



RATES FOR SUNBEAM CHILDCARE CENTRE:

Full time 5 days a week - \$750 per month
4 days a week - \$675 per month
3 days a week - \$500 per month
2 days a week - \$350 per month
Daily rate (only when space allows) - \$45 per day

**Children who are not potty trained, please add \$50 per month to tuition

Full time spots will be given priority

HOURS OF CARE:

7:30am – 5:45pm

REGISTRATION FEE (non-refundable):

\$50 per child or \$60 per family

Monthly tuition will be paid via automatic debit withdrawal, or monthly credit card payments. If different arrangements need to be made, please speak with the director.

**Please note, one month written notice is required to withdraw. If less than a month is given, you will forfeit the next month's tuition.

SUBSIDY:

If your family qualifies for subsidy, we can give you the information needed to apply. We will fill out our portion of the forms, but you will be responsible in forwarding all documents to Victoria.

If we do not receive your case number prior to your child starting with us, payment will be required, but will be reimbursed once paperwork goes through. Thank you for your understanding. If you have any questions, please email Kristin at kpue@clachurch.com

FACEBOOK:

We have a private facebook page that we use for communication. You can search "Sunbeam Childcare Langley" and ask to join the page. This is a good way to let us know if your child is sick and not coming, or if you have someone different picking up etc. Let me know if you have any trouble finding it.

SUNBEAM CHILDCARE CENTRE POLICY AGREEMENT

Hours of operation: Monday-Friday 7:30am – 5:45pm

LATE FEES: If you arrive after 5:50pm, a fee of \$1.00 per minute will be charged. This fee is due upon arrival, and given to the staff member who has stayed overtime with your child. If this fee is not paid upon arrival, it must be paid on your child's next daycare day or your child could be denied care.

CHILDCARE CLOSED: We are closed all stat holidays, closed between Christmas eve and New Years day. There are no fees refunded during these times.

VACATION/SICK DAYS: There are no reimbursements made for a child absent from childcare due to illness or vacation.

WITHDRAWAL: If you decide to withdraw your child, one month's written notice or one month's fee in lieu of notice is required. Withdrawal notices are accepted on the 1st of each month.

ILLNESS: A child who is sick with green/yellow runny noses or a possible contagious disease should remain away from childcare until they are well or on medication for 24 hours. We have the right to turn away a child if staff suspect the child is ill.

FOOD: Please pack 2 healthy snacks and a lunch for your child each day they are in our care. We'd prefer that juice and treats, such as candy and chocolate bars, stay home. You are welcome to send food in microwavable containers for us to heat up.

CLOTHING/MISC: Please provide a change of clothing for emergencies, a sheet for your child's nap mat, a blanket, stuffed animal, water bottle, hat, inside shoes and a sweater/jacket. When the weather gets cold/wet, please provide boots, gloves and hats, as we will spend time outside each day.

POTTY TRAINING: We do help families out when they are potty training their child, however please provide wipes and pull-ups. We will not potty train children in underwear as this is unsanitary for the other children & staff at the centre.

Please note: If your child does not show up on their scheduled day, make-up days will not be allowed. A \$45 drop in fee will be charged for any days outside of their scheduled care. Sorry for any inconvenience this may cause.

I have read and understand the above information:

Print Name: _____ Signature: _____

Welcome to Sunbeam Childcare, we are thrilled to have you as a part of our centre!

**On your first day of childcare, please bring the following, clearly labeled:
(These items will remain at the centre)**

- 1. a pair of slippers or inside shoes**
- 2. Bedding for nap mat (crib sheet, small blanket, small pillow)**
- 3. Water bottle**
- 4. Extra change of clothes (pants, socks, shirt, underwear)**
- 5. Pull-ups, diapers, wipes (if applicable for your child)**

Please also bring along seasonal clothing that may be required during each season:

In Winter: boots, snow pants/muddy buddies, gloves, toque

In Spring: hat, muddy buddies, rain coat, rain boots

In Summer: hat, sunscreen, water bottle, sandals with straps (no flip flops)

In Fall: boots, muddy buddies, gloves, warm jacket

ADDITIONAL INFORMATION:

When packing your child's snacks/lunch, we encourage you to pack a variety of healthy foods (fruits, veggies, grains, dairy, meat). We try to limit the amount of treats given to the children – they will be saved for special events, holidays or birthdays. Microwaveable lunches are welcome and we do have a refrigerator to store cold items if necessary.

The staff will send home any food not eaten by your child so that you will get an understanding of what they are or are not eating throughout the day.

If you have any questions or concerns for the staff, please feel free to speak with us directly or in private on the phone.

DIRECT LINE TO SUNBEAM CHILDCARE ROOM: 778-777-2053

CHURCH FRONT DESK: 604-530-7344

Childcare Daily Schedule

- 7:30am** Centre Opens
- 7:30-9am** Free play time, table toys, puzzles, coloring (breakfast for anyone who brought theirs)
- 9:00-9:30am** Welcome circle
- 9:30-10am** Snack time
- 10-11:15am** Outdoor playtime/walk – if weather is really bad then we will use the gym or large space upstairs for gross motor play
- 11:30-12:00** Wash up and Lunch time
- 12:00-12:15** Puzzles/books
- 12:15-12:30** Circle Time
- 12:30-2pm** Quiet time/Nap time
- 2-3pm** Art/Free play and a Circle time
- 3-4:30pm** Outdoor/Gross motor play
- 4:30-5:45pm** Free play, Pack up
- 5:45pm** Centre closed