



CHEMAINUS CROFTON COMMUNITY SCHOOLS' ASSOCIATION
C/O 3172 Garner Street Chemainus B.C. V0R 1K2
phone 250-246-3588 fax 250-246-3501 email ccsa@sd79.bc.ca

CroftonKidZ After School

*Crofton KidZ After School is a licensed childcare program sharing
adventure, growth and spirit!*



2019-2020

Registration Package

Dear Parents,

Welcome to Crofton KidZ After School!

Crofton KidZ is a branch of the Chemainus Crofton Community Schools' Association. Our mission is to support children and families through community school education today, tomorrow and for all our futures.

We aim to run a program that is both structured and full of fun! Our first priority is to run and maintain a program that is safe, nurturing, of high quality and promotes social-educational learning. We believe that consistency is important in the lives of our children, and if ever we have a change in facilitators be assured that we all follow the same guidelines.

Crofton KidZ After School is a fully licensed child care program. Our policies must adhere to licensing regulations; therefore this registration package is full of important information and details. Please thoroughly read over this package before submitting it back to the CCSA.

After your child is registered, you will receive a Crofton KidZ Handbook with information that may answer questions you have throughout the year. If you are registering before September, you will also receive promotional perks for the rest of the year!

We look forward to getting to know you and your child(ren)! Crofton KidZ facilitators enjoy having a strong relationship with both you and your child. Please contact us if you have any questions, concerns or want to chat!

Thank you,

Licensee: Wendy Lambert

Manager: Alexandria Giannakos

Crofton KidZ After School
c/o Croft. Elem. Comm. School
Box 80,
8017 York Ave.
Crofton, BC V0R 1R0
Program Cell: 250-416-5461
crprogramscsa@sd79.bc.ca

CCSA Head Office
c/o Chem. Elem. Comm. School
3172 Garner Street
Chemainus, BC V0R 1K2
Phone: 250-246-3588
Alt: 250-416-5473
ccsa@sd79.bc.ca
bookscsa@sd79.bc.ca

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Parent to keep

Section 1: FEES, DOCUMENTATION AND SUPPLIES REQUIRED

Crofton KidZ After School is financially dependent on user fees and minimal government grants. Should enrollment decrease, or grant funding be withdrawn, fees may be altered in order to sustain the program.

CHILD'S NAME: (First) _____ (Last) _____

Fee Package: Choose One Per Month; Each day runs from after school to 5:30 PM sharp.

FULL TIME 5 Days \$300	Part Time 4 Days M T W TH F \$260	Part Time 3 Days M T W TH F \$205	Part Time 2 Days M T W TH F \$145	Part Time 1 Day M T W TH F \$75	Drop Ins are only given to package holders @\$20 per.
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MONDAY Active Athletes	TUESDAY STEAM Machines	WEDNESDAY Masterpiece Mayhem	THURSDAY Nuts for Nature	FRIDAY Characters, Comics & Cartoons	Please Circle both the package and the day(s) you are registering for
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Fees: Payable by cheque, exact cash, credit card, debit or E-Transfer payments to bookscsa@sd79.bc.ca

Registration Fees

- \$25.00** non- refundable registration fee
- \$20.00** non-refundable CCSA membership fee: good till November 30/2020 * *If you attend the CCSA-AGM a \$15. Deduction is applied to your December fee AND you receive a 50% coupon for CCSA camps (per family)*
- Registration Deposit - One month program fee is due to be paid at the time of registration. This will be applied to the last month of fees owed; usually June.
- A plan for monthly payments. If possible: postdated cheques dated the 1st of each month for the year OR a # to keep on file for automatic charges to your credit card. Debit, cash and e-transfer are all available.
- Today's Date: _____ Date 1st Payment Expected: _____ on or before the _____ of the first month of child's attendance.

Documents (The CCSA office is happy to make photo copies for you!) Even if your child attended last year, we need new copies of your records.

- Completed and signed Crofton KidZ After School Registration Form
- Copy of Immunization Record (or letter stating that "you have chosen not to immunize your child")
- Copy of Court Documents pertaining to child, if applicable. (Without these, both parents are considered legal guardians)

Supplies To Bring

Snack: For snack time, children are requested to bring:

- *Water* in a water bottle *with child's name on it.*
- An extra snack in their lunch for after school.

Clothing/shoes to be kept with Crofton KidZ (not in classroom):

- One complete change of clothes (kindergarten children)
- One separate clean pair of indoor gym shoes with *child's name inside* to be used for indoor activities. **Classroom indoor shoes are not acceptable. We are not allowed back into classrooms to put shoes away.**

A space will be reserved for your child during the month immediately prior to attendance when we have received all of the above fees and documentation.

Section 2: CLARIFICATION OF CUSTODY ARRANGEMENTS*This Section only applicable if there are custodial or informal arrangements in family***Who is/are the child's legal guardian/s?***Does the child regularly spend weeknights at another (perhaps joint custodial) home? Yes ___ No ___
If Yes, please give information.****Secondary Street Address:******City, Province******Postal Code******PO Box #*****Is there a legal, court ordered custody arrangement? Yes ___ No ___****PLEASE CHECK: Shared Custody: ___ Sole Custody Mother : ___ Sole Custody Father: ___ Guardian: ___
Foster Parent: ___ Grandparent: ___ or _____****IF NO, please describe the informal arrangements. If both parents are not living together, or neither living with the child, please give us the details of the living arrangement. This allows us to follow correct procedures, be protective as need arises, and use personalized vocabulary with your child.****IF YES, TO A LEGAL ARRANGEMENT:****Are there current court papers signed by judge and stamped by the court?: Yes ___ No ___****Is there any other documentation? Yes ___ No ___****Is the Ministry of Children and Families Involved?: Yes ___ No ___****If yes, is the documentation attached? Yes ___ No ___****Is the R.C.M.P involved?: Yes ___ No ___****If yes, is the documentation attached? Yes ___ No ___ (e.g. Restraining Order, instructions)****NAMES OF *OTHER* CHILDREN LIVING AT Secondary HOME**

Name	Date of Birth
Name	Date of Birth
Name	Date of Birth

NAMES OF *OTHER* ADULTS LIVING AT Secondary HOME

Name	Relationship
Name	Relationship

WHO will be responsible for Crofton KidZ Payment Fees? (Please specify name(s) of parents, caregivers, guardians who will be paying for child care).

Name
Name

Parent Signature:

I understand that I am responsible for paying my share of child care fees (including late pick up, failure to inform, late payment fees).

Parent Signature:

I understand that I am responsible for paying my share of child care fees (including late pick up, failure to inform, late payment fees).

Crofton KidZ Staff Signature:

I have witnessed all signatures applicable.

Section 3: CLOSURES and WITHDRAWAL PROCESS

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Parent to keep

Crofton KidZ After School Closures

School District #79 and Holidays	CroKidZ is closed for all statutory holidays. Two Spring Break Camps are available through the CCSA; 1 in Crofton and 1 in Chemainus, over Spring Break. We are closed for the 2 weeks of Winter Break. We do not offer care on the first and last days of school, to allow for staff meetings and preparation.
2 Hour Early Dismissal Times Non-Instructional School Days	School district day long and half day closures are provided for with our separately funded Day Camp program. You must register and pay separately and in advance if you wish your child to be enrolled in these camps.
Extraordinary Closures	Examples include snow or strike days. Please listen to the local radio for announcements of School District #79 closures. If SD #79 is closed for extraordinary reasons, CroKidZ will also be closed. There are no refunds as we have no control over these days.

Withdrawal Process

Withdrawals:
To withdraw your child from Crofton KidZ After School (or change his/her schedule) you must inform the staff IN WRITING on or before the first of the month, giving one full month’s notice. Email is good. Without notice on or before the first, you will be charged an extra month’s fees. Thank you!

We’ve tried to simplify this process and keep it fair for both of us. Here’s the process and some suggestions to make this process work for you;

1. You give us notice in writing on or before the first. We apply your deposit to the last month of your child’s attendance and your child attends before it is time to say good bye.
2. Or, you are leaving suddenly and *your child is not able to attend the classes*. Without a first of the month notice, we will keep the deposit in lieu of notice.
3. If you wish to change the days of your child’s attendance, we will work that out on an individual basis. There will be an automatic \$10.00 processing fee.
4. TALK AND PREVENT: If you are experiencing a problem - let us know. Talk to the instructors outside of program time the bookkeeper or CCSA coordinator. We can’t help if we don’t have the whole picture. Let’s solve concerns before they get too big.
5. PLAN AHEAD: Remember, one month is counted from the 1st day of any given month. There are no exceptions for any reasons.

Crofton Kidz After School Staff Signature:

I have fully explained this deposit and withdrawal process.

Parent Signature:

I understand that if I withdraw and re-register I will be required to pay an additional registration fee.

Parent Signature:

I agree to comply with this payment, deposit and withdrawal process.

Section 4: EMERGENCY SITUATIONS AND INFRACTIONS

EMERGENCY HEALTH INFORMATION

Doctor	Phone
Dentist	Phone

PERSONS AUTHORIZED TO PICK UP YOUR CHILD AND TO CALL IN CASE OF EMERGENCY

(INCLUDING NON-ENROLLING PARENTS/GUARDIANS and FRIENDS) *Please include first and last names*

Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone

PERSONS NOT PERMITTED ACCESS TO YOUR CHILD (Please provide a picture if possible.)

Please Note: If the person prohibited from having access to your child is a birth parent, we must have a copy of the court order.

Name	Relationship	Phone
Name	Relationship	Phone

Infractions: Late Pick Up, Late Payment, Violation of Withdrawal Procedure, Unresolved Behaviour Incidents, Failure to Inform

Issue	Result
Late Pick Up	Please text us or phone. Exceptions may be made for emergencies such as hospitalization. 5 minutes = \$5. 10 minutes=\$10. 15 minutes= \$20. Keeps doubling after that. <i>After 60 minutes (1 hour)we are legally required to make a report to the Ministry of Children and Families.</i>
Late Payment (Payments are due on or before the 1 st of the month)	We are happy to make a Payment Plan to delay your payments; but you must set it up with our bookkeeper before you are past due. 1 Calendar Day late= \$5. 2 Calendar Days=\$10. 3 Calendar days= \$20. After 3 calendar days your child will not be allowed to attend until you have paid.
Violation of Withdrawal Procedure	We withhold your deposit in lieu of notice.
Unresolved Behaviour Incidents	Some behaviour incidents require a care plan. Children will not be allowed to attend until the incident is resolved. An incident is considered resolved only when staff and parents have met in person (usually twice) and signed care plan together.
Failure to Inform	Staff are legally responsible for your child. If you fail to inform us of your child's impending absence, you will receive an automatic \$20. penalty.

Section 5: HISTORY of HEALTH and WELL BEING

Special instructions concerning Care, Medications, or Diet: Yes _____ No _____

If Yes, please specify and attach any available documentation.

Health related problems, medical disabilities or depressed immune system? Yes _____ No _____

If Yes, please specify and attach any available documentation.

Allergies? Yes ___ No ___ Epi-pen? Yes ___ No ___ If Yes to either, please specify and attach special instructions to follow in the event of an allergic reaction.

Are there any indications of vision, speech or hearing problems? YES _____ NO _____ If Yes, please specify and attach any available documentation.

Are there any behavioural concerns or diagnoses? YES _____ NO _____

If Yes, please specify and explain. _____ If Yes, please specify and attach any available documentation.

Are there any behavioural/or other support personnel used or needed at school? YES _____ NO _____

If Yes, please specify and explain. _____ If Yes, please specify and attach any available documentation.

Copies of documentation (Doctor's reports, IEPs) are helpful to us to help your child. Are you willing to share documentation with us regarding your child's special needs?

YES _____ NO _____

Please describe any cultural/religious considerations that you would like us to know about.

Section 6: AGREEMENTS, WAIVERS and PERMISSION

Initial Read

<p>My signature indicates that I agree to pay a full month's payment by the 1st of each month for that upcoming month.</p>			
<p>My signature indicates that I will inform the Crofton KidZ staff <u>in writing</u> on the first of the month one month (or more) <i>before</i> I withdraw my child or change my child's schedule. If I am unable to do so, I will have to pay a month's payment.</p>			
<p>My signature indicates that I agree to pay the requisite \$25.00 per year registration fee and \$20.00 per year membership fee when registering. The latter is reduced to \$5.00 via a December deduction for those who register in September and attend the CCSA AGM in person.</p>			
<p>My signature indicates that I authorize my child to go on out-trips from the school walking to locations on or about the school property.</p>			
<p>My signature indicates that I authorize my child to go on a field trip driven by a staff person or authorized adult in a vehicle with proper liability insurance, and proper ministry approved car seats.</p>			
<p>My signature indicates that I will be held financially responsible if I commit any infractions on this contract, including failure to inform, late pick-ups, late fees, etc.</p>			
<p>My signature indicates that I agree to the financial terms and conditions of this contract.</p>			
<p>My signature indicates that I will provide a clean pair of indoor shoes to be kept with the CCSA for my child to wear during Crofton KidZ After School.</p>			
<p>My signature indicates I understand that my child is not to bring any electronics to Crofton KidZ; iPods, cell phones, etc. and that they will be taken away if they appear, to be returned at home time.</p>			
<p>My signature indicates I understand that Crofton KidZ will not be responsible for lost or stolen articles while my child participates in programs.</p>			
<p>My signature authorizes Crofton KidZ to obtain a physician or medical practitioner and/or ambulance in the event of an accident, illness or emergency and I realize that I will be contacted/informed; but might not be reached immediately.</p>			
<p>PHOTOS: Licensing requires Crofton KidZ staff to take photographs of your child for emergency and allergy alert use. Please initial below to give your consent for other photograph uses – no compensation.</p>			
<p>I give permission for my child's photograph to be used for</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Initial YES</td> <td style="width: 50%; text-align: center;">Initial NO</td> </tr> </table>	Initial YES	Initial NO
Initial YES	Initial NO		
<p>Photos for Crofton KidZ Use: Artwork, take home projects, "Home Room" app (only seen by our Crofton KidZ families), journals.. etc.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; background-color: #cccccc;"></td> </tr> </table>		
<p>Photos for Promotional Use: Brochures, Posters, Websites (SD79,CCSA), CCSA Facebook page (Names will not be used). Newspaper (Names could be used).</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>		
<p>In consideration of my child's registration, I acknowledge and agree that he/she may use all facilities used by Crofton KidZ, when staff permit, AT HIS OR HER OWN RISK, and I shall not cause or permit proceedings on behalf of myself and/or my child to be brought against the CCSA, SD 79, Crofton KidZ After School Program, and their members, volunteers or employees.</p>			
<p>I also hereby understand and agree that my family's personal information collected on this document is for the sole use of the CCSA and Crofton KidZ After School Program, and will be kept confidential and held without judgment. It is for the purpose of the safety of children in programs under the Community Care Facility Licensing Act.</p>			
<p>SIGNATURE OF ENROLLING ADULT/ GUARDIAN</p>	<p>PRINTED NAME</p>		
<p>SIGNATURE OF Crofton KidZ After School MANAGER/SUPERVISOR</p>	<p>PRINTED NAME</p>		
<p>SIGNED THIS DAY OF</p>			

Section 7: FREQUENTLY ASKED

CONCERNS:

Reminder: We are always here to talk to you! Talk to your Crofton KidZ facilitators or our CCSA office staff about ANY questions or concerns you might have; money, behaviours, progress, child development and/or health. If we can't talk because it's time to attend to the children's program, we'll make another time for you.

MONEY NOTES Frequently Asked Questions

Payment Methods	Drop off cheque or exact cash at the Crofton Elementary location. Pay by credit card over the phone to our bookkeeper (250-416-5473). Pay in person at our Chemainus office, CCSA Portable, with debit/credit/cash or cheque. Send E-Transfer payments to ccsabooks@sd79.bc.ca .
Why aren't December and March cheaper if the children only attend for two weeks?	We have averaged out the costs of Crofton KidZ After School over the year so that payments are easiest for our bookkeeping and for yours as well. You are paying the same amount each month rather than more in one month and less in another.
What if my child is absent for sickness or holiday?	We still have to pay our staff. Your payment holds your child's place in the program.
Payment Plans	We know about family expenses. Talk to our bookkeeper to arrange a payment plan if the first of the month is poor timing for you.
Other Charges	Requests for copies of duplicate records will be subject to an administration fee. See "Infractions" for other fees.

SUBSIDIES FOR LICENSED PROGRAMS from Province of BC

BC Child Care Subsidy is available through the Ministry of Children and Family Development to those who qualify in the Province of British Columbia.

To find out if you may be eligible for BC Child Care Subsidy, please visit the Subsidy website and use the eligibility evaluator. To obtain more information, or to download application forms, please visit <http://www.mcf.gov.bc.ca/childcare/index.htm>. Any questions regarding the application process could be directed to Child Care Subsidy at 1-888-338-6622.

All parents who are eligible for Child Care Subsidy are responsible for applying for subsidy and keeping their application current. In most cases, BC Child Care Subsidy will not cover 100% of your child care fees. What is not covered by Subsidy is payable by the child's parent or caregiver.

While waiting for Subsidy Authorization, the parent will be required to pay the full amount of their child care fees. Once Crofton KidZ After School Program receives payment from the Ministry, the parent will be reimbursed via a credit on their account that will be applied to future fees; or refunded depending on the amount of the subsidy. If a family is not granted the ability to claim BC Subsidy Funding, the parent will be required to pay the full amount of their child care fees. We urge you to look into this.

For Parents: Fee Structure 2019-2020 Crofton KidZ After School

Registrant Info			
	Registrants	Monthly Costs (Averaged Over Year)	PromoPerks for Registrants Attending for 1 full year From Sept to June.
Package 1	FULL TIME 5 Days	\$300	<ul style="list-style-type: none"> • Free 1 Hr Early Dismissals • Siblings FT \$290 Per Mo • 2 Free 1 Day Camps • 2 Free Half Day Camps
Package 2	Part Time 4 Days M T W TH F	\$260	<ul style="list-style-type: none"> • Free 1 Hr Early Dismissals • 1 Free 1 Day Camp • 1 Free Half Day Camp
Package 3	Part Time 3 Days M T W TH F	\$205	<ul style="list-style-type: none"> • Free 1 Hr Early Dismissals • 1 Free 1 Day Camp
Package 4	Part Time 2 Days M T W TH F	\$145	<ul style="list-style-type: none"> • Free 1 Hr Early Dismissals • 1 Free Half Day Camp
Package 5	Part Time 1 Day M T W TH F	\$75	<ul style="list-style-type: none"> • Free 1 Hr Early Dismissals • \$20 off coupon for any half or full Day Camp
Drop-In	Per Day	\$20 per	N/A
Changes in Schedule <ul style="list-style-type: none"> • Your chosen days, per package, remain the same throughout the year. • If you wish to change the days of your child's attendance, we will work that out on an individual basis. There will be an automatic \$10.00 processing fee. 			
<ul style="list-style-type: none"> • Drop-Ins ONLY available to participants who are already <i>registered</i> for a consistent 1 to 5 days per week. • Drop-Ins ONLY available when there is space for participants. • <u>Day of drop-ins</u> are <i>only</i> for emergencies, such as a car accident. • Other drop-ins must be booked <u>before</u> 5:30 PM on the previous business day by texting the <u>CCSA</u> cell phone (250 416-5461). Payment needs to be given before or the day of care. • <i>Staff are instructed not to answer emails and cell phones during their home time. This is in consideration of staff well-being and Employment Standards recommendations.</i> 			

Parent Signature:

I have read and fully understand the fee structure. I am aware that I am responsible for monthly payments.