 5 minutes late will be charged. If late pick up is an ongoing problem, childcare service may be terminated.

Unauthorized Pick Up

Children will not be permitted to leave the Centre with anyone who is not named as a responsible alternate person on the pick-up list unless Preschool staff have **expressed permission in writing**

from the legal guardian to release the child into their custody. If an unauthorized person arrives to pick up a child, the child will not be released. Preschool staff will speak to the individual and explain the policy that children will not be released without written authorization from the parent/guardian. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and the other children (CCLR 50). If necessary, the police will be called for assistance.

Alleged Impaired Pick Up

It is Preschool staff responsibility, to the extent it is possible, **not to release a child to an authorized person who is unable to adequately care for a child**. If Preschool staff believes a child to be at risk and feel comfortable in approaching the individual, they will offer to call an authorized alternate to pick up the person and child, or offer to call a taxi to pick them both up. If the person is driving a vehicle, Preschool staff will explain that they are obligated to ensure the safety and well-being of the child. If the presumed impaired person chooses to get in the car with or without the child, Preschool staff will immediately notify the police and provide a description of the car and geographic vicinity. If Preschool staff believe the child is in need of protection, they will call the Ministry for Children and Family Development.

Custody And Related Court Orders

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The parent/guardian is responsible for providing accurate and up to date information concerning legal guardianship of the child. Without a custody or court order on file, Preschool staff cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy on unauthorized persons will be implemented.

Preschool Expectations

Please find below the "Preschool Expectations." These are guidelines for expected behaviour while participating in the Preschool Program. We would like parents to take the time to read the rules and discuss them with their child. We also value that children need to take responsibility and be held accountable for their behaviour.

At Esquimalt Recreation Centre Preschool we expect participants, staff, and parents will:

1. **Stay Safe:** be aware of your surroundings and how your actions impact those around you and yourself (e.g. use walking feet, have a calm body, keep hands to ourselves, wear weather appropriate clothing, eat healthy snacks).
2. **Be Respectful:** to your friends, teachers, the environment and yourselves (e.g. listen to others, problem solve with words, talk calmly, take turns, share, look at nature, take a break from the group when you need to).
3. **Have Fun:** have a positive attitude and enjoy the activities available to you (e.g. play safe, include your friends, suggest activities to the teachers, be creative).
4. **Try Our Best:** try new activities and problem solving before asking a teacher for help (e.g. ask friends for help, be patient, encourage friends in a new activity, keep your body calm with 3 deep breaths).

Behavioural Guidance Policy

The Esquimalt Preschool Program follows the recommended discipline guidelines as set out by the Vancouver Island Health Authority (CCLR 51). The purpose of guidance and discipline in this centre is to provide a safe and healthy environment in which each child can feel safe, respected and valued.

1. Discipline and guidance is consistent and is based on individual needs and development. We strive to promote self-discipline by using positive reinforcement techniques to help the child control or change his/her behaviour.
2. The techniques we use include verbal reminders such as “walking feet” or “inside voices”; separating two or more peers; removal from the activity or room; practice expected behaviour such as walking quietly in the hall; time with a different adult in another room; loss of an item, activity, or privilege; time out from the activity; physical guidance such as leading a child to their chair to clean up after snack; and physical holding which is used only when a child’s safety is in immediate danger, such as stepping into the road.
3. Children will never be subjected to harsh treatment of any kind such as shaking, striking or spanking. There will be no harsh or belittling language used at any time. Physical punishment or withholding food will never be used as a means of discipline.
4. The following behaviours are not acceptable in the Preschool Program and all incidents will be documented with a Behaviour Incident Report: physical aggression, self injury, disruption/tantrums, inappropriate language, verbal aggression, non-compliance, social withdrawal/isolation, running away, property damage, unsafe behaviours. Parents will be notified by phone or at pick up time. Parents may request a copy of the report.
5. If a child/parent/guardian/alternate does not respect the Preschool Expectations, an incident report will be written and the procedure will be as follows: non-applicable, talk with child, contact family, parent meeting, arrange behavioural consultation, reduce hours in program, early pick-up, and termination of care.
6. The Preschool program reserves the right to suspend or terminate childcare service at any time, including when:
 1. An incident is considered severe, such as threatening to injure another person, purposefully injuring another peer or adult, and running away from the programs site or boundaries and refusing to return.
 2. The Preschool program has implemented all reasonable program modifications and strategies to support the child, and the frequency and level of challenging behaviour continues to escalate.

Children Requiring Extra Support

We are a facility that would like to adapt our program for children with special needs (including physical, mental, emotional, behavioural, developmental, or health needs). Parents/Guardians of children with known special needs must disclose and discuss their child’s needs with the Recreation Programmer prior to enrollment. **Failure to do so may result in termination of services.**

If a child has special needs, or subsequently develops special needs, Esquimalt Preschool, in consultation with the parents, will develop an Individual Care Plan (“ICP”) (CCLR 58) for the child that ensures the health, safety and well-being of the child, other children, and staff.

If Esquimalt Preschool, in consulting with the parents in making the ICP or after implementing the ICP, determines that the child’s needs cannot be met in light of the Centre’s obligations to all children in the program and its staff, Esquimalt Preschool may decline to enroll or continue the enrolment of the child.

** Special needs include children with a diagnosed disability and children without a diagnosed disability but are experiencing difficulty with emotional, behavioural, developmental, or health needs.

PARENTAL RESPONSIBILITIES

Attendance

To prevent any “lost child” concerns it is imperative that parents sign their child in and out of program each day.

Registration Forms & Immunization Records

Child Care Licensing requires a current registration form be on file for every child registered in the care programs. Parents/Guardians are required to fill out a new registration form each year and immunization records must be attached. All sections of the form **MUST** be completed in full. As this information is extremely important, please keep us informed regarding any updates throughout the school year.

Medication

If your child requires the administration of medication during program time, it is the parent/guardian responsibility to deliver any medication and administration instructions directly to the head teacher. A “Permission to Administer Medication Form” must be completed.

Epi-Pens & Inhalers

A completed Emergency Medication Care Plan must be submitted with this application. The child is responsible for carrying the epi-pen/inhaler at all times. Children will not be accepted into the program with an expired epi-pen/inhaler.

Clothing Requirements and Lost/Found

Children will be outdoors every day. Ensure your child is appropriately dressed or supplied with indoor/outdoor clothing, a jacket is required from Oct to April. The Lost & Found table is located at the entrance to the Preschool room, please check for your child’s belongings regularly.

Items from Home

We request that children **DO NOT** bring special items from home except for special events related to programming.

The Preschool Program is not responsible for lost, stolen, or broken toys and articles that are brought to program.

PAYMENT & FEE INFORMATION

Fee Schedule

Mon/Wed Class	9:00am-12:00pm	\$18/day for 10 months
Tue/Thu Class	9:00am-12:00pm	\$18/day for 10 months
Kinderstart M/W/F	12:30-2:30pm	\$12/day for 10 months
Late Pick Up		\$5 for every 5 minutes

NSF Payments	\$20
Registration Processing Fee (School Year Program)	\$25

Please keep all receipts for income tax purposes and for proof of payment in case problems occur (i.e. computer/human error etc.).

Registration Processing Fee

A NON-REFUNDABLE Registration Processing Fee of \$25 per child per is required upon registration. Subsidy: The Registration Processing Fee is required from those applying for subsidy.

Monthly Payments

School Year Program

Post-dated payments for each month of the school year are required upon registration, by completing the Pre-Authorized Debit Plan Agreement Form.

Subsidy

Post-dated payments (EFT or Credit Card) are required at time of registration. Once authorization has been received from Child Care Subsidy, you will be notified with the new amounts owing as your parent portion.

Dishonored Payment

Payments returned NSF will be subject to a \$20 NSF fee. Replacement of the payment will be due immediately by cash, certified cheque or debit/credit card. No more than two NSF payments will be allowed. If two payments have been returned NSF, all subsequent payments must be made by an alternative payment method.

Delinquent Account

If an account is more than two months or \$400 in arrears, you will be notified by letter and the following process will take place:

- 50% of the total balance is due within two weeks from the date of the letter. Failure to do so will result in refusal of childcare service.
- A payment plan for the remaining balance will need to be discussed with Regan Pemberton 250-412-8506 immediately. Failure to do so will result in refusal of childcare service.
- If payment is not received, no future payment plan made, or there is no response from the parent/guardian acknowledging the debt, childcare service will stop immediately. The account will be forwarded to the finance department of the Township of Esquimalt for further collection proceedings.
- All outstanding fees must be paid in full before the child(ren)/siblings may be placed on the waitlist or permitted to re-join the program.

Withdrawal

To withdraw from the program, 30 days notice must be provided in **writing** to the Recreation Programmer. **Verbal notification to staff is not sufficient notice.**

Waitlist Policy

If a space becomes available for your child you will be emailed the information and you will have 72 hours to respond before we remove your child's name from the waitlist.

Refunds

Once a request to withdraw from a Preschool Program has been received, the next months fees will be prorated based on the 30 days notice and future post-dated payments will be cancelled.

No refunds or credits are given for days absent due to illness, appointments, extra curricular activities, visiting friends, vacations etc...In the case of extended illness, a medical note must be provided and refunds or credits will be considered on an individual basis.

Parents Receiving Subsidy

Obtaining & Maintaining Subsidy

It is the parent's/guardian's responsibility to apply and re-apply for subsidy before the current claim expires. The Ministry for Children and Family Development (MCFD) childcare section recommends submitting your forms by mail one month before the claim expires. We have 'Caregiver Information' forms already filled out for your convenience and available at the front desk.

Parent Portions

There is always a parent portion. Even when a family has maximum subsidy they still pay a parent portion. The amount of subsidy coverage will vary per month, depending on the amount of schools days.

Late Pick-up Fee

Pick up time for program participants is 12:00pm for Preschool or 2:30pm for Kinderstart. Please note that a late fee charge applies to parents who pick up their child 10 minutes after the end of program. The late fee is \$5 for every 5 minutes. Late fee payment will be processed using the payment method indicated on the Pre-Authorized Debit Plan portion of your registration form.

IS YOUR FORM COMPLETE?

Please ensure this application form is completed in full, the following information **MUST** be attached to this application package:

- Doctor Information & Phone Number (name of Walk in Clinic if no doctor)
- Medical Care Card Number
- **Immunization Record** (unless not immunized)
- Contact and Emergency Contact name and numbers
- Everything is signed and completed including Parent Handbook initialed on each page.

Thank-you for choosing Esquimalt Preschool!!