



Christopher Robin's Playhouse  
& Childcare Centre

# Out-of-School Care Registration 2018/2019

Time Sensitive:

Please Read Carefully to ensure first priority  
for the up coming school year

Parent Checklist: (Please ensure the following items are confirmed/submitted)

Due at time of Registration to hold your child's spot:

- Read the 2018-2019 Parent Handbook (updated March 2018 version)
- Complete and return the last two pages of this Registration Package (Fee Schedule & PAD Agreement)
- Deposit for one month's fees dated for today's date
- Void Cheque or Direct Deposit Form from your Financial Institution

Due by July 15<sup>th</sup>:

- Child Profile pages 1-4
- Family Cultural Questionnaire
- Medication Sheets (if applicable)
- Distal Supervision (if applicable)

Please ensure you read each area carefully to ensure your spot is held for the 2018/2019 school year

1. Registration for the 2018/2019 school starts Monday, April 9<sup>th</sup>, 2018. Enrolled parents get first priority to register their children and their siblings as well as new Kindergarten children entering the Program. Registration will be open to the public after Friday, April 20<sup>th</sup>.
2. If you are registering kindergarten children, please remember that they must be enrolled in a Kindergarten Program for the 2018/2019 school year and be 5 years old before March 1<sup>st</sup>, 2019.
3. A registration deposit equivalent to one month's fees must be submitted at time of registration to hold your child's spot and must be dated no later than June 1<sup>st</sup>, 2018. This fee is applied to the last month of care (termination may be granted with 30 days notice after September 1<sup>st</sup>, 2018) and is non refundable otherwise. This fee may also be used to offset any additional incurred fees such as NSF, late fees, etc. In the event that the deposit or a portion is used, another deposit or equivalent will be required. Failure to do so may result in termination of care. Monthly fees will be debited on the 1<sup>st</sup> of each month (or the 1<sup>st</sup> business day after) via PAD and a Pre-Authorized Debit Form and Void cheque or direct deposit form from your financial institution must also be submitted at time of Registration.
4. Please note, that effective February 2015, we are now closed over the 2 week Christmas Break following the Rockyview School Calendar, which applies to all future school years. Please be advised that our **Christmas break and stat/civic holidays are inclusive with the monthly price** and that the same fees apply to all the months of the school year. Fees are calculated by the yearly number of hours and school days and then divided by the school year months to eliminate fluctuation of costs throughout the year. **These prices do not apply to the summer months, PD Days/school breaks/closures.** New this year, you may choose to add PD days to your monthly fee. This does not include Snow days, Winter or Spring Break weeks. The add-on is a monthly fee per child and family rates do not apply. Please see the Parent Handbook (March 2018 edited addition) for more details.
5. Our fees for the 2018/2019 school year September 2018-June 2019 are as follow:

<u>Children Grades 1 and up:</u>	<u>Single Child:</u>	<u>Family Rate:</u>
Morning Care Only	\$275/month	\$250/month
After School Care Only	\$375/month	\$350/month
Both Mornings & Afternoons	\$475/month	\$450/month
PD Days Included (rockyview only)	\$30/month	\$30/month
(PD Days included excludes Snow days, February Winter or Spring Break weeks)		

<u>Kindergarten: (1/2 day kindergarten. I.e.: Elizabeth Barrett or 5 half days or 2 full days. I.e: Westbrooke)</u>		
Kinder Care (Daytime care while grades are in school max 4 hrs)	\$500/month	\$500/month
Combination of Morning & Kinder Care	\$850/month	\$825/month
Combination of Kinder & After School	\$850/month	\$825/month
All 3 Components (6:30am-6:00pm)	\$900/month	\$875/month
PD Days Included (Does not include Winter or Spring Breaks)	\$30/month	\$30/month

<u>Full Day Kindergarten: (Full day Kindergarten only. I.e.: Notre Dame Des Vallees)</u>		
Morning Care (6:30am-AM school bell time)	\$300/month	\$275/month
Lunch Care (In between 2 kindergarten programs only)	\$150/month	\$150/month
After School Care (PM school bell time-6:00pm)	\$425/month	\$400/month
Combination of Morning & After School	\$525/month	\$500/month

Transportation:

Transportation fees of any school buses/charters, if applicable are the parents' responsibility. Please contact Rockyview for bus prices and schedules. If your child's school is not in the designated area for bus services, private transportation fees are as follow:

Transportation Fee (if driving one way)      \$100/month      (if driving both ways)      \$150/month

6. PD Days, snow closure days or school breaks **ARE NOT INCLUDED** in any of the above fees, unless you choose the **add-on at time of registration only**. The add-on **only covers PD Days not Snow Days or the Winter or Spring Break weeks**. Fees for PD Days will be debited from your account on the 15<sup>th</sup> of the following month for which the service was used or booked (cancellation fees may apply). Fees and rates for any non-school day (PD DAYS or SCHOOL BREAKS) are as follow:

**Registered Children:**

Full day (PD Days, etc.)      \$50/day

Play days (CCSB Days)      \$40/day

Snow Days      \$25/day

½ day (11:00am dismissal)      \$20/day

(½ day for Holy Spirit ½ day dismissals or cancelled kindergarten for parent/teacher interviews, etc.)

**Drop-In (Non-Registered):**

Full day (PD Days, etc.)      \$60/day

Play days (CCSB Days)      \$50/day

Snow Days      \$50/day

½ day (11:00am dismissal)      \$40/day

7. Drop-in spaces are available for occasional use by both registered and non-registered children, however please note that these spots can only be booked up to 1 week in advance and spaces are not guaranteed. Fees for drop-in and occasional use rates will be debited from your account on the 15<sup>th</sup> of the following month for which the service was used or booked and are as follow:

**Drop-In Care (Registered Children or Family Rate):**

AM Care      \$20/day

PM Care      \$25/day

Both AM & PM      \$30/day

Kinder Care      \$35/day (4 hours or less)

Kinder Care      \$50/day (4 hours or more)

**Drop-In Care (Non-Registered):**

AM Care      \$25/day

PM Care      \$30/day

Both AM & PM      \$35/day

Kinder Care (4 hours or less)      \$40/day

Kinder Care (4 hours or more)      \$60/day

8. PD Days and summer camps where the children are off-site, children are required to have a yellow Program T-shirt for these days. T-shirts are \$10 and will be ordered twice a year (spring for summer camps and end of summer for the school year) T-Shirts maybe purchased throughout the year as well, although not all sizes may be available. In summer 2016, we implemented the used of rash guard swim shirts for any swimming/splash park days. These can be purchased for \$25 and must be worn to any all pool/aquatic outings.
9. In order to secure a spot in the Program, a deposit equivalent to one month's fees made payable to Christopher Robin's, dated no later than June 1<sup>st</sup>, 2018 (for current clients only), as well as a void cheque or a Direct Deposit Form from your Financial Institution **MUST** accompany the last 2 pages of this Registration Package.
10. All appropriate payments and forms must accompany registration otherwise we will not be able to accept the registration. If you require or receive subsidy, a copy of your approval letter and a minimum deposit of \$100/child or your parent portion (if greater than \$100) is your deposit amount. If at any time the subsidy amount changes, the deposit amount will also be required to match the difference. If you have questions, please contact Jehnifer at 403-932-7870.

# Christopher Robin's Playhouse & Childcare Centre

## Monthly Fee Schedule & Agreement for the 2018-2019 School Year

Name of Parent(s): \_\_\_\_\_

Email: \_\_\_\_\_

Name of 1<sup>st</sup> Child: \_\_\_\_\_

Date of Birth: DAY / MONTH / YEAR

School Attending: \_\_\_\_\_

Grade for 2018/2019 year: \_\_\_\_\_

Name of 2<sup>nd</sup> Child: \_\_\_\_\_

Date of Birth: DAY / MONTH / YEAR

School Attending: \_\_\_\_\_

Grade for 2018/2019 year: \_\_\_\_\_

Name of 3<sup>rd</sup> Child: \_\_\_\_\_

Date of Birth: DAY / MONTH / YEAR

School Attending: \_\_\_\_\_

Grade for 2018/2019 year: \_\_\_\_\_

Name of 4<sup>th</sup> Child: \_\_\_\_\_

Date of Birth: DAY / MONTH / YEAR

School Attending: \_\_\_\_\_

Grade for 2018/2019 year: \_\_\_\_\_

**Please check the following in which you are registering: (all fees are per child/month)**

Children Grades 1 and up:

Morning Care (6:30am-school AM bell time)

Single Child:

\$275/month

or

Family Rate:

\$250/month x \_\_\_\_\_

After School Care (school PM bell time-6:00pm)

\$375/month

or

\$350/month x \_\_\_\_\_

Both Mornings & Afternoons

\$475/month

or

\$450/month x \_\_\_\_\_

PD Days Included (Rockyview Schools only)

\$30/month

or

\$30/month x \_\_\_\_\_

Kindergarten: (1/2 day kindergarten. I.e.: Elizabeth Barrett 5 half days or 2 full days. I.e: Westbrooke)

Kinder Care (Daytime care while grades are in school max 4 hrs)

\$500/month

or

\$500/month x \_\_\_\_\_

Combination of Morning & Kinder Care

\$850/month

or

\$825/month x \_\_\_\_\_

Combination of Kinder & After School

\$850/month

or

\$825/month x \_\_\_\_\_

All 3 Components (6:30am-6:00pm)

\$900/month

or

\$875/month x \_\_\_\_\_

PD Days Included (Does not include Winter or Spring Breaks)

\$30/month

or

\$30/month x \_\_\_\_\_

Full Day Kindergarten: (Full day Kindergarten only. I.e.: Notre Dame Des Vallees)

Morning Care (6:30am-AM school bell time)

\$300/month

or

\$275/month x \_\_\_\_\_

Lunch Care (In between 2 kindergarten programs only)

\$150/month

or

\$150/month x \_\_\_\_\_

After School Care (PM school bell time-6:00pm)

\$425/month

or

\$400/month x \_\_\_\_\_

Combination of Morning & After School

\$525/month

or

\$500/month x \_\_\_\_\_

Transportation: (Only required when school buses are not available)

Transportation Fee (if driving to **or** from school)

\$100/month

or

\$100/month x \_\_\_\_\_

Transportation Fee (if driving to **and** from school)

\$150/month

or

\$150/month x \_\_\_\_\_

**OFFICE USE ONLY**

Deposit Paid \$ \_\_\_\_\_ # \_\_\_\_\_

Void Cheque Received Name of Payee: \_\_\_\_\_

Account #: \_\_\_\_\_ Transit #: \_\_\_\_\_ Bank #: \_\_\_\_\_

Child Profile Completed pages 1-4  Parent Agreements Signed

Other: \_\_\_\_\_

Cultural Questionnaire or already on-site  Yes

Medication Sheets  No  Yes \_\_\_\_\_

Allergies  No  Yes \_\_\_\_\_

Total monthly subtotal for all child(ren) \$ \_\_\_\_\_

Total subsidy amount 1<sup>st</sup> child (if applicable) -\$ \_\_\_\_\_

Total subsidy amount 2<sup>nd</sup> child (if applicable) -\$ \_\_\_\_\_

Total subsidy amount 3<sup>rd</sup> child (if applicable) -\$ \_\_\_\_\_

Total subsidy amount 4<sup>th</sup> child (if applicable) -\$ \_\_\_\_\_

Total monthly fees for all child(ren) \$ \_\_\_\_\_

Christopher Robin's Playhouse & Childcare Centre

Monthly Childcare Fee & Pre-Authorized Debit (PAD) Contract 2018-2019 School Year

Name of Child(ren): \_\_\_\_\_ Total Fee Amount: \$ \_\_\_\_\_/month

Name of Parent/Account Holder(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Account Number: \_\_\_\_\_ Branch Transit Number (5 digits): \_\_\_\_\_ Bank Number (3 digits): \_\_\_\_\_

Type of Account:  Savings or  Chequing and  Business or  Personal

The Parent/Account Holder must provide the Program with a void cheque or fill out a Direct Deposit Form from your financial institution and MUST initial the following agreements and sign below.

By signing this agreement, the Parent agrees to the following conditions:

INITIAL \_\_\_\_\_ This agreement is entered into between Christopher Robin's Playhouse & Childcare Centre ("CRPACC") and the person(s) named above ("the Parent") and is effective for the 2018/2019 school year.

INITIAL \_\_\_\_\_ The Parent agrees to pay the amount of fees chosen for the care requested in accordance with the CRPACC Monthly Fee Schedule for the 2018-2019 school year found in the Registration Package.

INITIAL \_\_\_\_\_ The Parent agrees to pay a deposit equivalent to one month's fees made payable to Christopher Robin's, dated no later than June 1st, 2018 (current clients only). This fee is applied to the last month of care (typically June 2019 unless prior notice is given otherwise). Termination may be granted with 30 days notice commencing September 1, 2018 and is non refundable otherwise. The deposit must accompany this form and can be submitted via cheque, cash or money order.

INITIAL \_\_\_\_\_ If subsidy is granted, the total fees are reduced by the subsidy amount (copy of your approval letter required). Any fees not covered by subsidy for ANY reason will be the full responsibility of the Parent.

INITIAL \_\_\_\_\_ Any cheques or Pre-Authorized Debit payments returned by the bank for any reason may be charged a \$25 late fee by CRPACC per occurrence. CRPACC reserves the right to continue to debit any fees owing by the Parent.

INITIAL \_\_\_\_\_ Any accounts overdue or in arrears more than 14 days may result in immediate termination from the Childcare Centre, unless an alternative payment plan has been previously arranged with CRPACC. In this case the deposit will be non-refundable and used toward any fees occurred.

INITIAL \_\_\_\_\_ A minimum of one month's written notice is required to withdrawal from CRPACC, by filling out a Program Cancellation Form and submitting it to the Program BEFORE the first of a month or by sending your request via email to the Program Director. The deposit will only be used towards your last month of care if you give notice before the first (1st) of a month, prior to the PAD payment being withdrawn for that particular month.

INITIAL \_\_\_\_\_ All children welcomed into the Program for the 2018-2019 school year are accepted on a one month probationary period. CRPACC reserves the right to terminate care after the probationary period if the Program feels that it is best for the child and or the Program. If the child is not accepted after the probationary period, all deposits will be refunded.

INITIAL \_\_\_\_\_ All monthly fees for the 2018-2019 school year will be debited on the first of each month (or the 1st business day) beginning on September 1st, 2018 (or the first month of the child's care if started mid-year) and will end on May 1st 2019.

INITIAL \_\_\_\_\_ Any additional Drop-In fees, Snow Days, PD Day fees or PD Day cancellation fees as outlined in the Parent Handbook or signed up for by the Parent, will be debited on the 15th of the following month and on June 30th 2019 for any incurred June fees.

\_\_\_\_\_  
Signature of Parent/Account Holder

\_\_\_\_\_  
Signature of Parent/Account Holder

\_\_\_\_\_  
Signed for CRPACC

This agreement is dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_