



## Mid-Sun Community Child Care Out of School Care Programs Registration Information for the 2019-2020 School Year (3.2.b)

### Mid-Sun Out Of School Care For children in Grade 1 to 6, Before and After School Care, for St Teresa & Father Wheliam

- **Wednesday May 1st- Thursday May 9th**- priority registration for families who are currently registered
- **Friday May 10<sup>th</sup>, 2019**- Open to outside families for Mid-Sun OOSC 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; waiver forms must be signed; parents have initialed that they have read all policies; have initialed all parts and signed the fee agreement page. Registration forms may be downloaded from the web site at [www.midsun.org/midsun](http://www.midsun.org/midsun)
- Read Parent Handbook located on the web site at [www.midsun.org/midsun](http://www.midsun.org/midsun)
- \$75 non-refundable registration fee, paid by check /credit card
- 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)

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

Month	Before and After	After	Before
Registration Fee	\$75	\$75	\$75
September	\$510	\$370	\$140
October	\$510	\$370	\$140
November	\$510	\$370	\$140
December- Holiday Break*	\$340	\$245	\$95
January	\$510	\$370	\$140
February	\$510	\$370	\$140
March	\$510	\$370	\$140
April- Easter Break**	\$415	\$300	\$115
May	\$510	\$370	\$140
June	\$510	\$370	\$140
Non-School Days	<b>Included</b>	<b>\$40 surcharge</b>	<b>\$15 Drop in</b>

Families must provide extra snacks and water bottles daily.

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

\*\***April**- 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

#### Program Fee Agreement

- One month's written notice of withdrawal or change in components is required, dated the 1<sup>st</sup> of the month. All schedule changes will take place on the 1<sup>st</sup> of the month.
- Failure to notify the Program prior to August 1<sup>st</sup> that your child will not be returning in September will result in a charge for September fees.
- A charge of \$20.00 will be applied to any NSF cheque or failed credit card charges. No exceptions.
- Families must notify the Program of any change of payment method in writing.
- There will be no pro-rating of monthly fees to accommodate holidays, sick days or other absences.
- There will be no pro-rating of fees for program closers due to strike, natural disasters, power outages, or any other program closures.

- Families with delinquent accounts will be given 5 working days' notice to clear up outstanding balances or childcare will be terminated. Finding and the cost of alternate care is the parent's responsibility.
- Please refer to the Parent Handbook for more detail.

### Closure Dates

- Labour Day- Sept 2<sup>nd</sup>, 2019
- Thanksgiving Day-Oct 14<sup>th</sup>, 2019
- Remembrance Day- Mon Nov 11<sup>th</sup>, 2019
- **\*Christmas Break- Dec 23<sup>rd</sup>, 2019-Jan 5<sup>th</sup>, 2020; back to school Jan 6<sup>th</sup>, 2018**
- Family Day- Feb 17<sup>th</sup>, 2020
- Good Friday- April 10<sup>th</sup>, 2020
- Easter Monday- April 13<sup>th</sup>, 2020
- Victoria Day- May 18<sup>th</sup>, 2020
- Last Day of Care- Last day of school for Ecole St Teresa
- **\*additional closures TBA**

### 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

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. These are required at time of registration. There is a \$20 NSF cheques or failed credit card charges. Families are responsible for updating payment information by calling 403-254-8058.
- Receipts and confirmations are sent by email. They are sent from from "MaxGalaxy Scheduling on behalf of Mid-Sun Community Association" ([scheduling@activenetwork.com](mailto:scheduling@activenetwork.com))- please ensure that you add this email to your Safe/ Not Junk email list. 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 available upon request.