

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

(Office Use Only)

**LEAP FORWARD CHILDCARE REGISTRATION FORM**

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

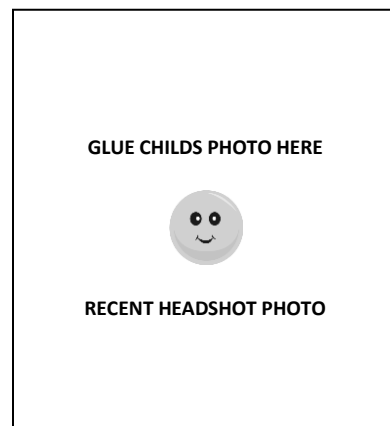
DATE OF BIRTH \_\_\_\_\_

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

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

Male  Female

Hours of care	M	T	W	TH	F
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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 list a minimum of two people who are 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 scrapbooks. I give my consent to Leap Forward Childcare 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)**

TWO MONTHS OF AGE (1 <sup>st</sup> SET)	DATE (Y/M/D)	TWELVE MONTHS OF AGE (4 <sup>th</sup> SET)	DATE (Y/M/D)
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**

(Please initial inside each box to signify that you have read, understand, and agree to follow each policy.)

**1. Monthly Fees**-All fees paid are non-refundable, without exception. Monthly childcare fees are due on the 1<sup>st</sup> of each month including when the 1<sup>st</sup> of the month lands on a weekend or a holiday.

Payment can be addressed to Leap Forward Childcare or 0891256 BC LTD. Payment for childcare fees can be provided through e-transfers or certified cheque.

**2. Yearly Fee Increase and Annual Administrative Fee**-Monthly childcare fees will increase by 2% to 3% each calendar year, typically on June 1<sup>st</sup>. January 1<sup>st</sup> and July 1<sup>st</sup> all families are required to submit an Administration Fee.

**3. Late Payment Fee and Late Pick-Up 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. There is a late pick-up fee of \$1 per minute.

**4. Extended Window of Care Fee**—For families that choose a window of care greater than eight hours per day, there is an additional monthly Extended Window of Care Fee.

**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 two full calendar months prior to the day the child will no longer be attending Leap Forward Childcare. For example, a parent should give notice by March 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 March 2<sup>nd</sup>, then the parent would be responsible for the fees for the month of April while their child was in care and come May 1<sup>st</sup> they would be required to pay the amount equal to the full monthly fee prior to the government's monthly fee reduction as a penalty in lei of adequate withdrawal notice.

Should a family provide inadequate notice, meaning payment in lei of adequate notice would be due, and state that they will not be paying fees owed for the following months in lei of adequate notice, LF will not continue to provide care. 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. Child Care Fee Reduction Initiative Program-** A monthly grant equal to \$1000 for children under 36 months and \$655 for children 36 months of age and up is applied to the monthly fee for children that are enrolled (these amounts cannot be applied for children that have been withdrawn).

**8. Penalty for Withdrawal Without Adequate Notice-** Parents are responsible for fees for the two full calendar month that follows the written notice.

The fee reduction initiative grant can only be applied for children that are enrolled. This means that if a family withdraws their child without two calendar months of notice, the fee that will be due in lei of adequate notice is the full monthly fee before the government's fee reduction. For example, if a family gives notice on September 15<sup>th</sup> that October will be their child's final month of care, they would be required to pay their October fee as usual while care is provided and come November 1<sup>st</sup> they would be required to pay the amount equal to the full monthly fee prior to the government's monthly fee reduction as a penalty.

**9. 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 while care is provided and come October 1<sup>st</sup> they would be required to pay the amount equal to the full monthly fee prior to the government's monthly fee reduction as a penalty.

**10. Deposit to Hold a Space-** A deposit equal to half the monthly fee (prior to the government fee reduction) and the registration fee is required to hold a space. This deposit is non-refundable and due at the time of registration. This amount is returned in full during the child's final month of care except in the case of non-payment of fees or inadequate withdrawal notice.

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 (prior to the government's fee reduction) 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 (prior to the government's fee reduction) would be owed.

**11. 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) and submit a Financial Deposit (FD). An RDA is an agreement between Leap Forward Childcare and a family. A FD is equal to a half month tuition fee (prior to the government's fee reduction) plus a registration fee.

Leap Forward Childcare will provide a full 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 and provided a FD agrees to either accept the offered space via email within 48 hours of being offered the space or, should they not wish to accept the space, lose their FD.

**12. Affordable Childcare Benefit** - All parents are responsible for ensuring 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.

**13. Fees due during closures-** Fees are due as usual and are not adjusted when the centre closes for federal and provincial holidays, extreme weather conditions, Christmas break, pro-d days, summer break and extreme staff shortages (when more than half the center's staffing is suddenly unavailable).

**14. 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 two calendar months 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.

**15. 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, 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 any updates after registration) and the Payment Policies 1 through 15 above.**

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

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

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

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