

CONTACT INFORMATION
FATHER (Guardian 1) LAST Name: _____ FIRST Name: _____

MOTHER (Guardian 2) LAST Name: _____ FIRST Name: _____

Mailing Address: _____ City: _____ Prov.: BC Postal Code: _____

Primary Phone #: _____ Primary E-Mail*: _____

**This email will be used for all Club Judah correspondence.*
CHILDREN REGISTERING FOR CLUB JUDAH

Student Name (LAST Name, First Name) 2018-2019 Grade

1. _____
2. _____
3. _____

PROGRAM SCHEDULE

Please check (✓) which program option (**Full Time** or **Part Time**) and corresponding days of the week you wish to register your child(ren) for Club Judah Before / After School Care for the 2018-2019 school year. Please carefully review the Club Judah Program Calendar to determine the dates you may require while the program is in session.

I wish to register my child(ren) for the following placement in Club Judah Before / After School Care:

BEFORE SCHOOL CARE						
7:30 am — 8:40 am \$10.00 per day						
Full Time Enrollment	OR	Part Time Enrollment				
		Mon	Tue	Wed	Thur	Fri

AFTER SCHOOL CARE						
Dismissal — 5:30 pm \$18.00 per day						
Full Time Enrollment	OR	Part Time Enrollment				
		Mon	Tue	Wed	Thur	Fri

Please indicate the first day your child(ren) will start Club Judah Before / After School Care for 2018-2019:

_____ / _____ / _____
MM DD YYYY

REQUIRED SIGNATURES
All parents/guardians must sign this Club Judah Enrollment Contract.

By signing below, I/we agree to pay Club Judah Before / After School Care Program fees due and confirm that I/we have read, understand, and agree to abide with the *Guidelines Relating To Club Judah Payments* listed on the reverse.

Signature of FATHER / Guardian 1: _____ Date: _____

Signature of MOTHER / Guardian 2: _____ Date: _____

GUIDELINES RELATING TO *Club Judah Before / After School Care* PAYMENTS

Key Financial Guidelines:

- A. Monthly Invoice for Childcare Provided:** Kelowna Christian School will invoice families on a monthly basis for program fees due, representing actual childcare provided according to the program registered and participation by each child(ren).
- B. Delinquent Accounts & Suspension of Childcare Services:** While students are confirmed to be enrolled in the Club Judah Before / After School Care program for the entire school year, their ongoing placement status is guaranteed only as long as the financial obligations from the previous month are fulfilled.

A Club Judah Before / After School Care account becomes delinquent if an invoice for monthly fees remains unpaid for a period exceeding thirty (30) days; i.e. by the 1st day of the following month. When a family's Club Judah account becomes delinquent, the students' placement status will be suspended and future childcare services will be withheld until such a time that all outstanding program fees are paid in full.

- C. Withdrawals:** When a family voluntarily chooses to leave the Club Judah Before / After School Care program for any reason, it must give at least one full month's (i.e. 30 days) written notice. Written notice of withdrawal may be directed by e-mail to both Sylvia.Loewen@kcschool.ca and Elementary@kcschool.ca.

In lieu of appropriate advance written notice, the following fees will be charged depending upon whether the space can be filled by another waiting student:

- If the space can be filled by another waiting student: \$50.00 processing fee
- If there is no other waiting student to fill the space: One month's average program fees

- D. Payment Methods:** Monthly invoices for Club Judah fees may be paid by cash or cheque. Cheques should be made payable to Kelowna Christian School.

Credit cards are not presently an option for payment of monthly Club Judah fees, given the additional cost of bank transaction and other handling fees. However, KCS will accept credit card payments from families who elect to make two (2) lump sum, semi-annual advance payments (September 1st and February 1st) for estimated Club Judah fees for each 5-month period. At year end, the family's Club Judah account will be reconciled, at which time additional charges will be invoiced or any overpayment will be refunded.

- E. Returned Payments:** Accounts will be charged a *Returned Item Fee* of \$30.00 should any payment made by cheque be rejected by the family's financial institution for any reason (examples: Non-Sufficient Funds, Account Closed, etc.).
- F. Official Child-Care Receipts:** Receipts are made available for the total amount of Club Judah Before / After School Care program fees paid in the calendar year, and are issued the following February each year.
- G. Compliance:** Inability to comply with any of the above Key Financial Guidelines must be communicated in advance to the school Accounting Office. Ongoing failure to maintain a current Club Judah Before / After School Care account may result in the release of the student.