

# KOSC POLICIES FOR YOUTH ADVENTURE PROGRAM 2024 KEATING OUT-OF-SCHOOL CARE

- Registration in the Youth Adventure Program is open to all children who will be entering Grade 4 or higher in September 2024.
  - Children who have graduated from elementary school and/or are currently attending middle school are welcome to register, provided that they will not turn 13 years old until after their last day in the program.
- The cost is \$45/day per child.
- Registration will begin on May 1st at 7:00am for all families. All registrations must be submitted via email to [kosckids@telus.net](mailto:kosckids@telus.net). Please send your registration with the subject line "Summer Registration" and ensure that all necessary documents are attached.
  - Email is the preferred method of registration; however, hard copies may be handed in to the Program Manager's office in the Lower Building (6870 East Saanich Rd) if necessary.
- Registrations will be considered on a first-come, first-served basis
- Confirmation of registration will be sent out via email.
  - Confirmations for Weeks 1-5 (July 2<sup>nd</sup> through August 2<sup>nd</sup>) will be sent out on or around May 31<sup>st</sup>.
  - Confirmations for Weeks 6-9 (August 5<sup>th</sup> through 30<sup>th</sup>) will be sent out on or around June 28<sup>th</sup>.
- 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.
  - Any days requested once the grace period has passed for the days in question will be noncancellable and nonrefundable.
  
- In the event that demand for care exceeds available spaces, KOSC will maintain a waitlist.
  - If space is available in the KOSC Summer Break Camp on a day when a child has been waitlisted for YAP, their family will be offered the option to send the child to KOSC Summer Break Camp instead.
  
- All registrations for the Youth Adventure Program, including any cancellations or changes to days requested, MUST be submitted 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 separate PAD agreement is required for summer for ALL families**, as the fees differ from the regular school year. PAD agreement MUST be submitted prior to the child's first day of care, no exceptions.
  
- If a family is receiving the Affordable Child Care Benefit for the Summer 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 summer care MUST read, understand, and abide by the policies outlined in the KOSC Parent Handbook.