

Enchanted Moments Early Childhood Centre

Where Children play, learn and grow
5581 Norton Road ~ Nanaimo, BC ~ V9T 6S2 ~ 758-3521

Enrollment Agreement for Preschool

Hours of Operation

Morning: 8:45am to 11:15am

Afternoons: 12:15pm to 2:30pm

Long day preschool program: Mon 9am-1pm, Wed 9am-2pm, Fri 9am-2pm

1. Arrivals and Departures

I agree to bring my child no more than ten (10) minutes before or leave him/her more than ten (10) minutes after operating hours.

I agree to accompany my child into the center and alert staff when my child is picked up.

I understand that I am responsible for my child until I turn him/her over to a staff member upon arrival at the center.

I also understand that I am responsible for my child as soon as he/she is aware that I have arrived to pick him/her up. Your child will not be released to an unauthorized person. Please notify when parent is not picking up as usual. (Taxi drivers are not authorized persons.) *Children will not be released to someone suspected of being inebriated or to children under the age of 12 years.*

2. Billing and Payment of Fees

Fee schedule are subject to changes. Effective September 1, 2016 - June 30, 2017

Mon 9am-1pm and Wed 9am-2pm, 4 yr olds only, prek, fee \$230/month

Mon 9am-1pm Wed, Wed and Fri 9am-2pm, 4 yr olds only, prek, fee \$325/month

Mon/Wed/Fri am 8.45am-11.15am, 3 and 4 yr olds, fee \$188/month

Wed/Fri pm 12.15pm-2.30pm, 3 and 4 yr olds, fee \$130/month

Tues/Thurs am, 8.45am-11.15am, 3 and 4 yr olds, fee \$145/month

Tues/Thurs pm, 12.15pm-2.30pm, 3 and 4 yr olds, fee \$130 /month

Tues/Thurs am plus Fri 8.45am-11.15am, 3 and 4 yr olds, fee \$188 /month

Tues/Thurs am plus Fri 9am-2pm, 3 and 4 yr olds, fee \$ 235/month

Tues/Thurs pm plus Fri 9am-2pm, 3 and 4 yr olds, fee \$ 220/month

Tues/Wed/Thurs/Fri pm 12.15-2.30pm, 3 and 4 yr olds, fee \$230/month

Registration fee is \$ 25.00 per child per year. This fee has to be paid at the time of registration to reserve the space and the amount is non-refundable.

The Preschool is closed in conjunction with public school days, as listed, statutory holidays and up to 2 days per year for professional development. ***No refund of fees will be given for these days or for the days the preschool may be closed due to snow or other unknown forces.*** Please see snow policy. No refund will be given when child is sick or on holidays (vacation).

Fees for the month your child is to commence preschool must be paid at the time of registration to reserve the space. Fees are non-refundable. No invoices will be issued for preschool fees. Following month of enrollment, payment is due by the 1st day of each month.

Preschool fees must be paid promptly. Post-dated cheque for the year will be required at the time of registration. Write cheques to: Magica Pacifica Child Care Inc. (For those who receive a subsidy from Social Services, subsidy must be applied for before child is enrolled.)

I understand that if fees are not paid during the current month, my child may not be accepted into the preschool the following month. I will give a minimum of two (2) weeks notice if my child leaves the school during the school year.

Dates of Opening, Closing and Statuary Holidays:

For the preschool year 2016/2017

School opens: Wed Sept 7

Spring Break: March 20-31

Thanksgiving: October 10

Good Friday: Fri April 14

Remembrance day: November 11

Easter Monday: Mon April 17

Christmas Holidays: Fri Dec 16

Victoria Day: Mon May 22

School re-opens: Jan 9

Family Day: Feb 13

School year ends: Wed June 28

- 4. Health** *I will not send my child to preschool if he/she is ill.* I will notify the staff immediately if my child contracts a communicable disease (i.e. chicken pox, measles, pink eye, etc.) In case of an injury to my child while in the care, custody or control of the preschool, I hereby waive all claims against the preschool in excess of public liability insurance carried by the preschool. I hereby give permission for ambulance service and care at an emergency ward if required. Staff do not administer over-the-counter of prescription drugs.

5. Information from home:

I will keep my address and telephone number up to date and that of two alternative people. I will keep staff informed of any event or change in routine at home which might affect my child's behavior.

6. Clothing

I will have my child in play clothes so that he/she may participate in all aspects of the program. I will label all items clearly with my child's name to avoid losing them.

Winter: Hats, mittens, boots as well as winter attire.

Summer: Sunhats, as well as summer attire.

Inside shoes must be worn inside for safety reasons.

7. Field trips:

As the opportunity arises, and staffing and transportation allow, we like to take the children on field trips. Program hours may change from time to time to accommodate special events, e.g.: out of school field trips. If you object to your child participating in these trips, please make a note of this on the registration form.

8. Snow policy

We will continue to follow school district #68's Snow Policy and **close for safety reason when the school buses do not run, or when our local RCMP state that it is unsafe to travel on the roads.** Fees for these days are not refundable.

Please listen to the local radio station. If in doubt, regarding the preschool being open, the parent should telephone and confirm directly with the preschool.

9. Snack

Each child needs to bring *a healthy and nutritious snack item* for our snack time. See manual for ideas. The preschool will provide a drink of water if you don't sent your child with one.

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Dear Parents;

Re: Registration

In order to reserve a space for your child at the preschool you have to do the following;

1. Pay \$25 registration fee
2. Hand in a post dated cheques for September 2016- June 2017.

Write cheques out to: Magica Pacifica Child Care Inc.

(dated for the 1st of each month)

3. Fill out the registration form and hand it in.

When you fill out the registration form please make sure you do give the following information:

- a. Make sure emergency contacts are authorized to do pick up.
- b. Write down all dates on immunization. Or photo copy records and staple them to the back of the form.