

# Keating Out of School Care Winter Break Camp Program 2018-19

## KOSC POLICIES FOR WINTER BREAK CAMP PROGRAM

- The cost is \$40/day, with a special Early Bird Rate of \$35/day.
- In order to qualify for the Early Bird rate, you must submit your registration forms by December 7<sup>th</sup>, 2018.
- Early Bird registration will begin on November 19<sup>th</sup> for all families
- You may cancel any days that you have requested up until the Early Bird deadline. After the Early Bird deadline has passed, your spaces are confirmed and you will be charged the full fee regardless of whether your child is in attendance on those days.
- Switching or trading days of care is not permitted once the Early Bird deadlines have passed.
- You may request additional days of care at any time; however, the regular fee of \$40/day applies to any days requested once the Early Bird deadline has passed.
- Availability of spaces is dependent upon enrolment on a first come, first served basis.
  - If there is a space immediately available on the day requested, the child is considered registered for that day and the space is non-cancellable once the Early Bird deadline for that month has passed.
  - If there is not a space available on the day requested, families can ask to be waitlisted for a space on that day. Those families then have 24 hours before the date in question to ask to be taken off the list. It is the parent's responsibility to contact KOSC and see if their child has made it off the waitlist.
  - If a space does become available, KOSC will immediately fill the space with the next child on the waitlist, but we do not contact families when this occurs.
  - It is the family's responsibility to contact KOSC if other means of care have been found for their children in the meantime. If a family makes other plans for their children and does not contact KOSC before the 24 hour deadline to have their name removed from the list and a space for their child becomes available, they will be charged for that space.
- **All registrations for the Winter Break Camp Program, including any cancellations or changes to days requested, MUST be submitted in writing (email is acceptable).**
- There is a one-time "membership" fee to join the society of \$40.00 per family payable upon registration. If your family is already a society member, but has yet to attend after September 2018, there is a \$25.00 membership annual renewal fee.
- A PAD agreement for the 2018-19 school year must be on file in order for your child to attend. Statements for applicable Winter Break Camp fees will be issued at the start of January, and fees debited on January 15<sup>th</sup>. **PAD agreement must be submitted with the registration form, prior to the first day of care, if not already on file.**
- If a family is receiving subsidy for the Winter Break Camp Program, it is advised that they apply for funding early. Families will be responsible for fees until subsidy is received.
- This form is ONLY the sign up form. If your child has not been in KOSC before, a registration package must be completed and returned to KOSC before your child can register for camp. If a child is already enrolled in the program, families must ensure that emergency card and contact information is current as the program leaves the day care site on a regular basis for outings.
- Fieldtrips may be subject to change.
- **Please detach this sheet and keep it with you!** See reverse for a daily checklist.

## Winter Daily Checklist:

- Appropriate Clothing and Footwear!** – We leave KOSC for many hours during Winter Break Camp, and we do spend some time outside. Please ensure your child's comfort by sending them with warm jackets, toques, sweaters, gloves, scarves and boots!
- Nutritious lunch (please include any utensils needed) & morning snack. KOSC provides an afternoon snack every day. On field trip days we do not have access to a microwave and are unable to re-heat lunches.
- Full bottle of water.
- Please ensure that all your child's clothing is clearly labeled!**