



#49-7411 12th Avenue

Burnaby, BC V3N 2K2

T : 778.397.2892 | F: 779.397.2893

POLICIES, HOURS and FEES



- Children must be 30 months old to enter the program and must be 3 years old by December 31st of that same year.
- If your child doesn't attend daycare for long period of time for any reason, you are still responsible for full monthly fees to keep his or her space.
- Children's withdrawal from our program will require one month notice in writing or pay 1 month fee in lieu of notice. In case of no notice we will use your security deposit to cover for part of the fees owed.
- Fees are due by the first day of the month and all cheques are to be made to: Discovery Childcare Centre.
- Late pick-up times have a penalty charge. The first 15 minutes the charge will be \$10.00, after that the fine is equal to \$1.00 for each minute.
- If a child is not picked up within 30 minutes of closing, he/she is considered abandoned.
- Our centre provides 2 nutritious snacks. In addition to snack, milk, juice and water will also be provided.
- Eating with friends is an important part of each child's social development. We would appreciate your cooperation in NOT sending candy, chocolate bars or gum.
- We recommend the gradual entry for your child- the first week your child should come for a few hours and generally increase to a full day.
- Our program starts first thing in the morning. For your child to have the opportunity to settle in and participate in all activities it is preferable to arrive by 9:00A.M.
- For safety reason all children who attend our program must be signed in on arrival and out on departure. We have in and out signing sheets at the entrance.
- Children will only be released to parents, guardians or a pre-designated authorized person on our parent signed release forms, which you have already signed.

- If you are in an emergency and need to send someone else in, please phone or send a signed note along with your pick-up person. Please be notified we will ask for picture ID before your child is released to him/her.
- If your child is not well, please keep him/her at home. We are not licensed to care for children when they are ill. We will contact you or your emergency contact if your child becomes ill while in the centre.
- Medication will not be administered unless ordered by a physician. You and your doctor will be required to sign a consent form before we will accept responsibility to administer medication. Medication must be in the original pharmaceutical container and be accompanied by doctor's instruction.
- Please provide an extra change of clothing and extra pair of shoes for your child. They must be kept in your child's cubby and checked on regular basis. Children's cubbies and mailboxes should also be checked and emptied daily.
- Each child will be acknowledged on his/her birthday. We encourage families to bring a special snack to share. If a family chooses not to celebrate a child's birthday, please inform us in advance.

Parents are more than welcome in our centre. We do ask, however, that you call and arrange your visit in advance. We appreciate assistance with special events. Your occupation, cultural background, musical talents, skills, etc. would be an asset to our program. Please contact us for conference, visit or observe at any time. We would be happy to meet with you to discuss any concerns or new ideas you may have.

HOURS

Discovery Childcare is open from Monday to Friday, from 7.00am till 6.00pm, with exception of statutory holidays, two weeks Christmas Holidays and two days before Labour Day weekend

FEES

Monthly fees per child, 5 days a week:

Half Child Care program (7.00am – 1:00pm)	\$350.00
Full Child Care program (7.00am – 6.00pm)	\$700.00
Kindercare (before and after)	\$450.00
Kindercare (after school only)	\$250.00