**Quadra Children’s Centre Enrollment Policy**

**Updated as of September 13th 2021**

**Regular Enrollment**

Families enrolling at Quadra Children’s Centre may choose which days and times their child(ren) will attend, based on availability. The specific days and times chosen need to remain the same throughout the month. There is a minimum use of 2 days per week at 4.25 hours per day. The minimum use does not apply to our school-age programs. A one-time $25.00 registration fee will be charged at the time of registration.

A contract for the childcare space agreed to will be signed confirming your families chosen enrollment.

30 days’ written notice is required to request a change to your family’s enrollment schedule. This can be done via e-mail or by completing a *Change of Enrollment Request* form available in the Parent Communication folder in the front foyer of the preschool building. A $20.00 administrative fee will be charged per requested change, per each child’s contract.

Sick time will not be reimbursed. Families will be reimbursed for any Centre closures due to weather (e.g. snow) or other unusual circumstances.

Fees are due by the end of each month. A 2% monthly finance charge will be charged on all overdue amounts.

To withdraw your child from Quadra Children’s Centre a minimum of 30 days’ notice is required, or 30 days’ fees in lieu of notice.

**Drop-in Enrollment**

Families can request extra days based on availability. Adding an additional day(s) will not result in an administrative fee. On these occasions families will be charged at the drop-in fee rate. Once extra days are booked they will not be reimbursed. This does not include requests for time changes.

**Summer Enrollment –** *School Age Programs ONLY*

Between July 1st – August 31st each year families may request to change their usual schedule for this time frame only. Acceptable changes are adding or dropping days, altering your daily attendance schedule, or to place the childcare space on hold until September No $20.00 administrative fee will be applied.

**December Holiday and Spring Break Enrollment-** *School Age Programs ONLY*

We will close for approximately a week over the winter holidays each year. We will let you know the dates of this closure in early November.
Our School Age Program will run full day programs (7:30 AM – 6 PM) any day that SD72 is closed and we are open. We will inform families via e-mail and news letter of which days this will occur. Families may request to change their usual schedule within the School Age Program during this time frame. All requests must be made in writing via e-mail or paper indicating the days and times you wish for your child to attend. No $20.00 administrative fee will be applied.

**Non-Instructional Days** *– School Age Programs* *ONLY*

Based on School District 72’s Yearly Schedule families need to change their set schedule for non-instructional days. Families need to inform us of their child’s arrival and departure times. All requests must be made in writing and include their expected times of enrollment as we charge an hourly rate (see fee schedule). No $20.00 administrative fee will be applied. Most non-instructional days will occur at the Quadra Children’s Centre location in the Quadra Kids building unless otherwise stated.

**Family Vacation Time**

Families can submit 2 weeks of vacation time per calendar year (Jan-Dec). This two week vacation can be taken in two - 1 week allotments or one – 2 week allotment. There will be no administrative fee and no tuition billed for that time. Requests must be made before the first of the month in which the vacation time will occur.