### Billing

A non-refundable registration fee of 30 per child will be charged on June 1<sup>st</sup>.

We have a minimum charge of \$50 every two weeks per child regardless of usage. Additional time is charged at \$6.30 per hour (rounded to the nearest ½ hour upon sign in). For example:

Week 1	Week 2	Fees Charged
2 hours	4 hours	\$50 (\$37.80 usage rounded up to minimum fee)
6 hours	6 hours	\$75.60 (minimum fee exceeded, no additional charge)
0 hours	0 hours	\$50 (no usage, rounded up to minimum fee)

Fees are withdrawn on the 15<sup>th</sup> and last day of each month with a two-week delay from services rendered to fee withdrawal. Invoices are emailed 1 week prior to withdrawal. This means that charges from September 1<sup>st</sup> to 15<sup>th</sup> will be charged on September 30<sup>th</sup>. NSF charges are \$40. Late fees are incurred at a rate of \$25 per every 15 minutes (or portion thereof) of care provided afer 6:00 pm.

#### **Please Note:**

Children need to have a schedule submitted either weekly or for the full year. If we do not have a schedule submitted, we will not go looking for your child if they do not show up. Conversely, if they are scheduled to attend, we need to be informed of any absences that come up. The school does not communicate this information with us.





# Preston Early Learning

Before and After School Care



#### Locations and Hours

Preston Early Learning operates before and after school programs in co-operation with Holy Family School (Willowgrove), Chief Whitecap School (Stonebridge), and Holliston School.

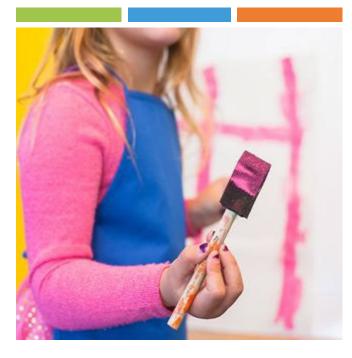
The Before and After School Care program runs from 7:15 a.m. until first bell on all school days. After last bell, the program runs until 6:00 p.m. Children must be attending the same school that the program is located in. We are closed on all non-school days, including statutory holidays, professional development days, and school breaks.

### Registration

Pre-registration for current clients begins May 1<sup>st</sup> for the following school year and May 15<sup>th</sup> for new registrants.

Applicants are taken on a first come, first serve basis until capacity is reached. Additional applicants will be placed on a waitlist.

The registration package is comprised of a Contract for Services, a Preauthorization form, and a void cheque (for fee withdrawal). All forms can be found online and must be emailed to <u>beforeandafterschool@prestonearlylearni</u> <u>ng.ca</u>. Families unable to submit forms electronically can call 306-373-3535 to make other arrangements. Spots will be confirmed via email once all paperwork is received.



"All children need is a little help, a little hope, and somebody who believes in them."

Magic Johnson

## FAQ's

#### Do you provide snacks?

No. Children are welcome to bring nutfree snacks to the program, but none will be provided by our organization.

# How do children get to and from class?

Children in kindergarten and grade 1 are walked back and forth to class or their muster point for the first two weeks of the program. After that, all children are expected to get back and forth independently.

#### How do I contact staff?

The best way to ask questions or submit a schedule is to send a message on Lillio, our parent communication app.

For more information, please see our parent handbook on our website prestonearlylearning.ca.