



## **Registration and Withdrawal Policies and Fees**

### **Registration Fees and Forms**

In order to confirm registration:

- ✓ The enrollment form must be completed in full.
- ✓ Payment of a \$50 non-refundable registration fee is required.

Before the child's start date at school:

- ✓ Post-dated tuition cheques or other payment arrangements must be in place.
- ✓ A \$150 Duty Cheque, post-dated for June 1st of the school year must be submitted. (This will only be cashed if the family does not fill all of their membership responsibilities as agreed to, and otherwise will be returned or destroyed.)
- ✓ All additional required health and immunization forms must be submitted.

In the event a family registers mid-year, they will begin payment at the beginning of the month in which the child will begin attending, unless the start date is after the 15<sup>th</sup> of the month, wherein they will be charged half the month's fee. All other fees and enrollment protocol are also required before the child's start date (please see above).

### **Rates for part-time attendance or choosing an alternate schedule:**

In the event a family wishes to have their child attend only certain days of the week, and set program days (Mon/Wed/Fri or Tues/Thurs) are split up, a monthly tuition fee set by the Board of Directors will apply for each half day of the week the child will be attending. This option is

available to accommodate the needs of our families, with an increased daily tuition rate due to the fact that splitting up program days makes it more difficult for the school to fill the remaining spaces.

The board reserves the right to give priority to full-time registrations, and to decline or delay part-time registrations in the best interests of the school.

In the event a family wishes to switch days, add days, or drop days mid school year, and set program days are split up, any additional tuition fees owed as a result of the change are due immediately. If the family's overall tuition is lower as a result of the change, the new tuition rate will take effect at the start of the following month.<sup>1</sup>

### **Withdrawals**

We regret the withdrawal of any family from our school and hope that if you and/or your child are having problems within the school, you will first consult with the teacher or any member of the Board of Directors so that we can work together to address any issues.

In the event a family wishes to withdraw their child from the preschool, 14 days notice is required. The withdrawal must be communicated to the board and the teachers as soon as possible so that duty schedules and class lists may be adjusted. All duties must be completed up to the point of withdrawal in order for the \$150 duty cheque to be returned or destroyed. Trading of duties or completing alternate duties may be arranged in order to fulfill duty commitments, with the approval of the board member responsible for Scheduling.

If a child is withdrawn during the last two months of the school year, regardless of whether or not notice has been given, no refund in tuition fees shall be made unless the child can be replaced immediately.

A request for a partial withdrawal (ie. would like to attend 1 or 2 days instead of the full program) will only be considered if there are no wait-listed students requesting a full-time spot. If there is a wait list, the family may choose to continue paying tuition for the full program, or withdraw and be placed on the wait-list for a part-time spot should one become available.

In the event a family withdraws their child from the preschool, but then later decides to register again, they must follow the same registration process and the same registration/enrolment fees will apply.

---

<sup>1</sup> Updated February 2019