

### CONTACT INFORMATION

PARENT / Guardian 1 LAST Name: \_\_\_\_\_ FIRST Name: \_\_\_\_\_

PARENT / 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) 2023-2024 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 2023-2024 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 ENROLLMENT							
7:30 am — 8:40 am   \$12.00 per day							
Full Time	Drop In	OR	Part Time				
			Mon	Tue	Wed	Thur	Fri

AFTER SCHOOL CARE ENROLLMENT							
Dismissal — 5:30 pm   \$23.00 per day							
Full Time	Drop In	OR	Part Time				
			Mon	Tue	Wed	Thur	Fri

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

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
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 PARENT / Guardian 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of PARENT / 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). Invoices will be e-mailed on or before the 10<sup>th</sup> day of each month; **payment is due no later than the 21<sup>st</sup> day of the month.**
- B. Payment of Monthly Fees:** The most efficient and preferred payment method for collection of monthly Club Judah fees is by way of pre-authorized debit (PAD) to an eligible bank account, to be processed and collected on the 21<sup>st</sup> day of the month. For this purpose, **please complete the attached Club Judah Pre-Authorized Debit Agreement.**
- Alternatively, monthly Club Judah fees may be paid by cash or cheque. Cheques should be made payable to Kelowna Christian School. Payment by Credit Card is not an option given the additional cost of bank and other handling fees.
- C. 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 1<sup>st</sup> day of the following month. When a family's Club Judah account becomes delinquent, the student's placement status is suspended and future childcare services will be withheld until such a time that all outstanding program fees are paid in full.
- D. Standard Payment Cycle:** Using September for example, below is the standard cycle for payment of Club Judah Fees:
- Thru September: Students participate in Club Judah; monthly fees are calculated based on actual childcare provided.
  - By October 9: KCS e-mails an invoice for September's Club Judah fees to your family.
  - On October 20: KCS collects September's Club Judah fees due by way of pre-authorized debit (PAD).  
Alternatively, September's monthly invoice is paid by cash or cheque.
  - On November 1: Club Judah account becomes delinquent if September's monthly fees remain unpaid / uncollected.  
Consequently, participation in Club Judah is suspended until outstanding fees are paid in full.
- E. 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 [Elementary@kcschool.ca](mailto: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: \$25.00 processing fee
  - If there is no other waiting student to fill the space: One month's average program fees
- F. 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.).
- G. 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 March each year.
- H. 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 withdrawal of the student from the childcare program.