



**CLASS REGISTRATION PREFERENCE**

Days: Monday Tuesday Wednesday Thursday Friday

Parents choose any combination from 1 to 5 classes per week

Time: 8:30 – 12:00 or 1:00 – 4:30

- Fees:
- \$182/month for 1 day/week
  - \$271/month for 2 days/week
  - \$365/month for 3 days/week
  - \$491/month for 4 days/week
  - \$625/month for 5 days/week

**Fees shown are after the Child Care Fee Reduction Initiative**

Ages: Children who are at least 30 months at start date and 3 or 4 years old before Dec 31st of this calendar year

Please Submit:

Registration Fee\* \$ \_\_\_\_\_  
 One Month Fee Deposit \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_

Child's Name: ..... Date of Birth: ..... Gender MM/DD/YY

Parent Name(s): .....

Address: ..... Phone: .....

..... Phone: .....

..... Email: .....

..... Email: .....

Please submit a copy of your child's birth certificate (now or later with full registration package)

**\*Registration Fees are as follows:**

If you have not been registered with us before then the fee is **\$65.00** for preschool. If you have paid a **\$25.00** fee when you applied online, you only pay the remaining **\$40.00** at time of registration.

No registration fee is required if your child is a current student in our preschool program.



## WITHDRAWAL & POLICY ACKNOWLEDGEMENT

### Family's Request for Withdrawal

A deposit equivalent to one month's fees is required at the time of registration. It is held interest-free and used for your child's last month fee - June unless withdrawing earlier. During the school year, if you wish to withdraw from the program or make changes to your child's schedule, you must give a full forty five (45) days notice in writing prior to the 1st day of the month of the requested change i.e., November 15 for leaving January 1. Failure to do so will mean that your deposit is forfeited.

#### Notes:

1. The last date to be eligible to withdraw or make changes to your child's schedule during the school year to receive a refund is February 15th for leaving April 1st. No deposits will be returned after this deadline.
2. Registration for the September school year begins in early spring each year. There is **no deposit refund for withdrawals or changes prior to starting in September for the new school year.**

### Facility's Request for Withdrawal

Extra Steps Learning Centres Inc. can terminate its services to a family under the following circumstances:

- If fees for services are not paid in full and on time and suitable arrangements cannot be agreed upon;
- If the centre is unable to satisfactorily resolve a problem with a family;
- If a family member harasses, threatens or commits a violent or unlawful act toward a staff member, child or other family involved in the program;
- If a family picks up their child late three times or more without having made previous suitable arrangements;
- If, in the assessment of the staff, a child is unable to be safely managed in a group of children within the given adult-to-child ratio. In this case, termination of services will be a measure of last resort.

I have read and understand Extra Steps Learning Centres Policies and Procedures and Withdrawal Policy.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_