

# **STRAWBERRY VALE OUT OF SCHOOL CARE**

**2024/25**

**POLICY HANDBOOK FOR  
PARENTS**

## **WELCOME**

The Board of Directors and the Staff, welcome you to **Richmond Out of School Care Society**, a program providing childcare services to the students attending **Strawberry Vale Elementary School**.

The program has developed the following policies to guide the management of the program and to ensure quality care for the children who attend. We ask you to read the handbook carefully and to consult the coordinator / supervisor if you require clarification. Also attached, for your completion, is a registration kit. Please read and fill out completely and carefully before signing the accompanying contract.

We encourage you to become actively involved in Richmond Out of School Care Society (Strawberry Vale OSC) by attending board meetings, accepting a board executive position, and openly communicating with the staff. If we do not have parent volunteers for board executive positions, we will be unable to run this program. Your involvement will contribute to our constant attempts to improve our service to both children and parents.

## **PHILOSOPHY**

We believe in providing a service for the parents / guardians and children in our program by creating a safe environment in which the children's individual growth may be encouraged. We feel it is important, as a team with parents / guardians and teachers, to guide and nurture the children through their elementary years. This environment should be challenging, loving, and one that allows time and space for individual needs. We believe in enabling children with a sense of personal responsibility, independence, and self-esteem in this environment. There are three basic rules we ask the children to adhere to:

1. Take good care of themselves; play safely and follow program rules.
2. Take care of others; help and never hurt.
3. Take care of the world around them; look after equipment, school and the environment.

The coordinator / supervisor and staff function as observers and guides. They maintain a pleasant, stimulating and caring atmosphere. This atmosphere promotes expansion of the child's learning experience and encourages the development of a positive self-image and self-confidence. It is of the utmost importance to have open communication and trusting relationships between children, staff and parents.

## **RICHMOND OUT OF SCHOOL CARE SOCIETY - POLICY GUIDELINES (STRAWBERRY VALE LOCATION)**

### **ADMISSIONS**

Parents / guardians must meet with the coordinator / manager to discuss the program's policies and procedures. A Policy Handbook will be provided (which this is), which parents must read, as well as fill out a Registration Form. Prior to your child's first day of attendance this form must be completed and returned to the manager along with an annual **\$50.00 non-refundable registration fee and post-dated cheques for the 1<sup>st</sup> of month for the school year.** Currently registered children and children with siblings in the program will be given priority.

**(Please make cheque payable to Richmond Out of School Care.)**

If you have a child who may need extra support in our program, we work with the Supported Child Development (SCD) Program, based at the Queen Alexandra Centre for Children's Health. This team of consultants will work with you and our program to enhance and support inclusion. The School Age SCD Program services children from Kindergarten to twelve years of age. Please ask Lindsay Henderson for more information.

### **ATTENDANCE**

The program operates Monday to Friday from 7:30a.m. to 5:30p.m. during the school year September to June. The program is **not** open on statutory holidays or Winter, Spring, Easter and Summer Breaks. We operate on discretionary days and non-teaching days during the regular school year. Space will be limited due to space and staffing limitations. There will be an additional charge for these days to cover extra staffing costs, special events; field trip expenses, etc. Please refer to the fee schedule. On days when full day care is provided, children may be asked to arrive no later than 8:30am and to leave no earlier than 4:00pm due to program outings and events. Please see the coordinator or manager one month in advance, to confirm and prepay for your child's space. Please note that no reimbursements or credits will be given for your child's space. Please also note that no reimbursements or credits will be given for holidays, breaks, sick days or other reasons for non-attendance.

If your child is sick or not attending school for other reasons, and therefore will not be attending our program please notify us by sending an email message to: **oscstrawberryvale@gmail.com**. You will also need to call the "Safe Arrival" number at the school (250-479-5322).

If your child does not arrive at our program after school we will follow the procedure below:

- 1.) Check for written and phone messages.
- 2.) Check with the school office and the school absentee list.
- 3.) Ask teacher (if available) of child's whereabouts.
- 4.) Call the office and have the child paged through the school intercom system.
- 5.) Call your place of employment and home.
- 6.) Call emergency contact and all authorized pick up persons on file.

If at this point your child has not been located -

**We are required to call the police to report your child as missing.**

## **PICK - UP POLICY**

Only those authorized by the parents / guardians will be permitted to pick up a child from the program. Should legal custody of the child change, the manager / supervisor must be notified immediately, and copies of appropriate court orders provided as a hard copy during Strawberry Vale Out of School Care operating hours. Without a custody or court order on file, the care giver 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. Please come directly into the program area to pick up your child and sign the sign out book as you exit. The sign-out book will be always with a childcare leader. A sign-out signature is mandatory.

## **UNAUTHORIZED PICK-UP**

The parent/guardian is required to notify the caregiver in writing if another adult will be picking up the child. In a rare emergency situation, alternate arrangements can be made verbally over the phone. If the person picking up the child is not known to the caregiver, information about the person will need to be provided (name, phone number, and physical description). The person will be asked to show photo identification. If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the caregiver. The caregiver will speak to the individual and explain the policy that no child will be released without written authorization from the guardian. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and the other children. If necessary, the police will be called for assistance. Under no circumstance will a child be allowed to go home alone and under no circumstance is a child allowed to be released to a sibling under the age of 19 even with written consent of the parent/guardian.

## **LATE PICK-UP POLICY**

If a child remains at the program after 5:30 p.m., we will attempt to contact the parents / guardians or emergency contact person. If we are unable to contact anyone and the child is not picked up by 6:00 p.m., Emergency Daycare Services will be called. Ministry personnel will take the child into their custody until a parent / guardian is located. A note will be left stating where your child may be picked up.

If you know that you will be late please contact us. **A late fee of \$10.00 per quarter hour or portion thereof** will be assessed and is payable directly to the staff person caring for your child. If late pick up is an ongoing problem and reasonable effort has been made to solve it, then notice of termination of services may be given.

## **ALLEGED IMPAIRED PICK-UP**

It is the caregiver's responsibility, to the extent that it is possible, not to release a child to an authorized person who is unable to adequately care for a child. If the caregiver believes that a child will be at risk, the caregiver will offer to call a relative or friend to pick up the person and child, or offer to call a cab to pick them up. If the person is driving a vehicle, the caregiver will explain that driving while under the influence of drugs or alcohol is against the law and that the caregiver is obligated to ensure the safety and wellbeing of the child. If the presumed impaired person chooses to get in the car with or without the child, the caregiver will immediately notify the police and provide a description of the car and geographic vicinity. If the caregiver believes that the child is in need of protection, the caregiver will call the Ministry of Children and Family Development.

## **WITHDRAWAL - DISCHARGE POLICY**

If parents / guardians should decide to withdraw their child from the program, Richmond Out of School Care Society (Strawberry Vale OSC) must be given one month's notice. This notice must be received in writing no later than the first day of the final month of attendance. When the program discharges a child due to non-payment of fees, the right to notice is forfeited. Should a child be discharged due to disruptive behavior, notice may be waived at the discretion of the coordinator or supervisor.

## **ILLNESS AND COMMUNICABLE DISEASE POLICY**

Sick children will not be permitted to attend the program at any time. Parents / guardians will be notified if a child becomes ill (temperature of 100°F or other physical symptoms) during the day and arrangements should be made immediately to pick up their child. It is the parent's / guardian's responsibility to inform the program if the child has contracted a communicable disease. This will enable us to alert others as to a possible health risk. When a child is returning to the program after having a communicable disease, a physician's note is required, stating that the child is well and able to return.

## **MEDICATION POLICY**

Prescribed medication may be administered by the staff if the medication is produced in the original container with the child's name on it, and is accompanied by a **Permission to Administer** form completed by the parent / guardian. (These forms are available from the staff). Medication will be stored in a locked container in the cupboard or refrigerator. Please note; if the classroom teacher or school is required to administer this medication during the school day additional permission forms will need to be completed at the school office.

## **INJURY REPORTING POLICY**

Any injury requiring medical attention that occurs during the program hours will be reported to the parent, the coordinator, supervisor, board of directors and the CHR within twenty-four hours of the incident. A serious incident report will be completed by the witnessing staff and signed by the coordinator or supervisor as per CHR regulation.

## **CHILD ABUSE POLICY**

Any case of suspected child abuse or disclosure of abuse by a child attending the program, will be documented and reported to the coordinator / supervisor and to the Ministry of Children and Family Development - Child Protection, immediately and without hesitation

## **PRIVACY POLICY**

Staff will adhere to the guidelines outlined in the "Personal Information Protection Act" and the "Personal Information and Protection of Electronic Documents Act". Please see program coordinator or manager if you have any concerns in this regard. Parents note, that Richmond Out of School Care Society participates in the Child Care Operating Funding Program. We may be required, for auditing purposes, to provide to the Province limited personal information provided by you.

## **SMOKING AND SCENTS POLICY**

By law, smoking or vaping tobacco products and/or cannabis products is not permitted on the grounds of Strawberry Vale Elementary school or inside Strawberry Vale Out of School Care. Exposure to perfumes, colognes and other scented products can trigger serious health reactions in individuals with asthma, allergies, migraines and chemical sensitivities. Due to health concerns arising from exposure to scented products, Strawberry Vale Out of School Care would like to provide a 'fragrance/scent safe' environment for all children, employees and visitors. Please refrain from wearing personal care products (e.g., perfumes or lotions) and from using other heavily scented products such as, perfumed laundry soaps and fabric softeners while visiting the center.

## **BEHAVIOUR MANAGEMENT POLICY**

Staff will encourage positive interactions among staff and children to promote a supportive environment in which children's development and self-expression may be stimulated, and where focus will be on the children's assets and strengths.

Staff will encourage children to be responsible for their behaviour by reasoning with the child and offering choices within set limits. Should the child choose to continue the negative behaviour or loses control and cannot reason, a short "time-out" period may be issued. A "time-out" period is a short span of time (approximately one minute per year of age of the child) where the child will sit in a non-isolated area to think about the incident and/or calm down. In all incidents staff will discuss with the child the reason for the "time-out" and the importance of the rule that was broken. In the case where a staff member is experiencing difficulty with a child's behaviour, the staff member is encouraged to seek assistance from a fellow staff member or supervisor. In a case where a child will not respond to the direction given by the staff member, parents / guardians will be contacted and a workable solution will be sought. Continued disruptive behaviour (i.e. total disregard of a staff member's authority or hurting others physically) will not be tolerated. The coordinator or supervisor reserves the right to discharge a child from the program, with thirty days' notice, should the disruptive behaviour persist.

Staff is not permitted to practice or inflict any form of physical punishment or verbal or emotional abuse (i.e. any harsh, belittling or degrading response by an adult which would undermine a child's respect) upon, or denial of any physical necessity (shelter, food, or toileting) to any child enrolled in the program. Staff will only physically restrain a child if they present a physical danger to themselves or to a peer.

## **BEHAVIOUR MANAGEMENT PROTOCOL**

1. Persistent negative behavior of a child will result in a short time-out period. The staff will discuss the reason for the time-out and the importance of the rule(s) broken.
2. Negative behaviour occurring more than two times will be documented by the staff in the daily journal. The matter will be discussed with the parents / guardians at the time.
3. A continued trend of negative behaviour will be discussed with the parents and solutions sought.
4. If the new solution is not effective, the parents / guardians will be consulted a second time and a new solution sought.
5. A third consultation with parents and a third chance to resolve the problem will be offered only at the coordinator's / supervisor's discretion.
6. If, after all preceding steps have been taken, the behaviour problem cannot be resolved, the coordinator / supervisor reserves the right after contacting the board of directors to discharge the child from the program. Written notice of thirty days will be given to the parent / guardian.
7. When extreme physical behaviour occurs by the child, it will be documented by the staff, and the parents / guardians will be called to pick up their child.
8. If negative behaviour occurs during an outing from the program, the coordinator / supervisor reserves the right to suspend the child from the program for the next outing and alternate care will need to be provided by the parent / guardian. Written notice will be given to the parent.

Note: Negative behaviour refers to; swearing, verbal or physical aggression, running away from staff, disrespect of children or staff and continual breaking of rules.

## SCHOOL CLOSURE POLICY

In the event of a school closure due to strike, weather conditions, health concerns, safety hazards, etc. the Out of School Care program will close. If your child is in the program at the time of the school closure, we will contact you or the emergency contact person and ask that your child be picked up immediately. If the school should close during non-program hours we will not be open until such time as the school is reopened.

**Please Note:** In the event of an emergency evacuation of the school due to fire, smoke, water, earthquake or tsunami damage, we will relocate the children to **the tennis courts located in Rosedale Park** behind the school, until such time as the parent/guardian arrives to pick up the child/ren. Should this occur, we would make every attempt to contact parents/guardians.

## STAFF RESPONSIBILITY POLICY

Staff responsibility for your child begins when he / she arrives at the program in the morning and ends when he / she leaves for class at 8:45 a.m. This responsibility begins again when your child arrives for afternoon care and ends again when your child departs with his / her parent / guardian or designate. In the program or outside, the coordinator / supervisor has overall responsibility for the program, teaching methods, discipline, health and safety measures. In the case of absenteeism of a staff member, every effort will be made to fill the position from the relief staff list. If this is not possible, and we will not be within our one to twelve or one to fifteen ratios, as decreed by CHR licensing, the parents / guardians will be contacted to allow for alternative arrangements. Parents, practicum or observing students and volunteers may be involved in the program from time to time. They will be under the direction of the coordinator / supervisor and or program staff.

## SNACK AND LUNCH POLICY

Healthy snacks provide needed nutrients and energy to complement mealtime foods. Children who snack are also hungry less often; they may be less irritable and can concentrate and learn more easily. We will provide a healthy snack each afternoon, keeping in mind food allergies and variety. **We take food allergies very seriously. Food ingredients causing severe allergic reactions among the children attending our program are posted. We request that all parents pack their child's lunch and snacks with food that does not contain these ingredients.** Water is provided with all snacks and we encourage the children to drink it as often as they would like. We would ask that you not send candy, pop and other high sugar foods, (especially gum) with your children. On full days, children must bring their own lunch.

*Note: Parents of a child with severe food allergies and/or sensitivities may be requested to provide all snacks for their child.*

## **ACTIVE PLAY POLICY**

Children, in grades 3-5, attending morning care at Strawberry Vale Out of School Care will be encouraged to participate in gross motor activities such as, floor hockey, basketball, tag and yoga in the gym between the hours of 7:30 am and 8:45am. All children, in grades K-5 may also have the opportunity to play outside in a supervised area to support their cardio vascular systems and their overall health, weather permitting.

Children attending afternoon care at Strawberry Vale Out of School Care will be taken outside to play at their designated playground areas every day for a minimum of 30-60 minutes unless weather conditions make it unreasonable to do so. Outdoor equipment such as balls, skipping ropes and hoola-hoops will be made available to all children. Guided by the concepts of physical literacy, staff will promote facilitated play (organized games directed by adults/employees) and un-facilitated free play (supervised but not directed by adults/employees) to assist the children in being active.

## **SCREEN USE POLICY**

Television screen time is not encouraged and will not be permitted at Strawberry Vale Out of School Care except for on a professional development day or special occasion where children may be allowed to watch a full-length movie. The use of computers and hand held electronic devices is not allowed at Strawberry Vale Out of School Care unless organized as a special activity on a professional development day. The use of these devices will be limited to no more than 30 minutes on these scheduled days as per the standard of practice for active play made under the authority of section (4) (1) (e) of the Community Care and Assisted Living Act of British Columbia. Strawberry Vale Out of School Care staff will demonstrate appropriate modeling of active play activities and screen time.

## **Babysitting Policy Statement**

We do not provide a babysitting service outside our normal operating hours. However, we understand that parents sometimes ask Strawberry Vale Out of school Care staff to babysit for their children and this policy has been implemented to clarify some points regarding private arrangements between staff and parents.

- Strawberry Vale Out of School Care is not responsible for any private arrangements or agreements that are made: such agreements are between the staff member and family. However, we do expect staff members to inform us if they are babysitting or caring for a child that attends Strawberry Vale Out of School Care outside of the setting.
- We require the staff member and parent to sign a copy of this policy, which we will keep on file for the child and staff member.
- We have rigorous recruitment and suitability processes in place to ensure that we employ competent and professional members of staff and uphold our duty to safeguard children whilst on our premises and in the care of our staff. This procedure includes interviews, references, full employment history and DBS checks as well as several other processes. Whilst in our employment all staff are subject to ongoing supervision, observation and assessment to ensure that standards of work and behaviour are maintained in accordance with our policies. We have no such control over the conduct of staff outside of their position of employment. Parents should make their own checks as to the suitability of a member of staff for babysitting.
- We will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising out of the staff member's private arrangements outside of Strawberry Vale Out of School Care hours. The member of staff will not be covered by Strawberry Vale Out of School Care's insurance whilst babysitting as a private arrangement.
- Out-of regular operating hours work arrangements must not interfere with the staff member's employment at Strawberry Vale Out of School Care.
- All staff are bound by contract of the Confidentiality Policy and Data Protection Act that they are unable to discuss any issues regarding Strawberry Vale Out of School Care, other staff members, parents or other children.
- There will be no transport or blending to or from Strawberry Vale out of School Care.



## FEE PAYMENT POLICY

**Program fees are to be paid by post-dated cheques or e-transfer, when the child is registered.** All cheques and e-transfer payments are to be dated for the first day of the month. Payment by e-transfer will require parents/guardians to sign an e-transfer payment agreement form. Fees for discretionary and non-teaching days are to be paid at the time of booking the extra care.

**Please make cheques payable to “Richmond Out of School Care”.**

If payment is not made by the first school day of the month, a late fee of five dollars per day will be levied. If payment is not made by the seventh of the month, the child may not return to the program until the monthly fee and the late fee are paid. If the bank returns a N.S.F. cheque, a fee of twenty-five dollars will be charged, and is due immediately. The program reserves the right to require payment by money order, certified cheque or cash for fees, if two cheques are returned. Also, after the fifth operating day, the late fee of five dollars per operating day will also apply on outstanding returned cheques.

Through the Ministry of Children and Family Development, the affordable child care benefit may be available to eligible parents / guardians depending on their financial circumstances. This subsidy may pay part of the fee for the child while attending the program. **Parents / guardians are responsible for contacting the appropriate day care subsidy personnel to ensure that their child's day care authorization is received by Richmond Out of School Care Society (Strawberry Vale OSC) prior to the first day of attendance.** If your authorization is delayed, you will be asked to make payment yourself until such time as the authorization is received. At this time, you will be reimbursed for any fees payable by the Ministry. Any outstanding balance not covered by the subsidy will be paid by the parent / guardian to the program on the first day of each month. A Parent Agreement regarding subsidies is available from the coordinator / supervisor, and must be read and signed at registration, when applicable.

### E-Transfer Policy

Members of the Richmond Out of School Care Society will be given the chance to transfer monthly child care fees directly into the Richmond Out of School Care Society's business account via e-transfer. All members will be required to sign a payment agreement form and provide the child's first and last name as a reference for the payment. All e-transfer payments must be made on the first of the month unless an alternate payment agreement has been arranged with the manager.

### Refund Policy

No refunds will be paid unless 30 day written notice of withdrawal from Strawberry Vale Out of School Care is received.

Please also note that if a parent/guardian is asked to remove a child from Strawberry Vale out of School Care due to a serious critical incident or a breach of the parental agreement, no refund will be paid for the current month's fees.

#### Exception:

If the current fees have been paid by the parent/guardian and a Ministry of Children and Family Development back dated subsidy is subsequently received by Strawberry Vale Out of School Care, the parent/guardian will be refunded the portion of fees covered by the subsidy, upon the receipt of payment from the Ministry.

**Strawberry Vale Out of School Care**

**FEE STRUCTURE SEPTEMBER 2024 JUNE 2025**

**Monday to Friday**

**AM CARE 7:30 AM – 8:45 AM    PM CARE 2:37 PM– 5:30 PM**

	<b>Kindergarten</b>	<b>Grades 1-5</b>
<b>AM Care</b>	<b>\$200</b>	<b>\$225</b>
<b>PM Care</b>	<b>\$306.25</b>	<b>\$345</b>
<b>AM+PM Care</b>	<b>\$305</b>	<b>\$405</b>

Please note there will be an extra charge for Pro D Days and Early Dismissals.

<b>Early Dismissals</b>	<b>All levels</b>	<b>\$15.00</b>
<b>Pro D Days</b>	<b>All levels</b>	<b>\$50.00</b>

These fees are payable when the space is booked. We must be notified two weeks in advance should your child require care on a Pro D Day or an Early Dismissal.

<b>Registration Fees</b>	<b>All Levels</b>	<b>\$50.00</b>
<b>Late Payment Fee</b>	<b>All Levels</b>	<b>\$5.00/school day</b>
<b>Late Pick-up Fee</b>	<b>All Levels</b>	<b>\$10.00/15 minutes</b>
<b>NSF Cheque Fee</b>	<b>All Levels</b>	<b>\$25.00</b>

Fees are based on an equal monthly rate. They are NOT PRO-RATED by the number of school days in a month. Therefore, the monthly fee rate remains unchanged in December and March when there are school breaks. This approach was adopted to make it easier for parents to budget for child care expenses. This policy can be changed if it is the desire of a majority of parents. Fees would then be based on the 183 days of school per year and as a result would vary from month to month. Please remember that child care operating expenses tend to increase every year and that we are a non-profit society.

## **ROLE OF THE PARENT/GUARDIAN**

### **EXPECTATIONS**

1. Communicate any concerns about the program or staff to the coordinator / manager.
2. Speak to your child in a positive way when leaving them or picking them up from the program. A secure child is a happy child.
3. Communicate daily with the staff about your child's day and pick up the child's art, lunch kits and school materials. (A backpack is recommended)
4. Adhere to program policies. If the policies are being abused, the coordinator / supervisor of the program will speak verbally with the parent. If policies are still being abused written notice will be given. Should the policies continue to be abused, the parent will be given 30 days' notice that the child's space will be suspended.

### **SUGGESTIONS**

1. Take time to talk to the staff. Keep us informed of your child's needs and your concerns. Please also advise us when you are happy with our service.
2. Spend a few minutes with your child at the program. Parents are welcome anytime.
3. Keep an eye open for materials we could use in our craft activities. Donations are always welcome.
4. Check the sign out book and your children's backpack for receipts, notices and other information.

## **PARENT'S / GUARDIAN'S AGREEMENT**

- I will be expected to make alternative arrangements for my child if they demonstrate an inability to function in our program. The coordinator / supervisor reserves the right to ask for the removal of my child if their behaviour is not appropriate, as laid out in the Behaviour Protocol section of the Policy Handbook.
- My child will not be permitted to leave the program with anyone who is not named on my registration form, unless written instructions are received from me prior to the event.
- When a court order exists regarding visiting rights of the non-custodial parent, the information is provided with the child's registration form. The non-custodial parent may only pick up the child from the program according to the legal agreement. Any other arrangement for pick up must be entered on the form by the custodial parent.
- I am expected to notify staff if there are any changes at home or at school which may affect my child's behaviour while in the program.
- Richmond Out of School Care Society (Strawberry Vale OSC) is not responsible for lost, stolen or damaged articles. I am responsible for providing weather and activity appropriate clothing. I will refrain from sending toys or games except on special days.
- I am responsible for ensuring that all emergency information and all other registration details are current and correct.
- I understand and agree to the procedure of payment of fees and late charges as detailed in the Fee Payment section of the Policy Handbook.
- I will pick up and sign out my child by 5:30 p.m.
- I understand that I need to give thirty days' notice, in writing, prior to withdrawing my child from the program or a month's fees will be due in default of such notice.
- I am required to read the Policy Handbook thoroughly, complete a registration form and all parent permission forms, and pay an annual \$50.00 non-refundable registration fee prior to my child entering the program. These forms must all be dated and signed. I also understand that if I will be receiving a Ministry of Children and Family Development child care subsidy, that the authorization for this subsidy must be received by Richmond Out of School Care Society (Strawberry Vale OSC), prior to my child's attendance or I will be required to pay the applicable fees.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Strawberry Vale Out of School Care**

**E-Transfer Payment Agreement Form**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_ hereby agree to assign 10 automatic e-transfer child care fee payments in the amount of \$\_\_\_\_\_ to be deposited by interact E-transfer on the 1<sup>st</sup> of each month from September 2024 to June 2025 to the Richmond Out of School Care Society business account at Coast Capital Bank Victoria, BC.

Should I default on any payment I understand that I have 7 days to correct payment or on the 8<sup>th</sup> day my child/ren will be considered withdrawn from the Strawberry Vale Out of School Care Program until fees and late charges are paid in full. If payment is not made by the first school day of the month, a late fee of five dollars per day will be levied. If payment is not made by the seventh of the month, the child may not return to the program until the monthly fee and the late fee are paid. I understand fees are based on an equal monthly rate. They are NOT PRO-RATED by the number of school days in a month. Therefore, the monthly fee rate remains unchanged in December and March when there are school breaks.

Strawberry Vale Out of School Care Fee Structure September 2023- June 2024:

	Kindergarten	Grades 1-5
AM Care	\$200	\$225
PM Care	\$306.25	\$345
AM+PM Care	\$305	\$404

Please note there will be an extra charge for Pro D Days and Early Dismissals due at time of enrollment.

Early Dismissals: \$15.00      Pro D Days: \$50.00

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

• **COMPLETE ONLY IF YOU WILL BE MAKING APPLICATION FOR ASSISTANCE**

PARENT / GUARDIAN AGREEMENT RE: SUBSIDIES

PLEASE BE ADVISED THAT AUTHORIZATION FOR MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT SUBSIDIES CAN TAKE FROM 6-8 WEEKS TO PROCESS.

1. Parents / Guardians are responsible for all fees as per the Fee Agreement until subsidy authorization from the Ministry of Children and Family Development.
2. Payment or subsidy authorization must be received by Strawberry Vale Out of School Care prior to your child's first day of attendance.
3. Any parent portion of your child's fees will be due the first day of every month. Payment by post-dated cheques is required and late charges and NSF charges, as outlined in the Fee Agreement, will apply.
4. Parents / Guardians are responsible for renewing subsidy authorization before it expires. If a subsidy renewal is not received when the authorization expires, payment will be expected until such time as a new authorization is received. Parents will receive reimbursement if the authorization is backdated.
5. Parents / Guardians are responsible for any differences between Ministry of Children and Family Development claim rates and actual program fees.
6. Expiration of subsidy does not constitute notification of withdrawal from the Strawberry Vale out of School Care Program.

I, THE UNDERSIGNED, AGREE TO ABIDE BY THE RULES AS LAID OUT ABOVE:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_