

# Registration FAQs

## Currently registered families

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### A. REGISTRATION PROCESS

#### **I can't be at my computer at the time the forms are released, can I have someone else complete the registration form for me?**

Yes. As long as the contact information entered on the form is for the appropriate person to contact for registration.

#### **What are the FGCA's childcare registration priorities?**

1. Families re-registering into the same program
2. Children re-registering for a different type of care within the same program
3. Siblings of children currently registered in OSC
4. Full-time staff who are registering their children
5. Children who are currently registered in another FGCA registered childcare program
6. Families new to our program

#### **Which programs are considered FGCA registered programs?**

The following program registrations are taken into consideration when determining your placement on the priority list.

1. Moss Rock Preschool
2. Camas Early Years Centre
3. Out of School Care @ Margaret Jenkins & Fairfield (Sir James Douglas)
4. Youth Program (M/W/F registered program)

#### **Why is Pro-D registration separate from OSC registration?**

Pro-D Care is offered only at Fairfield Place (1330 Fairfield Road) and is limited to 60 spaces. Due to staffing restraints, we are unable to guarantee care for more than 60 children. We are unable to accommodate all children attending OSC as care spaces are available to children attending both Margaret Jenkins OSC program AND Fairfield OSC program which includes a total of 165+ children.

#### **Why is Spring Break Care not included in OSC registration?**

Same as above.

#### **Where do I drop off registration forms?**

Fairfield OSC- Community Centre @ 1330 Fairfield Road. Either at the main desk or to the onsite manager whose office is located in the Sequoia room. Please contact the manager for drop-off times ([ffosc@fairfieldcommunity.ca](mailto:ffosc@fairfieldcommunity.ca)).

Margaret Jenkins OSC- 1824 Fairfield Road. The manager's office is located inside the portable complex that backs onto the staff parking lot. Please contact the manager for drop-off times ([mjosc@fairfieldcommunity.ca](mailto:mjosc@fairfieldcommunity.ca)).

## **B. REGISTRATION CHANGES**

### **What do I do if I am removing care from my child's current OSC registration?**

If you are currently enrolled in Before AND After School Care and wish to drop either before school care or after school care, you will register through the re-registration process. Please clearly indicate your desire to drop a care type to your onsite manager and on your registration documents.

### **What if I have already told my manager I am dropping a care type?**

The more communication the better. Indicating it on your registration form when you submit it will ensure we have it recorded.

### **I have a Grade 4 child who I believe is aging out of OSC, are there other options?**

Youth Zone is a registered program that runs M-W between school dismissal & 5:30pm. It is a program that offers a greater level of independence and prepares children for the inevitable middle school transition. Even though it operates out of Fairfield Place (1330 Fairfield Road), the program serves children attending both Margaret Jenkins & Sir James Douglas. To learn more about the program or to register contact the Youth Manager at [youth@fairfieldcommunity.ca](mailto:youth@fairfieldcommunity.ca).

### **What if I only need part-time care?**

Priority is given to full-time registrations. Part-time care requests can sometimes be accommodated but is at the discretion of the manager. For a part-time request to be granted, a full-time space must be shared between two families.

## **C. REGISTRATION FORMS**

### **What is the difference between a *Registration Form* & a *Registration Request Form*?**

*Registration Forms* are a formal document used to collect information on children who have or have been offered a registered space in OSC.

*Registration Request Forms* are online forms to be completed if you are requiring care or changing care. These forms will become available on our webpage at a prescribed time (For 2023 this time is February 6 @ 7:00pm). Once completed, your name will be added to the registration request list in the order it was received. Only if you are offered a registered space will you be asked to complete a *Registration Form*.

### **What information will I need to complete the *Registration Request Form*?**

- Registering Child(ren)'s Full Name
- Child(ren)'s DOB
- Grade child will be in for the 2023/24 school year
- Contact email address & phone number
- Program currently registered in (if applicable)
- Siblings name (if applicable)
- Care type being added (if currently in OSC and adding care)
- Care needed (Before School Care, After School Care or Before & After School Care)

**Can I enter both my kids on the same *Registration Request form*, or will I need to submit two forms?**

You will be able to enter multiple kids on a single form. One form per family is all that is required.

**Can't you just copy the forms from last year? Do I need to fill out new forms again?**

In order to ensure we have up to date records, we require new forms each year. Pictures become outdated, emergency contacts change, phone numbers change, etc. If we rolled over registration forms a considerable amount of time would be spent tracking down individuals for up-to-date information and too often or not we don't learn about inaccurate information until we require it. For example, learning that a guardian has changed their phone number while trying to reach them during an emergency.

As well, registration forms can change year-over-year in regard to the information we require and the information we need to share with you.

The only exception to this is immunization records. If you have provided a copy of immunization records for a prior year and there have been no updates to your child's immunization status, the records can be photocopied for your next years' registration.

**Are the registration forms the same for New Children and Returning Children?**

Yes.

**D. MISC PROGRAMS & FEES**

**Why are the fees so different between Margaret Jenkins OSC & Fairfield OSC?**

Our Fairfield OSC program is funded through a \$10-A-Day Childcare BC funding agreement. Even though the Margaret Jenkins OSC program falls under the FGCA umbrella, it operates out of a different facility which makes it exempt from the funding program, for now!

**Why are there rarely any spaces for new children (Kindergartener's) in OSC? Specifically at Margaret Jenkins OSC?**

Given that there are no alternatives for care in the Gonzales area that feed into MJ, demand for that program is exceptionally high. As such, we rarely see children in Grade 5 move on from OSC. To manage this we have extended our Youth Program to children attending MJ. To learn more about that program

and travel between MJ & Fairfield Place, please contact the Youth Manager at [youth@fairfieldcommunity.ca](mailto:youth@fairfieldcommunity.ca) .