



## **REGISTRATION POLICY**

Teddy Bear Educare Advance admits children from the ages of 18 months up to 6 years regardless of race, colour, sex, religion, national origin, or ancestry. Parents who have completed our tour and are wishing to register their child with our Centre will be required to obtain an enrollment package from our main office and pay the registration fee of \$50 which is non-refundable. You will be required to complete your enrollment package and return it to the Centre within 48 hours in order to confirm your space for your child. In addition to your completed enrollment package, a two-week deposit is also required in the amount of your child's fee for the age group. The deposit cheque is to be dated at least one month prior to the date of commencing enrollment and will be deposited on that date. Any parent wishing to commence enrollment within a month of registration will be required to date the deposit cheque the same date as registration.

In the event that a family must withdraw from the child care program before their scheduled start date, one month's written notice is required as a space was being held for your child. Upon receiving the appropriate termination notice, the customer deposit will be refunded. Should less than one month notice be provided, the customer deposit will be forfeited.

Please note that although your completed enrollment forms and deposit cheque confirms and secures a spot at Teddy Bear Educare Advance, if you request to postpone or extend your start date, you are only able to do so once before forfeiting your space. In the event you request to adjust your start date a consecutive time, you will forfeit your placement in the program and will have the option of being placed back on the waitlist.