

+LAST DAY OF ATTENDANCE \_\_\_\_\_

(Office Use Only)

**LEAP FORWARD CHILDCARE REGISTRATION FORM**

CHILD'S NAME \_\_\_\_\_

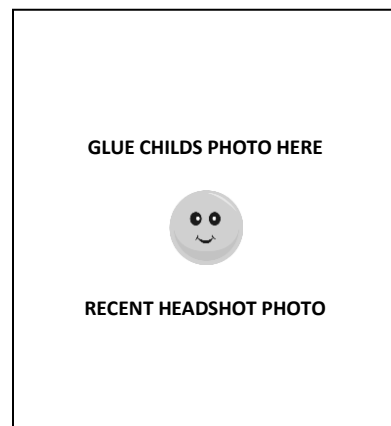
DATE OF BIRTH \_\_\_\_\_

DATE OF ENROLLMENT \_\_\_\_\_

FIRST DAY OF ATTENDANCE \_\_\_\_\_

Male  Female

|               |   |   |   |    |   |
|---------------|---|---|---|----|---|
| Hours of care | M | T | W | TH | F |
|---------------|---|---|---|----|---|



GUARDIAN'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_ CELL \_\_\_\_\_

ADDRESS \_\_\_\_\_

WORK PHONE \_\_\_\_\_ EXT \_\_\_\_\_ EMAIL \_\_\_\_\_

GUARDIAN'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_ CELL \_\_\_\_\_

ADDRESS \_\_\_\_\_

WORK PHONE \_\_\_\_\_ EXT \_\_\_\_\_ EMAIL \_\_\_\_\_

FAMILY DOCTOR \_\_\_\_\_ PHONE \_\_\_\_\_ BC MEDICAL NUMBER \_\_\_\_\_

List any known allergies, food and drink restrictions and health issues your child has. \_\_\_\_\_

**PERSON'S AUTHORIZED TO PICK UP YOUR CHILD OR TO BE CALLED IN THE CASE OF AN EMERGENCY**

*(Must be 16 or older and hold valid I.D NO-Exceptions)*

1) NAME \_\_\_\_\_ PHONE \_\_\_\_\_

2) NAME \_\_\_\_\_ PHONE \_\_\_\_\_

3) NAME \_\_\_\_\_ PHONE \_\_\_\_\_

4) NAME \_\_\_\_\_ PHONE \_\_\_\_\_

5) NAME \_\_\_\_\_ PHONE \_\_\_\_\_

6) NAME \_\_\_\_\_ PHONE \_\_\_\_\_

7) NAME \_\_\_\_\_ PHONE \_\_\_\_\_

8) NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**PERSONS NOT PERMITTED ACCESS TO CHILD** \_\_\_\_\_

*(If one of the listed above is a parent please provide us with a court order or letter from a social worker)*

**SOCIAL WORKER'S NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

I give my consent to Leap Forward Childcare to take photos of my child for in-house use, their website and monthly newsletters and to call an ambulance for my child in the case of accident or illness.

**GUARDIAN 'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**RECORD OF IMMUNIZATION (OR ATTACH A PHOTOCOPY OF IMMUNIZATION RECORDS)**

| <b>TWO MONTHS OF AGE (1<sup>st</sup> SET)</b>  | <b>DATE (Y/M/D)</b> | <b>TWELVE MONTHS OF AGE (4<sup>th</sup> SET)</b> | <b>DATE (Y/M/D)</b> |
|--|---------------------|--|---------------------|
| DIPHTHERIA                                     |                     | MMR (MEASLES, MUMPS, RUBELLA)                    |                     |
| PERTUSSIS                                      |                     | PNEUMOCOCCAL CONJUGATE                           |                     |
| TETANUS  |                     | MENINGOCOCCAL C CONJUGATE                        |                     |
| POLIO  |                     | VARICELLA (CHICKENPOX)                           |                     |
| HAEMOPHILUS INFLUENZA TYPE B (HIB)             |                     |  |                     |
| HEPATITIS B                                    |                     | <b>18 MONTHS OF AGE (5<sup>TH</sup> SET)</b>     |                     |
| PNEUMOCOCCAL CONJUGATE                         |                     | DIPHTHERIA                                       |                     |
| MENINGOCOCCAL C CONJUGATE                      |                     | PERTUSSIS  |                     |
|  |                     | TETANUS  |                     |
| <b>FOUR MONTHS OF AGE (2<sup>nd</sup> SET)</b> |                     | POLIO  |                     |
| DIPHTHERIA                                     |                     | HAEMOPHILUS INFLUENZA TYPE B (HIB)               |                     |
| PERTUSSIS                                      |                     | MMR (MEASLES, MUMPS, RUBELLA)                    |                     |
| TETANUS  |                     |  |                     |
| POLIO  |                     | <b>4-6 YEARS OF AGE</b>                          |                     |
| HAEMOPHILUS INFLUENZA TYPE B (HIB)             |                     | DIPHTHERIA                                       |                     |
| HEPATITIS B                                    |                     | PERTUSSIS  |                     |
| PNEUMOCOCCAL CONJUGATE                         |                     | TETANUS  |                     |
|  |                     | POLIO  |                     |
| <b>SIX MONTHS OF AGE (3<sup>rd</sup> SET)</b>  |                     | VARICELLA (CHICKENPOX) IF SUSCEPTIBLE            |                     |
| DIPHTHERIA                                     |                     |  |                     |
| PERTUSSIS                                      |                     | <b>OTHER IMMUNIZATIONS</b>                       |                     |
| TETANUS  |                     |  |                     |
| POLIO  |                     |  |                     |
| HAEMOPHILUS INFLUENZA TYPE B (HIB)             |                     |  |                     |
| HEPATITIS B                                    |                     |  |                     |

**PAYMENT POLICIES**

- 1. Monthly Fees**— Monthly childcare fees are due on the 1<sup>st</sup> of each month. If the 1<sup>st</sup> of the month lands on a weekend or a holiday and payment has not been made prior, the drop-box outside the office can be used to submit payment. For parents receiving subsidy the parent portion of the childcare fees are due on the 1<sup>st</sup> of each month of care.  
  
Payment can be addressed to Leap Forward Childcare or 0891256 BC LTD. Payment for childcare fees can be provided through e-transfers or cheques.
- 2. Late Payment Fee** - There will be a \$5 charge per day for all fees or portion of fees that are late. A late Payment Fee will apply if payment is made after the 1<sup>st</sup> of the month even if the 1<sup>st</sup> of the month lands on a holiday or a weekend. Payment can be submitted on holidays and weekends by using the drop-box outside the office.
- 3. Late Pick-Up Fee**- There is a late pick-up fee of \$1 per minute. For each minute past your pick-up time, you will be charged \$1.00.
- 4. Extended Hours of Care Fee**—For agreed upon hours of care with a window of care of more than nine hours per day there is an additional monthly fee. This additional monthly fee is \$25 for 15 minutes, \$50 for 30 minutes, \$75 for 45 minutes and \$100 for 60 minutes or more of additional care per day. We also offer care outside a family's nine hours of care window on a per basis use for \$15 for less than 30 minutes and for \$25 for 30 minutes for more.
- 5. Fees Due during Child's Absence**-Fees cannot be prorated when a child is absent from the center. Fees that will become due during a vacation are due prior to the vacation. \$5 per day of late fees will apply as usual.

**6. Withdrawal-** If a parent wishes to withdraw their child, a written withdrawal notice via email to [info@leapforwardlangford.com](mailto:info@leapforwardlangford.com) must be given a full calendar month prior to the day the child will no longer be attending Leap Forward Childcare. For example, a parent should give notice by April 1<sup>st</sup> if their child's last day will be April 30<sup>th</sup>. If this parent gave notice after the 1<sup>st</sup> of the month, for example April 2<sup>nd</sup>, then the parent would be responsible for the fees for the month of April as well as May. Parents are responsible for the fees for one full calendar month that follows the written notice.

Should a family provide notice after the 1<sup>st</sup> of the month, meaning payment in lei of adequate notice would be due the following month, and state that they will not be paying fees owed for the following month in lei of adequate notice, LF will not continue to provide care for the remainder of the month. Reimbursement of fees paid would not be provided. In the event of non-payment due to inadequate withdrawal notice, collection of fees will be made.

**7. Minimum Commitment.** Due to the necessary time required for transition, we do not enroll children into care for less than 2 months. If a family chose to give notice on or before their child's first day of care the fees for the second month would still be owed. For example, a child is due to begin care on September 1<sup>st</sup>. The family gives notice on August 25<sup>th</sup> stating that September would be their child's first and last month of care. This family would be required to pay their childcare fee for September and October.

Should a family provide state that they will not be paying fees owed for the following month in lei of adequate notice, LF will not continue to provide care for the remainder of the month. Reimbursement of fees paid would not be provided.

**8. Deposit to Hold a Space-** A deposit equal to half the monthly fee is required to hold a space. This deposit is non-refundable and due at the time of registration.

If a family chooses to withdraw their registration with a full calendar month of written notice no additional fees will be owed. For example, if a family that was registered to begin care February 1<sup>st</sup> provided a written withdraw notice on January 1<sup>st</sup>, no additional fees would be owed. If a family chooses to withdraw their child without a full calendar month of written notice, then the remaining balance of the fees will be due on the 1<sup>st</sup> of the month that their child was registered to start care. For example, if a family that was registered to begin care February 1<sup>st</sup> provided a written withdraw notice on January 2<sup>nd</sup> then the remaining balance of the monthly fees would be owed.

**9. Registration Deposit Agreement-**Leap Forward Childcare allows families who are highly interested in having their child enrolled in the future to complete a Registration Deposit Agreement (RDA). An RDA is an agreement between Leap Forward Childcare and a family. Leap Forward Childcare agrees that the family with a completed RDA will be offered the next available space. Meaning if a space becomes available during the range of months the family has chosen, the family who has completed a RDA will be offered that space before a family on the wait list.

Leap Forward Childcare will provide a refund of the financial deposit **only** if a space does not become available by the 2<sup>nd</sup> of the month prior to the last month chosen. On these occasions, if desired by the family, the opportunity to extend the chosen time frame for the next available space is offered.

The family who has completed an RDA agrees to either accept the offered space within 48 hours of being offered the space or, should they not wish to accept the space, lose their financial deposit. Notification of an available space is provided by phone as well as email to the guardian/s. The financial deposit is equal to a half month of childcare fees plus a \$50 registration fee. Financial deposits are applied to the first month of care fees.

An RDA is not a guarantee of a space but rather the best possible chances of receiving one during a chosen time frame. Typically, only 2 RDA per program per month are accepted and spaces are offered in sequence. During times of transition/graduation, such as September, additional RDAs may be accepted due to the increased number of potential available spaces.

**10. Affordable Childcare Benefit** - All parents are responsible for ensuring their child's LF fees are paid in full. This includes the registration fee, the monthly childcare fee and any late pick-up, and or late payment fee that may accumulate. This applies to subsidized and non-subsidized parents.

**11. Fees owed after a child has been withdrawn with or without notice**- Fees that are owed after a child has been withdrawn, with or without a calendar month of notice, will be sent to our collection agency, *In-House Receivable Services Ltd.* At this time, the account will be passed over in full to IRS and fees will be due to IRS. Once IRS has been handed the account, Leap Forward Childcare would no longer be involved with the account.

**12. Unpaid Fees**- It is up to the sole discretion of the finance manager as to the action taken when fees are due but unpaid. These actions may include but are not limited to, care for the child ceasing until payment has been made, the loss of the child's space without refund for partial payments, deposits to hold a space or RDA agreements.

**Though I have been provided with a copy of Leap Forward Childcare's current Parent Handbook, I understand and agree that LF has the right to make changes as necessary to all policies and that these updates will be noted in the Parent Handbooks on LF's website and that it is my responsibility to be informed. I have read, understand, and agree to follow all policies noted in the Parent Handbook including the Payment Policies 1 through 12 above.**

**CHILD'S NAME** \_\_\_\_\_

**GUARDIAN'S NAME** \_\_\_\_\_

**GUARDIAN'S SIGNATURE** \_\_\_\_\_

**TODAY'S DATE** \_\_\_\_\_