

# Out-of-School Care Guide to Registration 2017-2018

- ❖ **IMPORTANT:** Please note that we are only able to accept **COMPLETE** registration packages. Families without all required items, paperwork or signatures will **NOT** be registered

Item Required	Included
Completed Pre-Authorized Debit (PAD) form ( <i>with attached void cheque</i> ) *Only NEW families and current families who want to change their current financial information need to provide this form	
\$150.00 cheque for Non-Refundable Registration Deposit (dated for the day of registration) <i>If you are registering for Before School Care ONLY we only require a \$50.00 deposit. Returning families do not need to provide a deposit as it will roll over from the previous year.</i>	
\$30.00 cheque for the one time Administrative Fee ( <i>NEW registrants only</i> )	
Recent photo of your child ( <i>see photo instructions on registration forms</i> )	
Completed registration form	
Copy of child's immunization records	
A copy of legal separation agreement <u>OR</u> completed FGCA custody arrangement form (if applicable)	
Care Plan (if applicable)	
Completed Pro-D day registration form (if required)	

- ❖ All legal guardians/parents must read the new parent/guardian handbook
- ❖ If you are separated/divorced we require a current copy of all legal custody agreements referencing custody arrangements **ONLY**
- ❖ If you are separated/divorced and **DO NOT** hold a legal custody agreement we require an FGCA custody arrangement document. This document must be updated as applicable. (Please inquire your on-site manager for direction prior to registration)
- ❖ If your child has a special need or behavioural need you must attach a care plan (Please ask your on-site manager for direction prior to registration)

## CHEQUES AND FEES

- New families are required to provide a one-time only administrative fee of \$30
  - One cheque per family is acceptable
- New Families, provide a non-refundable \$150 deposit, per child, dated for the registration date
  - Deposit is non-refundable and is placed against your last month of care
  - Should you withdraw at an earlier time your deposit will be placed against the last month of care provided that you follow the FGCA withdrawal policy as per the parent handbook
  - If you are registered for Morning Care **ONLY** we require a deposit of **\$50** only

**All cheques are made out to:** The Fairfield Gonzales Community Association

- **Memo Line:** Your Child's Name and program (**MJOSC or FFOSC**)

## OSC Fee Structure

Care Options	Full Time (5days)
Before Care (7:30am-9:00am)	\$100
After Care (2:45pm-6:00pm)	\$310
Before & After Care	\$365
*Professional Development Day (8:00am-5:30pm)	\$40/day
*Early Dismissal Days	Included
Before School Care Drop In	\$8/day
After School Care Drop In	\$25/day
Camp Days (8:00am-5:30pm)	Check with the Camps Manager
<p><b>NOTE: Although some months have fewer days, monthly fees are averaged over the school year, and discounts will not be applied.</b> Early Dismissal Care (ED) may be available if it is scheduled on your regularly registered day. Check with your onsite Manager as care is not guaranteed and space is based upon available human resources and VIHA expectations.</p>	

\*For part-time fees please refer to the Guardian Handbook. Part-time requests may be made, but part-time registrations will not be taken at this time.

***Should you have ANY questions or concerns please call 250-382-4604***