



# **MID-SUN COMMUNITY CHILD CARE**

## **Out of School Care Programs**

### **Registration Information for the 2018-2019 School Year**

#### **Midnapore Elementary OOSC:**

#### **Only for children in Grades 1-6 who attend Midnapore School**

- **Monday May 7<sup>th</sup>, 2018-** priority registration for families who are currently registered and who attended 3 or more weeks of 2017 summer day camps per child at the Mid-Sun CA. Please fill out the registration form in full and drop it off with Jennifer at pick up after school at Midnapore Out of School Care; must pay \$75 registration fee by cheque or credit card on file; (Priority for the 2019-2020 Out of School Care Registration will be given to those who attend 3 or more weeks per child of 2018 summer day camps)
- **Tuesday May 8<sup>th</sup>, 2018-** registration for currently registered families, families have from 9am-6pm to drop off completed registration forms at the Mid-Sun Community Centre main office; is a first come first served until spaces are gone.
- **Wednesday May 9<sup>th</sup>, 2018-** Open to outside families for Midnapore OOSC at 10am at the Mid-Sun Community Centre (if there are any spaces available).

#### **Requirements of Registration Checklist**

- Registration form filled out in full, please ensure all parts with an \* have been filled out on the front page; parents have initialed that they have read all policies; have initialed all parts and signed the fee agreement page
- \$75 non-refundable registration fee, paid by check /credit card/ debit
- Must** have a form of payment on file, no exceptions (credit card or post-dated cheques) Registration is not complete until the payment is on file, spaces will not be held
- Joint-parenting families must fill out and sign a fee payment form- parents must alternate months, no splitting of monthly fees (please see reverse for more information)

Registration forms may be downloaded from the web site at [www.midsun.org/Midnapore](http://www.midsun.org/Midnapore)

#### **Monthly Fees for 2018-2019 Out of School Care**

Month	Before and After	After	Before	Kindergarten***
Registration Fee	\$75	\$75	\$75	\$75
September	\$485	\$350	\$135	\$785
October	\$485	\$350	\$135	\$785
November	\$485	\$350	\$135	\$785
December- Holiday Break*	\$300	\$220	\$85	\$785
January	\$485	\$350	\$135	\$785
February	\$485	\$350	\$135	\$785
March-Spring Break**	\$370	\$270	\$105	\$785
April	\$485	\$350	\$130	\$785
May	\$485	\$350	\$135	\$785
June	\$485	\$350	\$135	\$785
Non-School Days	<b>Included</b>	<b>\$40 surcharge</b>	<b>\$15 Drop In</b>	<b>Included</b>

Families must provide extra snacks and water bottles daily.

\***December-** January closures will be applied to Decembers pro-rate

\*\***March-** Fees do not include the week of Spring Break, care for this week is optional, may register by the day; Person registering will be responsible for the daily fee

\*\*\***Kindergarten-** There are no pro-rated fees for Kindergarten for Holiday Breaks

## **Families Renewing or Applying for Subsidy**

Families who are renewing or applying for Subsidy **MUST** provide the Mid-Sun Community Child Care with a copy of their Subsidy Approval Notice. Full Monthly fees may be required as a deposit if the letter is not provided to the Program.

For those applying for Subsidy or needing to switch Program ID's, they are as follows:

- Mid-Sun Out of School Care (Kindergarten to Grade 6) - 50012359
- Midnapore Elementary Out of School Care (Grade 1-6) - 70053156

You can apply for subsidy at [www.child.alberta.ca](http://www.child.alberta.ca).

For any further questions, please contact the Main Office at [childcare@midsun.org](mailto:childcare@midsun.org).

## **OOSC Payment and Tax Receipt Information for Registration**

- Mid-Sun's Registration Software, MaxGalaxy - is NOT capable of making changes to past receipts etc. If you need to make a name change, address change etc., we can only make the change going forward.
- You must supply a Credit Card number that can be processed automatically each month, or Post-Dated cheques to be kept on file. There will be no exceptions, and are required at time of registration. There is a \$20 NSF cheque or failed credit card charge. Families are responsible for updating payment information.
- You will receive all confirmations from "MaxGalaxy Scheduling on behalf of Mid-Sun Community Association" ([scheduling@maxgalaxy.net](mailto:scheduling@maxgalaxy.net))- please ensure that you add this email to your Safe/ Not Junk email list.
- You will receive "Registration Confirmations"- these confirm charges that are added to your account. You may receive multiples in one month, if Non-School Days are added, or surcharges for not calling in your child's absence. Please ensure you open and save the attachment itself.
- "Payment Confirmation" is your receipt of payment for your Monthly fees. You MUST keep all receipts that you receive via email once a month per child- ensure you open the "receipt" attachment and save it, or print it for safe keeping- if you have failed to advise of an incorrect email or have not advised of a change in email, any and all re-issuances will incur a \$25.00 surcharge, and any receipts requiring printing, will be charged at \$5.00 each.

## **Families who require a Split Payment Structure**

Due to the limitations of our software, parents who require a Split Payment Structure, will be set up on separate accounts, with the child(ren) attached to both. Each parent will be responsible for the months on either an alternating basis, or 5 months each, whichever families prefer. A form will be offered and it will be up to the families to bring it to registration. This process will ensure that each family receives the appropriate tax receipt with their own information on it. If you have special payment circumstances (ie. 60/40 pay structure), you will need to sort that on your end, as our software cannot provide appropriate receipts. Forms will be on our web site.