

KINDERCARE AND AFTER SCHOOL CARE 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 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 if the account is current.**

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

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

Payment Schedules: The payment schedule for KC/ASC will be monthly.

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 15, 2008**. Otherwise the deposit and child's space in KC/ASC will be forfeited.

Confirmation: The ECE Director 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: In the event that you wish to withdraw your child from the program, you must give **60 days written or e-mailed notice**. Only after receiving the notice will the JCCGV refund any remaining funds, 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 Kindercare, children must be in kindergarten by December 31st of the current school year. Kindercare 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.

General Information: Enrolment for Kindercare is 25 children and ASC is 25 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

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