



JUNIPER EARLY LEARNING CENTER
202-2049 Highland Place, Juniper West, Kamloops, BC V2E OA8
(250) 374-9565/ (250) 851-9345

2022 – 2023 FEE SCHEDULE AGREEMENT

Student: _____

Date to begin classes: _____

Ending date _____

The fees for the 2022-2023 school year are:

Full Day Program- September 1 to August 31 (year round) Program

7:30 a.m. – 5:30 p.m.

5 classes a week - \$950.00 per month

\$850.00 (Reduced amount after Government Funding) **Must be enrolled before 15th of the month**

3 classes a week (Mon/Wed/Fri) - \$745 per month, \$685.00 (Reduced amount after Government Funding) **Must be enrolled before 15th of the month**

2 classes a week (Tues/Thurs) - \$585.00 per month, \$545.00 (Reduced amount after Government Funding) **Must be enrolled before 15th of the month**

Preschool Programs- September 6th through June 23rd

AM Class

8:30 a.m. – 11:30 am. (3 hours per day)

5 classes a week - \$350.00 per month

(Monday – Friday)

PM Class

12:00 pm. – 2:30 p.m. (2.5 hours per day)

5 classes a week - \$325.00 per month

(Monday – Friday)

AM Class

8:30 a.m. – 11:30 am. (3 hours per day)

3 classes a week - \$325.00 per month

(Monday/Wednesday/Friday)

PM Class

12:00 pm. – 2:30 p.m. (2.5 hours per day)

3 classes a week - \$300.00 per month

(Monday/Wednesday/Friday)

AM Class

8:30 a.m. – 11:30 am. (3 hours per day)

2 classes a week - \$300.00 per month

(Tuesday/Thursday)

PM Class

12:00 pm. – 2:30 p.m. (2.5 hours per day)

2 classes a week - \$275.00 per month

(Tuesday/Thursday)

Toddler Program (18-30 Months)-September 1st to August 31st (year round) Program

7:30 a.m. – 5:30 p.m.

5 classes a week- \$1350.00 per month (Monday – Friday)

\$1000.00(Reduced amount after Government Funding) **Must be enrolled before 15th of the month**

3 classes a week (Mon/Wed/Fri) - **\$955.00 per month, \$745.00** (Reduced amount after Government Funding) **Must be enrolled before 15th of the month**

2 classes a week (Tues/Thurs) - **\$735.00 per month, \$595.00** (Reduced amount after Government Funding) **Must be enrolled before 15th of the month**

ENROLMENT FEE/ RE-ENROLMENT FEE

A **\$100.00 non-refundable, annual, enrolment fee is required at the time of enrolment for All Programs. (Maximum \$250 per family).** The fee confirms that you have made a firm decision, to have your child enrolled with us, and guarantees your commitment for the 12 month term, September 1 to August 31 (10 months for Preschool – Sep 6 to June 23). **Enrolment fees are due upon registration. All enrolment fees are factored into the overall operational expenses involved in the running our schools and are subject to change.**

FEE PAYMENTS

Monthly *Tuition Fees are due on or before the 1st of day of each month.* We offer 3 methods in which you may pay. They are listed, at the end of the contract, in order of our preference. Please choose the option that you would prefer, and include the required information with your registration package:

***Tuition Fees are subject to change within this contract.** In order to keep tuition as low as possible, Juniper Early Learning Center has opted into the Provincial Government's Child Care Fee Reduction Initiative. This has allowed us to keep our fees lower than the majority of other Childcare providers, however, it means that we must follow the government's fiscal year of April 1 through March 30, when it comes to fee changes. For this reason, changes in fees could occur within the contract.

Should the school be closed for any days, other than those dates listed on the school calendar, parents will receive a pro-rated fee for the days of the school's closure.

***For families requiring reduced care in the Toddler, Full Day or School Age, Programs during the summer months, a holding fee of ½ month tuition will apply. This holding fee guarantees your child's spot when you return to the program in the following month. Please note that you may only use the holding fee for ONE MONTH of the summer, and you will not be entitled to any care for your child during that month. Holding fees will not be considered for any other months. Please note that a one month written notice is required in order to change the payment information in our online system.**

***We are unable to offer refunds on absences, sick days or family holidays.** We close all classrooms on all statutory holidays and for one week over Christmas break. Our Preschool class also closes over Spring Break that coincides with our School District. No rate adjustment on fees will apply. Please see class calendar for specific dates of closures (will be provided later in September).

What do I do if my child has to switch from the Toddler program to the Full Day Program part way through the contract?

You may register your child for the months until he/she turns 3 years old, however, please keep in mind that Each Program runs Independently, which means that, if your child is aging out of a program, you must contact the Head Teacher of another program to register your child there. *For example:* if you have a child soon to be 3 years old, and they need to transition to the Full Day program from the Toddler program, you **must see the Head Teacher of the Full Day program to arrange for this.**

Unfortunately, we are not able to reserve spots in another program for children who are aging out of their current program, but we will, certainly, do our very best to accommodate you and those needs.

WITHDRAWALS

If for some reason your child needs to be withdrawn from the school, one month written notice is required on the 1st day of the prior month. We require payment for the next month if your child is abruptly withdrawn. One month notice is also required for changes made within the program (ie Preschool program-changing from 5 days to 3 days.) We strive to be fair and seek your co-operation if this event should arise for you.

All children who enter the Juniper Early Learning Center Full Day Program, Preschool Program, and Toddler Program are on a probationary basis. The health and safety of all children and staff members are taken into consideration, when decisions have to be made regarding termination of a contract.

We may require the withdrawal of any child whose behaviour is determined to endanger him/herself, other children, or staff members. A child may also be dismissed if the child's needs are not being met by the program. In such cases, fees will be pro-rated and the remainder of the monthly fees will be returned to the parents.

****Please Note:**

The Order of Enrolment Priority is as follows: (5 days per week take priority over 3/2 days per week)

1. Students currently attending the program in which you are registering
2. Students currently attending another program at Juniper Early Learning Center
3. Siblings of students currently attending a program at Juniper Early Learning Center
(Above Registrations due January 31, 2022)
4. New Students to Juniper Early Learning Center. (Registrations open on February 1, 2022)

Each of the above categories will be on a 'First Come – First Serve' basis. In the event that we have more registrations, come in at one time, than available spots, in steps 2 or 3, we will have to draw names from a hat. Thank you for your understanding.

You will receive a confirmation email (within 2 weeks) indicating that your child's enrollment package has been received and your child's spot in the program, has been reserved.

Child's Name _____ F _____ M _____ Birthdate _____
Address _____ Home Telephone No. _____
City _____ Postal Code _____

Mother's Name _____ Cellphone Number: _____
Place of Business _____ Telephone No. _____
Address _____
Email Address: _____

Father's Name _____ Cellphone Number: _____
Place of Business _____ Telephone No. _____
Address _____
Email Address: _____

Please Indicate which program you are registering for:

TODDLER Program (18 – 36 month olds)

- 7:30 a.m. – 5:30 p.m. 5 days per week (Monday through Friday)**
- 7:30 a.m. – 5:30 p.m. 3 days per week (Monday/Wednesday/Friday)**
- 7:30 a.m. – 5:30 p.m. 2 days per week (Tuesday/Thursday)**

(or)

FULL DAY Program (3 - 5-year-olds)

- 7:30 a.m. – 5:30 p.m. 5 days per week (Monday through Friday)**
- 7:30 a.m. – 5:30 p.m. 3 days per week (Monday/Wednesday/Friday)**
- 7:30 a.m. – 5:30 p.m. 2 days per week (Tuesday/Thursday)**

Morning PRESCHOOL Program (3 - 5-year-olds)

- 8:30-11:30 a.m. 5 days per week (Monday through Friday)
- 8:30-11:30 a.m. 3 days per week (Monday/Wednesday/Friday)
- 8:30-11:30 a.m. 2 days per week (Tuesday/Thursday)

(or)

Afternoon PRESCHOOL Program (3 - 5-year-olds)

- 12:00-2:30 p.m. 5 days per week (Monday through Friday)
- 12:00-2:30 p.m. 3 days per week (Monday/Wednesday/Friday)
- 12:00-2:30 p.m. 2 days per week (Tuesday/Thursday)

If there will be changes to your child's health information, authorization for pick/up from Juniper Early Learning Center, authorization for field trips, authorization for photos/media (from your previous contract 2021/2022), please request the applicable forms for completion. If there are NO CHANGES to any of the above stated, please sign below:

I hereby state that there are no changes to any of the above listed forms, that were completed in my child's contract for 2021/2022.

Parent/GuardianName: _____ Signature: _____

Please make sure a NEW Emergency Card is filled out with all updated information.

Please choose your Tuition Payment Option:

____ I would like tuition to be withdrawn from my bank account on the 1st of each month (EFT)

(must include one of the following) Void Cheque # _____ (or) Bank Form

(OR)

____ I choose to pay monthly tuition by cheque (post-dated cheques must be included and listed below):

(list cheque numbers) Sep _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____
Mar _____ Apr _____ May _____ Jun _____

(OR)

____ I choose to pay tuition by cash on/or before the 1st day of each month, and I acknowledge that I must pay a \$25.00 late fee if tuition is paid on/or after the 2nd of the month.

(Email Transfer is not an option that we currently offer)

Enrolment Fee included \$100/child (\$100/child to family max. \$250) Cash (or) Cheque# _____

Parents/Guardians have read the enclosed information, agree to all conditions set out in this contract as stated, and have included the Enrolment fee.

Parents/Guardian's signature

Date

Staff Signature

Date



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REGISTRATION FORM

Child's Name _____ F ___ M ___ Birthdate _____

Address _____ Home Telephone No. _____

City _____ Postal Code _____

Email Address: _____

Mother's Name _____ Cellphone Number: _____

Place of Business _____ Telephone No. _____

Address _____

Father's Name _____ Cellphone Number: _____

Place of Business _____ Telephone No. _____

Address _____

Please name two people that could be called in an emergency, if parents cannot be reached

1st Name _____ Address _____

Relationship _____ Telephone No. _____

2nd Name _____ Address _____

Relationship _____ Telephone No. _____

STUDENT INFORMATION

Describe previous preschool experiences _____

Would you tell us a little about your child?

a) Physical abilities, interests _____

b) personality characteristics – shy, outgoing, any fears? _____

c) Is there anything else you can think of that would help us to know and understand your child better?

Other children in the family?

Name

Age

Sex M/F

Do you have any specific academic or social goals in mind for you child during their preschool years?

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HEALTH

Child: _____ Sex: _____ Birthdate: _____
Home Phone Number: _____ Address: _____
Father's Name: _____
Business Phone: _____ Cellphone Number: _____
Mother's Name: _____
Business Phone: _____ Cellphone Number: _____
Doctor's Name: _____ Phone Number: _____
Care Card Number: _____

Emergency Contact Persons (Other than Parents)

Name	Address	Phone Number

1. General State of Health _____
2. Any allergies? _____
Is the child subject to: **Yes or No**
Colds _____ Bronchitis _____ Sore throats _____ Urine infection _____
Hay fever _____ Bleeding nose _____ Ear infection _____
Convulsions _____ Skin conditions _____ Asthma _____
3. Is your child on any medication? _____
4. Is your child on any diet restrictions? (If different from allergies) _____

5. Any Physical/Learning concerns? _____
6. Any vision, hearing or speech concerns? _____

7. Any social/behavioral/emotional concerns? _____

8. Is child independent at using the toilet? _____
9. Does your child have any particular fears such as loud noises, costumes, uniformed people, dogs?

10. Other medical problems? _____
11. Are your child's immunization records up to date according to BC immunization standards?
_____ Yes _____ No

AUTHORIZATION FORM

Child's Name: _____

Pick-up and Transportation

Other than the signing parent, **only** the following persons have the authorization to pick-up and transport my child:

1. _____
2. _____
3. _____

Not authorized to pick-up my child

1. _____
2. _____
3. _____

Field Trips

I give permission for my child to take part in "walking field trips" near the school, whether preplanned or spontaneous. I understand that I will be notified of all Field Trips that require transportation. I understand that I will be responsible for transporting my child to and from field trip locations away from the school and in so doing, give permission for my child to attend.

Signature of Parent or Guardian

In case of illness or medical emergency, I understand the following:

- I cannot send my child to school when he/she is ill.
- I give the staff permission to call a doctor or ambulance in case of emergency.
- No medication will be given without the written consent of child's parent or guardian.
- Medication is to be provided in the original labeled container.
- When giving prescribed medication, the date, time and amount of medication will be recorded and initialed.
- If my child becomes sick at school, I agree to have her/him picked up as soon as possible

Signature of Parent or Guardian _____

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Photograph Permission

Please note: Our school requires a photograph of your child for our records, prior to their enrolment.

I give permission for my child, _____, to be photographed. I understand that these photographs will be used for my child’s records and may be used for classroom displays, projects, school website and the school’s official social networking page.

Parent/guardian Signature: _____

Date: _____

Child Release

I understand that the school staff will not release my child, _____ to any authorized individual if they are intoxicated or are displaying any erratic behavior, making them unable to adequately care for my child and potentially jeopardizing their health and safety.

Parent/guardian signature: _____

Date: _____

Emergency Transport Waiver

I give permission to the staff of Juniper early Learning Center to transport my child, _____, in their personal vehicles in the case of an emergency evacuation.

I understand that this means that they may not have the proper car seat/booster seat and that this would only be done in an emergency situation, such as, but not limited to, an evacuation due to a wildfire.

Parent/guardian signature: _____

Date: _____

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Field Trips

I hereby, give permission for my child to accompany the staff of Juniper Early Learning Center on field trips. I understand that this includes excursions on foot, (close by for young children), with Juniper Early Learning Center Bus, or on public transit.

Parent/guardian signature: _____

Date: _____

Facebook Permission (18 to 36 month Toddler Class only)

The Toddler Class at Juniper Early Learning Center has started a Private Facebook page with photos and information documenting your child's learning while in our care. We will be taking photos of the children engaging in their activities within the premises, at the park, or on field trips. The photos will be used for posts on our Private Facebook page, and/or bulletin boards within the walls of Juniper Early Learning Center only.

For the protection of your child, the Facebook page will be a **Private group, and will only accept parents of children currently enrolled in our care, to be a member.**

Should you decide at a later date that you no longer want your child's photos/information to be posted on the page, you may rescind your permission by stating as such in writing.

I hereby grant permission to Juniper Early Learning Center to post photos and information regarding my child, _____, on the Private Facebook page, under the terms stated above.

Parent/guardian Name: _____

Parent/guardian Signature: _____

Parent Profile Name (on Facebook): _____

Date: _____