

PARENTS/GUARDIAN & BCCA KIDS CLUB CENTRE AGREEMENT

604-942-3746 • 604-616-9740

kidsclub@bccaschool.ca | www.bcchristianacademy.ca



This completed agreement must be attached to the online registration form for the application to be considered.

1. The monthly fee is payable on the first (1st) of each month. A late fee will be charged for payments not received by the fifteenth (15th) of each month. The Centre reserves the right to terminate care if accounts are delinquent.
2. There is a charge of \$45.00 for any returned payments and replacement cash payment to be made immediately. Parent(s) agrees to bear all costs incurred in collecting any unpaid amounts including but not limited to collection agencies, legal fees and court costs.
3. The parent shall not be entitled to any refund, full or in part, for any time during which the child is absent from the Centre due to vacation, illness or any other reason. If the child is absent more than three consecutive days for any reason, Parents/Guardians shall advise the Centre in writing, explaining the reason for the child's absence and when the child might be expected to return.
4. Parents/Guardians shall give **one month written notice on the 1st of the month** to the Centre in the event that they decide to withdraw the child from this enrollment and failure to provide such notice shall result in the forfeit of one-month tuition. **The Centre will not accept any withdrawal notice in the last three months of the academic year (April 1st – June 30th)**
5. Parents/Guardians understands and acknowledges that in the event that the child is not suited for the programs of the Centre, or if the terms of this agreement are not complied with; the Parent may be required to provide additional support or withdraw their child from the Centre. They will be consulted regarding the suitability of the child prior to being given not less than one week's notice for the withdrawal of the child from the Centre.
6. In the event that another individual(s) other than those noted in the records of the Centre, are picking up the child from Centre, Parents/Guardians shall advise the Centre in writing.
7. Parents/Guardians shall fully disclose in writing (Annual Care-Plan), any medical conditions, allergies, special dietary needs or any other special requirements of the child before and during the child's enrollment, to the Centre. Written notification of any changes to the child's personal information is required immediately.
8. Parents must provide the Centre with a copy of a **legal custody agreement** before any requests pertaining to such matters will be entertained.
9. Parents/Guardians acknowledge that if the child is not collected at the end of their scheduled program, they **shall pay an additional fee of \$1.00 per minute per child of late pick up, directly to the closing staff in cash.**
10. The Centre is closed on all statutory holidays, Easter Monday, two weeks prior to Labour Day and two weeks Winter Break effective 2026. We will have one early closure at 5:30pm in October, February, April and June.

I, _____ hereby certify that the information I have provided in this Contract and Application form is true and correct. I have read and understood the Centre's policies, including but not limited to the rules and regulations as stated above and in the Kids Club Parent's Handbook (existing and amended periodically) and agree to abide by them at all times. I am aware that failure to abide by these policies could lead to termination of child care services by our Centre.

Parent/Guardian Signature

Date

Updated DEC'25/TL