



# The Association for Christian Education of Prince George Operating Cedars Child Care

*Educating and equipping discerning disciples of Jesus Christ for restorative work in His kingdom*

## REGISTRATION FOR CEDARS CHILD CARE

It is time to re-register for Cedars Child Care for the 2017-2018 school year! Please complete the re-registration form and return it to either the Cedars Christian School Main Office or to our Child Care Coordinator along with the first month's fee in order to save your spot for September. **We do need all information up to date at all times so please inform us of changes if/when they happen throughout the year.**

**Please return the forms by May 1, 2017; spots are limited.**

Parent(s)/Guardian(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Children to be enrolled in after-school care:**

Name	Grade	Birthdate	Gender
1)			
2)			
3)			

School Currently Attending (if not Cedars): \_\_\_\_\_

**Person(s) Authorized to pick up your child (other than parent/guardian):**

Name	Relationship	Phone
1)		
2)		

**Emergency Contact:**

Name	Relationship	Phone
1)		
2)		

**Medical Information:**

**Care Card #**

Child Name:	Number:
Child Name:	Number:
Child Name:	Number:

Family Doctor: \_\_\_\_\_ Doctor's Phone #: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medications: \_\_\_\_\_

Immunizations: \_\_\_\_\_

Other Concerns (Behavior, Speech, Vision, Hearing etc.): \_\_\_\_\_

**PARENT/GUARDIAN AGREEMENT**

I/We agree to enroll my/our child(ren) in the Cedars Child Care Program for the 2017-2018 school year and understand, agree with and will adhere to the terms and conditions of the program.

Parent/Guardian Names (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signatures: \_\_\_\_\_

OFFICE USE ONLY	
Re-Registration Received: _____	Re-Registration Approved: _____
First Attendance Date: _____	Last Attendance Date: _____
Children Enrolled: _____	Total Monthly Fee: _____
Payment Method: PAD <input type="checkbox"/> Online <input type="checkbox"/> Other: <input type="checkbox"/> _____	

## GENERAL TERMS & CONDITIONS

### **CHILD CARE & FEE SCHEDULE**

Child care is provided during regular school days from September to June. Fees are charged monthly for 9 months from September to May to take into consideration the 2-week Christmas & Spring breaks. Fees are due the 1<sup>st</sup> of the month and can be paid by Pre-Authorized Debit, recurring credit card online, debit, credit card, cash or cheque.

### **FEE STRUCTURE**

For the 2017-2018 School Year, the fee structure is as follows:

Full-Time: \$250 per month per child

Wednesday Early Dismissal: (1:30–3:00 pm) \$60 per month per child

### **REFUNDS & WITHDRAWALS**

No repayment of fees shall be given for days missed due to illness, vacation, school closures, special events or statutory holidays. Parents/Guardians shall provide one month's written notice to withdraw their child from the Cedars Child Care Program. In the absence of such written notice, the fee for the following month shall remain due and payable.

### **LATE PICK-UP PENALTY**

Parents/Guardians will ensure that their child is picked up from the After School Care Program by 6:00pm. If parents are late, a penalty of \$10.00 for each 15 minutes will be charged to their account starting at 6:15pm.

### **ALTERNATE PICK-UP**

Parents/Guardians will give prior consent to staff if their child is to be picked up by someone not listed as authorized to pick the child up on the Registration Form.

### **PROGRAM ATTENDANCE**

Parents/Guardians will inform staff in advance if their child will be absent for any reason.

### **SNACK**

Parents shall provide a nutritious snack for their child(ren) attending Cedars Child Care.

### **POLICIES & PROCEDURES**

Please refer to the Cedars Child Care Policies & Procedures Manual for more information.

### **PARENT/GUARDIAN AGREEMENT**

**I/We agree to enroll my/our child(ren) in the Cedars Child Care Program and understand, agree with and will adhere to the terms and conditions as well as the policies and procedures of the program.**

Parent/Guardian Names (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signatures: \_\_\_\_\_