



## JUNIPER EARLY LEARNING CENTER

202-2049 Highland Place, Juniper West, Kamloops, BC V2E 0A8  
(250) 374-9565/ (250) 851-9345

### Our Goal

Our goal is to help each child reach his or her full potential in all areas of life; socially, emotionally, physically, intellectually, and creatively. The carefully prepared environment at Juniper Early Learning Center provides an opportunity for individualized learning. In this environment, children grow and develop at their own rate, making use of the specialized Montessori materials to aid in their learning.

When enrolling your child please consider the following:

1. Montessori materials are carefully structured for a 3 year period: each individual year, although important in itself, is at the same time part of the whole (i.e. 3 year development) period, 3-6 years of age, 6-9 years of age, and 9-12 years of age.
2. For a child to benefit the greatest from the Montessori environment, we recommend a 5 day program.

### Our Programs

- Full Day Program is available for children 3 to 5 years old, and runs from 7:30 AM to 5:30 PM, Monday through Friday.
- Montessori Kinder Prep Program is available for children 3 to 5 years old, and will run from 8:30 AM to 2:30 PM, Monday through Friday.
- Toddler Program is available for children 18 to 36 months, and runs from 7:30 AM to 5:30 PM, Monday through Friday.
- The Before and After School Care Program is available from 7:15 AM to 8:30 AM, and again from 2:30 PM to 5:30 PM, and runs Monday through Friday. (See additional information regarding Non-Instructional School Days below.)

### Structure of Enrolment in the Fall

**Priority** will be given to those students who are attending, **full time, 5 days per week**. If your child is registering for less than 5 days, **please note** that we are now only offering a **set 3 day program of Monday/Wednesday/Friday (OR) a set 2 day program of Tuesday/Thursday** if you do not want the 5 day program. **Priority will be given to people wanting full time**. The teachers will contact you if your first choice of days is not available.

**\* We are unable to offer a variance of the registered days.**

**If you have any questions regarding this enrolment structure, please speak to a teacher.**

### **Enrolment**

Enrolment will be secured upon receipt of the **Non-Refundable \$100.00 annual Re-enrolment/Enrolment fee for each program**. If you have more than 2 children registering, the maximum Enrolment fee per family will be \$250.00. A void cheque/bank form for automatic withdrawal of monthly tuition, (**OR**) a series of post-dated cheques, dated Sep. 1 through Aug. 1 **is required upon enrolment**, unless you choose to pay cash each month. **Please note: if you choose to pay cash each month, tuition is due on or before the 1<sup>st</sup> day of each month**. Please keep this in mind if the 1<sup>st</sup> falls on a weekend, or a day that your child does not usually attend.

### **Optional Reduced Care in the Summer**

Reduced care in the Toddler/Full Day/Montessori Kinder Prep Programs, is available, for **ONE MONTH only**, and is only offered **during the summer months**. Please note that a **'Hold Fee' of a half months tuition** will be required to hold your child's spot for the one month of the summer. This is a Holding Fee only, and your child will not be entitled to any care during that month. Hold fees will not be considered for any other months besides July OR August. **Please note that a one month written notice is required to take advantage of the Holding Fee.**

### **Sick Days/Absences/Family Holidays**

We are unable to offer refunds on absences, sick days or family holidays. We close on all statutory holidays and for 1 week over Christmas holidays. **No rate adjustment on fees will apply**. **Please see class calendar for specific dates of closures (will be provided during the first week of school)**. We will offer care for School Age Children during Spring Break, part of Winter Break, Summer and on Non-Instructional days for an extra charge.

### **Notice to Withdraw/Decrease Days of Care**

One month notice (from the 1<sup>st</sup> day of the month) is required in order to request a **decrease in number of days of care or withdrawal from a program**.

### **Each Program runs Independently**

What this means, is 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 or the Montessori Kinder Prep programs, from the Toddler program, you **must see the Head Teacher of the Full Day or Montessori Kinder Prep 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 part way through the contract year, but we will, certainly, do our very best to accommodate you and those needs.

### **Field Trips (all programs)**

Money for field trips **MUST BE paid by CASH placed in a baggie (or envelope) with your child's name on it**. We usually use cash (at the door) to pay for the field trip, as we may have children join us at the last minutes, if there is space. It is too difficult to process cheques and track E-transfers for this purpose.

## **Back to School**

A reminder that school begins on the first or second Tuesday of September (after the Labour Day weekend). The school calendar and parent handbook will be given to you at the commencement of our school year in September.

## **Ralph Bell Students**

We are not able to offer transportation from Ralph Bell Elementary School, however we will be offering drop off/pick up at the bus stop above Juniper Market, if you would like your child to attend the Before/After School Program. Please indicate on the Registration Form, which school your child will be attending.

## **Gradual Entry**

A gradual entry for the first few days of school is very helpful in ensuring that our students experience a gentle positive entry into the classroom environment, as well as, affording each child personal attention with the teacher, other children, and the classroom routine.

If you would like to have your child attend for a shorter period of time each day during the first few days of classes, please speak with the Head Teacher of your child's program to arrange a schedule.

## **A Note to the Parents**

Please send the following items labelled with your child's name to school with your child:

- ◆ A labelled cup
- ◆ A comfortable pair of "inside" shoes, ( i.e. slippers, canvas shoes, etc.)
- ◆ A change of clothes
- ◆ A small blanket for rest time
- ◆ A box of Kleenex
- ◆ Diapers & Wipes (if your child is wearing diapers)
- ◆ Sunscreen

We will be holding a Parent Orientation evening within the first month of classes. Date and time to be announced.

**Once again, we would like to thank you for your interest and support in our school and mostly for your wonderful children.**

**Holly and Staff of Juniper Early Learning Center**



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### **FEE SCHEDULE AGREEMENT**

**Student:** \_\_\_\_\_ **Date to begin classes:** \_\_\_\_\_

**Ending date** \_\_\_\_\_

#### **Toddler Program (18-36 Months)**

[Year Round Program (September 1 to August 31), 7:30 to 5:30, Monday to Friday]

- Tuition: \$405.00/month** (for 5 days per week) **Must be enrolled before 15<sup>th</sup> of the**  
(Reduced from **\$1305.00/month** after Government Funding)
- Tuition: \$395.00/month** (for 3 days per week – Mon/Wed/Fri) **Must be enrolled before 15<sup>th</sup> of the**  
(Reduced from **\$935.00/month** after Government Funding)
- Tuition: \$390/month** (for 2 days per week – Tues/Thu) **Must be enrolled before 15<sup>th</sup> of the**  
(Reduced from **\$750.00/month** after Government Funding)

#### **Full Day Program ( 3 to 5 Years Old)**

[Year Round Program (September 1 to August 31), 7:30 to 5:30, Monday to Friday]

- Tuition: \$386.00/month** (for 5 days per week) **Must be enrolled before 15<sup>th</sup> of the**  
(Reduced from **\$931.00/month** after Government Funding)
- Tuition: \$378/month** (for 3 days per week – Mon/Wed/Fri) **Must be enrolled before 15<sup>th</sup> of the**  
(Reduced from **\$705.00/month** after Government Funding)
- Tuition: \$367/month** (for 2 days per week – Tues/Thu) **Must be enrolled before 15<sup>th</sup> of the**  
(Reduced from **\$585.00/month** after Government Funding)

#### **Montessori Kinder Prep Program ( 3 to 5 Years Old)**

[Year Round Program (September 1 to August 31), 8:30 to 2:30, Monday to Friday]

- Tuition: \$345.00/month** (for 5 days per week) **Must be enrolled before 15<sup>th</sup> of the**  
(Reduced from **\$890.00/month** after Government Funding)
- Tuition: \$273/month** (for 3 days per week – Mon/Wed/Fri) **Must be enrolled before 15<sup>th</sup> of the**  
(Reduced from **\$600.00/month** after Government Funding)
- Tuition: \$257/month** (for 2 days per week – Tues/Thu) **Must be enrolled before 15<sup>th</sup> of the**  
(Reduced from **\$475.00/month** after Government Funding)

### **Before/After School Program ( Kindergarten)**

[10 Month Program (September to June), 7:15 to 8:30/2:30 to 5:30, Monday to Friday]

- Tuition: \$200.00/month** (for 5 days per week) **Must be enrolled before 15<sup>th</sup> of the**  
(Reduced from **\$450.00/month** after Government Funding)
- Tuition: \$190/month** (for 3 days per week – Mon/Wed/Fri) **Must be enrolled before 15<sup>th</sup> of the**  
(Reduced from **\$370.00/month** after Government Funding)
- Tuition: \$190/month** (for 2days per week – Tues/Thu) **Must be enrolled before 15<sup>th</sup>**  
(Reduced from **\$310.00/month** after Government Funding)

### **Before/After School Program ( Grade 1 to 12 years old)**

[10 Month Program (September to June), 7:15 to 8:30/2:30 to 5:30, Monday to Friday]

- Tuition: \$450.00/month** (for 5 days per week)
- Tuition: \$370/month** (for 3 days per week – Mon/Wed/Fri)
- Tuition: \$310/month** (for 2days per week – Tues/Thu)

### **\*\*You must check one option below if your child is registering for the Before/After School Program:**

\_\_\_\_\_ My child will be attending Juniper Elementary School and will require drop off/pick up at the school. **Please circle the Transportation fee(s) that apply to your child** (\$50/month for morning drop off **and/or** \$50 afternoon pick up)

\_\_\_\_\_ My child will be attending Ralph Bell Elementary School and will require a staff member to drop off and/or to meet him/her at the bus stop above Juniper Market. (No transportation fees apply)

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### **All Programs:**

**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 School Age – Sep 1 to June 30). **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*. Please submit a void cheque or a form from your banking institution, at the time of enrolment, if you would like to arrange for automatic withdrawal from your account on the 1<sup>st</sup> of each month. If you would like to pay by cheque,

please include a series of post-dated cheques (dated for the 1<sup>st</sup> of each month) for the full term of the contract. Post-dated cheques must be included with your enrolment package if you are choosing this option. (A \$50.00 fee will be charged on all N.S.F. transactions). If you choose to pay by cash, payment must be made *on or before the 1<sup>st</sup> day of each month*. 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.

**\*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 provider, 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.

\*A **late fee** of \$25.00 will be added to unpaid tuition on the **2nd of the month**.

\* **Submission of void cheque authorizing the school to set up a pre-authorized debit.**

**\*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 Pre School class also closes over Spring Break. No rate adjustment on fees will apply. Please see class calendar for specific dates of closures (will be provided during early in September).

## **WITHDRAWALS**

If for some reason your child needs to be withdrawn from the school, one month written notice is required on the 1<sup>st</sup> 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 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.

**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.

**Information for Children attending the Before & After School Program:**

This program runs from the first day of school in September and ends on last day of school in June. We will offer Summer Care in July and August, which you will be able to register for separately. You will be given first priority for summer care, before it is opened up to the public. This usually occurs in late spring. All of the other policies regarding withdrawal, sick days, etc. are the same as for other programs, as mentioned above.

We will offer care for your children on Non-Instructional School days, as well as, during Spring Break and one week during Christmas Break. **These are considered extra days of care and you will be required to sign up, on a first come/first served basis.** The charges for the extra days are as follows:

- \$20/ day for children registered in our program (given priority), and \$50 for children who are not registered in our program).
- Days that your child is dismissed early from school, where extra care is only needed for the partial day, will be \$10/day for children registered in our program (given priority), and \$25 for children who are not registered in our program).

Children attending our BSC/ASC program will always be given priority for these days, and we will only register children who are not in our program, after the registration deadline has passed. **The fee for the extra care days, is due upon registration (by cash or cheque), and is non-refundable, as this is how we plan our staffing for these days. Your child will not be registered until payment is received.** If you so choose, you may calculate and pre-register for all of your days in advance by making a lump sum payment ahead of time (by cash/cheque). Again – this is non-refundable. This lump sum may be added to your October EFT (extra days October through December) and your January EFT (extra care January through June), however we will not be able to change the EFT each month to accommodate these changing amounts). Extra care for September must be paid by cash or cheque at time of registering for the extra care.

**Enrolment Fee must be included (cash or cheque), as well as, one of the following:**

- VOID cheque/bank form for EFT
- Post-dated Cheques
- Indication that you will be paying cash on/or before the 1<sup>st</sup> each month.

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

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**Please choose your Mode of Payment for Tuition:**

I choose to pay Tuition by **Electronic Fund Transfer (EFT)** (choose one) → Void Cheque # \_\_\_\_\_  
(and have included with this registration package) → Bank Form \_\_\_\_\_

**(OR)**

I choose to pay Tuition by **Post Dated Cheques Received** (list cheque numbers) \_\_\_\_\_ (check here)

Sep \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec \_\_\_\_\_ Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_ Apr \_\_\_\_\_  
May \_\_\_\_\_ Jun \_\_\_\_\_ July \_\_\_\_\_ Aug \_\_\_\_\_

(cheques dated for the 1<sup>st</sup> of each month ending June 1, for BSC/ASC)

(cheques dated for the 1<sup>st</sup> of each month ending August 1 for Toddler/Full Day/Montessori Kinder Prep)

\* any unused cheques will be returned to you upon request

**(OR)**

I choose to pay Tuition by **Cash (on/before the 1<sup>st</sup> day of each month)** \_\_\_\_\_ (check here)

Parents/Guardians have read the enclosed information and agree with all conditions set out in this contract as stated.

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Parents/Guardian's signature

Date

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Staff Signature

Date





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**\*\* Note\*\*** (this is only the first step in the registration process, and does not guarantee your child a spot. Somebody will contact you about availability in the program you are choosing).

### 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 (if different than child) \_\_\_\_\_

Father's Name \_\_\_\_\_ Cellphone Number: \_\_\_\_\_

Place of Business \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address (if different than child) \_\_\_\_\_

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

1<sup>st</sup> Name \_\_\_\_\_ Address \_\_\_\_\_

Relationship \_\_\_\_\_ Telephone No. \_\_\_\_\_

2<sup>nd</sup> 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?

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Other children in the family?

Name	Age	Sex M/F
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<hr/>		
<hr/>		
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Do you have any specific academic or social goals in mind for you child during their preschool years?

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# 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. \_\_\_\_\_

## 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: \_\_\_\_\_

## Field Trips

I give permission for my child to take part in "walking field trips" near the school, whether planned in advance, or spontaneous. I understand that I will be notified of all Field Trips that require transportation. I understand that I will, sometimes, 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*

## **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: \_\_\_\_\_

### **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***

### **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: \_\_\_\_\_

**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: \_\_\_\_\_