

# KOSC POLICIES FOR WINTER BREAK CAMP PROGRAM 2023

## KEATING OUT-OF-SCHOOL CARE

- The cost is \$40/day per child.
- Registration will begin on November 15th, 2023 at 7:00am for all families. All registrations must be submitted either in writing or via email to [kosckids@telus.net](mailto:kosckids@telus.net). Please send your registration with the subject line “Winter Break Camp Registration” and ensure that all necessary documents are attached.
- Registrations will be considered on a first-come, first-served basis.
- Confirmation of registrations will be sent out via email on or around **December 6th, 2023**.
- Families will have a seven-day grace period from the date of the confirmation email to cancel or change any days of care for the weeks in question. After this grace period has passed, all registrations for the weeks in question will be considered final and parents will be charged for days of care regardless of child’s attendance.
- It is the family’s responsibility to ensure that the confirmation matches their records, and to contact KOSC if they have not received their confirmation form.
- Switching or trading days of care is not permitted after the grace period has ended.
- Families may request additional days of care at any time, subject to availability.
- In the event that demand for care exceeds available spaces, KOSC will maintain a waitlist.
- KOSC reserves the right to close on any days with fewer than 10 children registered after the end of the seven-day grace period. Any families who have requested care for days cancelled due to low enrolment will be notified as far in advance as possible so that alternate care arrangements can be made.
- All registrations for the Winter Break Camp Program, including any cancellations or changes to days requested, **MUST** be submitted in writing or via email.
- There is a one-time membership fee to join the society of \$40 per family, payable upon registration. If your family is already a society member, but has yet to attend after September 2023, there is a \$25 annual membership renewal fee.

- A PAD agreement for the 2023-24 school year MUST be submitted prior to the child's first day of care, no exceptions.
- Parents will receive a statement via email on or before January 5th, 2024 summarizing fees for Winter Break Camp care. This amount will be withdrawn via Pre-Authorized Debit on January 15th, 2024.
- If a family is receiving subsidy for the Winter Break Camp Program, they are responsible for applying for funding and providing KOSC with any documents necessary to complete the application. Families will be responsible for the fees until subsidy is received.
- This form is ONLY the sign-up form. If a child has not been in KOSC before, a registration package must be completed and returned to KOSC before the 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.
- All families registering for Winter Break Camp MUST read, understand, and abide by KOSC policies as outlined in the Parent Handbook.

**KEATING OUT OF SCHOOL CARE**  
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