

ADMISSIONS PA

Beacons' Crèche and Preschool invites and welcomes families and children from all backgrounds, cultures, genders, religious beliefs, sexual orientations, marital statuses, and disability statuses to our facilities and our services.

For information on available spaces, don't hesitate to get in touch with us at [613-621-1678](tel:613-621-1678) or email us at admin@beaconscrecheandpre-school.ca. Please note that spaces are allocated on a first-come, first-served basis.

Our application process promotes equal opportunities and follows professional, open, and fair admission procedures. Parents and families are required to complete the registration form and submit it to us at admin@beaconscrecheandpre-school.ca. When accessed through the website, the form will be automatically sent to us once you submit it. Upon receipt, we will send you an acknowledgement. Providing all the necessary details on the child's application form is essential. We accommodate specific needs, including dietary requirements, if communicated during registration. Additional relevant information can also be provided in the form.

We encourage parents to involve their children, particularly toddlers and preschoolers, in the registration process. Bringing the children for a visit to our facilities is highly recommended.

Children with special needs are welcome, and we require an updated assessment form to be submitted along with the child's registration. Our administration is available to discuss all details related to the child to ensure quality care. Please refer to the [Admissions Policy for Children with Additional Needs and/or Disabilities](#) for more information.

Once an opening becomes available, the supervisor will contact you to arrange a visit to the center, answer your questions, and provide an enrollment package and parent handbook. Upon completing and returning the enrollment form and confirming the start date, your child will be enrolled in our center.

Integration Period: To ease the transition to a group care environment, parents of newly enrolled children are requested to bring their child for short initial periods, gradually increasing the time spent in the program until the child adjusts comfortably. The duration of the integration period varies for each child. For children transitioning to an older age group or from toddler to preschool, a staff person will accompany them during visits until they feel comfortable staying full days. Parents must remain on-site during these visits to receive their children afterward.

Child Care Fees

Our fees are calculated by dividing the total number of days the center is open in a year by 12 months.

There will be no refunds for any Centre closure dates or non-attended days due to illness, poor weather, or vacation. In case of early closure due to severe weather or emergencies, fees will not be reimbursed. Tax receipts for the previous calendar year will be issued at the beginning of each year and mailed to parents who no longer have children enrolled. Receipts can be provided upon request at any time.

Childcare fees must be paid by the first day of each month and our most preferred payment method is via Automatic Monthly Bank Withdrawal via VISA, Debit or MasterCard. Cheques are also accepted if the fees are paid for a minimum of six (6) months in advance which case, parents are encouraged to submit postdated cheques dated for the 1st of each month twice annually (for example - in January and in July). We also accept e-transfers to payee: beaconshildcare@gmail.com. We do not accept cash payments.

There are no refunds for statutory holidays, Centre closure days and non-attended days due to illness or vacation. Should the Centre close early due to severe weather, or other emergencies, there will be no reimbursement of fees.

Tax receipts are issued to parents at the beginning of each year for the previous calendar year and will be mailed out to parents whose children are no longer enrolled at our Centre. Please indicate whom the receipt should be made out to on the registration form. Receipts may be made available at any time upon request from parents.

Registration and Deposits

When enrolling siblings, a \$50 administration fee per family or \$30 per child is required with every registration form. However, there is no fee for a child to be placed on the waiting list. Once spaces are confirmed, a deposit of CA \$500 is due, which will be applied toward the last two weeks of care. It's important to note that your deposit will not be refunded if you decide to waive your space after confirmation and payment.

Fee Structure and the Canada Wide Early Learning and Child Care System

Beacons' Creche and Preschool has expressed its interest to participate in the Canada Wide Early Learning and Child Care (CWELCC) System. Through this program the Federal government has committed to investing in a national childcare system with all provinces and territories and Indigenous organizations. We will send updates to Parents/Guardians via the Brightwheel (our Childcare Management App) or email whenever the government authorizes reductions of fees or any changes that would affect you and your family in any way.

As we are not yet part of the CWELCC system, we hereby posture capped fees effective 1st April 2024 as follows:

Schedule	Fee	Due date
Administration Fee	CA \$50/family (one time payment)	Upon Registration
Non-Refundable Deposit	CA \$500	Upon Registration
Annual Enrichment Fee	CA \$300	Due on first month of care. Not Applicable for EDPs
Program	Fee	Remarks
CORE PROGRAM		
Toddler / Seedlings (1.5yrs – 2.5yrs)	CA \$1520 / month	Three (3) weeks before start of care
Toddler / Sprouts (2.5yrs – 3.5yrs)	CA \$1520 / month	Three (3) weeks before start of care
Preschool / Explorers (3.5yrs – 4.5yrs)	CA \$1340 / month	Three (3) weeks before start of care
Preschool / Adventurers (4.5yrs – 5yrs)	CA \$1340 / month	Three (3) weeks before start of care
EXTENDED DAY PROGRAM		
Before School*	CA \$230 / month	Three (3) weeks before start of care
After School*	CA \$338 / month	Three (3) weeks before start of care
Weekend*	CA \$160 / session	Three (3) weeks before start of care
PD days and holidays*	CA \$414 / month	Three (3) weeks before start of care

- Parents of registered children will receive sixty days (60) notice of any rate changes.
- Monthly Fees increase every year on April 1st, the increase % will depend on the cost of living.

- **Enrichment Fees:** \$300 per year. This fee will cover the yearly expense of the enrichment experience we provide children to foster their interest and skills in other non-academic activities.
Beacons' Creche and Preschool's vision for enrichment experiences is to provide all children with easily accessible educational and recreational activities: such as STEAM workshops, Indigenous culture experiences, Language instruction, Prince and Princess visits, tickets for local experiences, Mobile Art workshops, puppet shows, magician show, hands on healthy cooking workshops, professional photography day and much more. Interactive engagement is the purpose of the enrichment experiences. The enrichment fee also covers several other events we have planned throughout the year in our Centre
- **Extended Day Programs:** Details on the extended day programs (*) are provided in the EDP Parents' Handbook and on the EDP page of our website. You can also contact the EDP Coordinator at edp@beaconscrecheandpre-school.ca
- All program fees above are per child.
- The fees will be paid on Centre closure days.

Other Fees:

- **Late Pick-up Fee** - \$5.00 charge per minute. Late fees are in effect after 6:00 pm of each day your child is in our facilities. If you arrive at 5:25pm and do not leave until 6:00 pm, you will be charged the \$2/minute late pick up as the Centre would be in closing state and the children should be gone so we can complete the cleaning and organizing.
- **Special Provisions Fee:** When circumstances require special diets, equipment or staffing, there will be additional charges for those items to be determined on a case-by-case basis. The terms and conditions for special provisions will be discussed with parents before implementation.

Important Registration Information

The monthly fees are payable in advance on the first day of each month. Our only payment method is Automatic Withdrawal by completing a "Direct Withdrawal Consent Form" that will be given to you with the "Registration Package." A \$50 charge is applicable for all NSF cheques. \$5 a minute will be charged for pick up after 6:00 p.m. All rates quoted are per day, per child, according to the category of care for which parents and the agency have contracted.

Withdrawal Policy

Written notice of withdrawal must be provided two months in advance to ensure the deposit is credited to the account and not lost. Failure to provide notice will result in the loss of the deposit. The withdrawal policy will be followed for parents with subsidy arrangements through the City of Ottawa.

Discharge Policy

We strive to accommodate children during transitions between programs. However, we cannot guarantee every child's availability in the next program. If a space is unavailable, we will keep the child in the current program as long as possible, keeping parents informed to allow them time to make alternate arrangements. The child will be on our priority waiting list for a potential return.

- The child does not adjust to the care setting within a reasonable timeframe determined by the center.
- Despite utilizing all available teaching and facilitator resources, the child continues to exhibit continuous harmful behaviour that endangers the well-being of other children or staff.
- This includes vulgar language and profanities.
- The parent/guardian displays abusive behaviour towards the center's staff, children, or their child.
- Failure to comply with the policies outlined in the Parent Handbook.

Give your child the best start in life with our nurturing environment that promotes growth and development. We look forward to providing a safe and welcoming space for your child to thrive.