

Guide to Registration 2021-2022

Moss Rock PRESCHOOL

❖ **IMPORTANT: Please note that we are only able to accept complete registration packages.**

Items Required at the time of registration
\$50.00 Non-Refundable Registration Deposit (<i>only required for children new to the program</i>)
*Deposits are only processed if you are offered a registered space.
\$30.00 Administrative Fee (<i>one time fee for new families only</i>)
Completed Pre-Authorized Debit (PAD) form (<i>with attached void cheque</i>) *returning families do not need to submit new PAD forms unless they want to update their current financial information
Recent photo of your child (<i>see registration form for more information</i>)
Copy of your child's immunizations
If Divorced/Separated, a copy of Legal Separation <u>OR</u> copy of FGCA Custody Arrangement *This documentation is only required if you are offered a registered space.
Fully completed registration forms

- ❖ 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 have a legal custody agreement we require an FGCA custody arrangement document. This document must be updated as applicable. (Please ask the on-site manager for direction prior to registration)
- ❖ If your child has a special need or requires extra support we will set up a time to meet with you to discuss a care plan (Please ask your on-site manager for direction prior to registration)

Fee Payments

- New families are required to provide a one-time only administrative fee of \$30
 - This fee applies to new families only. If you have attended an ongoing, registered childcare program prior you do not have to pay this fee.
- Non-refundable deposits- \$50.00, dated for the registration date
 - Only children new to the program need to pay a registration deposit. If your child is returning to program their registration deposit will carry over from the year before.
 - Deposits are placed against your last month of care.

Accepted payment methods:

- Cheque
 - All cheques are made out to: *The Fairfield Gonzales Community Association*
 - Memo Line: Your Child's Name and Program (Moss Rock)
- Debit/Visa at the front desk

We will contact you by February 26, 2021 to let you know if we have a spot or to confirm your placement on the waitlist.