



BEACONS' EARLY LEARNING HAVEN

“Nurturing Minds, Shaping Futures”

Admissions Policy

Beacons' Brilliant Beyond-School Program (BBB-S)

Introduction

The Beacons' Brilliant Beyond-School Program (BBB-S) is a comprehensive care and learning program designed for children aged 3.8 to 12 years. We offer flexible, high-quality care options tailored to the varying needs of families, including full-time, part-time, and drop-in services. BBB-S provides a safe, inclusive, and stimulating environment where children can develop socially, emotionally, cognitively, and physically through structured activities and enrichment programs.

Scope

This policy applies to all families interested in enrolling their children in the BBB-S program. It covers the full range of care options, including full-time, part-time, drop-in, and hourly care, along with details about our enrichment add-on programs.

Eligibility

BBB-S is open to children aged 3.8 to 12 years. We welcome children from diverse backgrounds and abilities and provide a supportive, inclusive environment tailored to each child's needs. For families with younger children, we offer limited spaces for drop-in care, starting at 18 months.

Registration Process

1. Online Application:

Families can complete the registration application via the Beacons Early Learning Haven website. Upon submission, you will receive a confirmation email, and if space is available, we will provide a registration package with all necessary forms and payment details.

2. **Registration Fee and Deposit:**

A non-refundable registration fee of \$50 per family and a \$500 deposit are required to finalize enrollment. The deposit will be credited toward your child's final period in the program.

3. **Required Documentation:**

To complete the registration process, parents/guardians must submit the following documents at least two weeks prior to the child's start date:

- Emergency contact information
 - Completed admission forms and medical records
 - Signed Parent-Provider Agreement
 - Documentation of any medical needs or special considerations
 - A signed acknowledgment of the Parent Handbook
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Registration Packages

Once you've selected the appropriate enrollment option, a detailed registration package will be provided. This package includes all necessary paperwork required to secure your child's place in the program.

1. **Full-Time Package**

- **Overview:** This package covers consistent, full-day care for families needing reliable coverage across school days, weekends, and holidays. It's ideal for families needing comprehensive care on weekdays, weekends, PD days, and holidays.
- **Payment:** Monthly payments, made via **EFT** or **post-dated cheques**, will reflect all selected programs, ensuring that care is seamlessly provided across the week and holidays.

2. **Part-Time Care Registration Package**

Booking Options for Weekdays:

- **5 Days per Week:** Full-week care.
- **3 Days per Week:** Choose three consistent days for care each week.
- **10 Days per Month:** Ideal for families with flexible schedules, offering regular care on selected days.

Payment: Fees are based on the part-time option selected and billed monthly. For instance, if a parent enrolls their child in the **Twilight Trailblazers** for 3 days per week, the cost would be $\$23 \times (3 \text{ days} \times 4 \text{ weeks}) = \276 for the month of September.

3. Drop-In/Last-Minute Care Registration Package

- **Overview:** Tailored for families who require short-notice care. This package is designed for flexible, drop-in needs. Based on availability, with reservations requiring 24-hour advance booking.
- **Payment:** Payment for drop-in sessions must be made at the time of booking. The drop-in fee of **\$90 per session** (for 4 hours or more) or **\$50 per session** (for up to 3 hours) is due at the time of booking.

4. Hourly/One-Day Care Registration Package

- **Overview:** Tailored for families requiring hourly or single-day care under special conditions.
- **Payment:** Fees are charged at **\$40 per hour**, and payment must be made in advance. This fee is non-refundable, and availability is based on current program capacity.

These flexible options ensure that each child receives personalized care while accommodating family schedules.

Enrollment Options

We offer flexible packages designed to meet the varying needs of families. Whether you need full-time coverage, part-time care, or occasional drop-in services, we ensure that your child receives consistent, high-quality care.

1. Full-Time Package

- **Overview:** Our full-time care option provides consistent, full-day coverage, including before-school care, after-school care, weekends, and school holiday periods (e.g., PD Days, statutory holidays). This package is ideal for families requiring reliable, uninterrupted care for their children across all school days and non-school days.
- **Fee Structure:** Full-time fees vary based on the specific programs selected. Each family's monthly invoice will reflect the chosen services (e.g., before-school care, after-school care, and weekend care) multiplied by the number of applicable school days, weekends, or holidays in the month.
 - For example: A family enrolled in before-school care, after-school care, and Saturday care will be billed for each of these services based on the number of school days and Saturdays in the month.
- **Payments:** Payments must be made via Electronic Funds Transfer (EFT) or post-dated cheques, ensuring seamless access to all care services.

2. Part-Time Package

Overview: Our part-time care option is designed for families seeking flexible scheduling. Choose between 3 days per week, 5 days per week, or 10 days per month, allowing you to tailor care to your child's needs.

Fee Structure:

- **3 Days Per Week:** Billed based on the selected program (e.g., before-school or after-school) and the number of days in the month.
- **5 Days Per Week:** Full-week care, billed for 20 days in a 4-week month.
- **10 Days Per Month:** Pick any 10 days. Additional days are billed at the drop-in rate.

Payments: Monthly payments are made via EFT or post-dated cheques. Invoices reflect the selected programs and any extra days used.

3. Drop-In and Back-Up Care

- **Overview:** Our drop-in and back-up care option provides flexible, short-term care for families needing immediate or on-demand coverage. This option is available across all programs, including before-school, after-school, or weekend care, based on space availability.
- **Fee Structure:**
 - **Half-Day Session (up to 3 hours):** \$50
 - **Full-Day Session (4 hours or more):** \$90
 - These fees apply regardless of the specific care program (before-school, after-school, or weekend care).
- **Payments:** Payment must be made at the time of booking through our online portal. Bookings are confirmed only after full payment, and cancellations within 24 hours of the session are non-refundable.

4. Hourly or One-Day Care

- **Overview:** Hourly care is available for families requiring last-minute care under strict conditions.
- **Hourly Rate:** \$40 per hour.
- **Conditions:**
 - Payment must be made in advance through our online portal.
 - Families must adhere to strict drop-off and pick-up times, and late pick-ups will incur a fee of \$2 per minute.

- Hourly care is subject to availability and may not be offered during high-demand periods (e.g., holidays, summer camps).

Add-On Programs: Elevate Your Child's Experience

At BBB-S, we believe in going beyond standard care by offering a variety of **enrichment add-on programs** designed to enhance your child's experience. These programs are crafted to inspire creativity, boost skills, and nurture new interests in a fun, engaging way. Whether your child is passionate about technology, the arts, or mindfulness, we have something for everyone.

Why Choose Our Add-Ons?

- **Tailored Learning:** Each add-on program is carefully designed to offer specialized learning in areas such as STEM, performing arts, language acquisition, and more.
- **Expert-Led Programs:** All activities are led by qualified professionals who are passionate about working with children, ensuring your child gets the best guidance and mentorship.
- **Flexible Enrollment:** You can sign your child up for add-on programs at any time during the year, allowing you to adjust their activities based on interests or schedule changes.
- **Holistic Development:** These programs encourage both cognitive and emotional growth by introducing your child to new challenges in a supportive, fun environment.

How to Register Parents can register for these programs during the initial enrollment or any time throughout the year via our easy-to-use **online portal**. As some programs require a minimum number of participants to run, we will notify families once the threshold has been met.

Popular Add-On Programs Include:

- **Junior Chefs' Kitchen:** Hands-on cooking lessons that teach children essential culinary skills while having fun.
- **STEM Explorers:** A dive into the world of science, technology, engineering, and math through exciting experiments and activities.
- **Performing Arts Workshop:** Help your child build confidence with acting, dancing, and singing in a dynamic, creative space.
- **Mindfulness and Yoga:** Teach your child the importance of mindfulness, relaxation, and balance through engaging, age-appropriate yoga sessions.
- **Language and Literacy Classes:** Enhance your child's communication skills with interactive language lessons in French, Spanish, or Mandarin.

Our **add-on programs** are a great way to supplement your child's core care at BBB-S and provide opportunities for them to explore their interests, build confidence, and make new friends in a structured, supportive environment.

Fee Structure and Payment Methods

- **Rise and Shine Club (Before School):** \$10/day
- **Twilight Trailblazers (After School):** \$23/day
- **PD Power Days (Full-Day Care):** \$100/day
- **Stat Holidays (Full-Day Care):** \$128/day
- **Weekend Wonder Care:** \$105/day
- **Starry Night Sleepovers:** \$155/night
- **Date Night Delight:** \$80/evening
- **Winter Wonderland Week:** \$450/week (December 20 – January 3)
- **Spring Splash Camp:** \$450/week (March 10 – March 17)
- **Sunbeam Summer Spark:** \$450/week (July 2 – August 30)
- **Back-Up and Drop-In Care:** \$90/session; \$50/max 3 hours (booked online, subject to availability)
- **Hourly care or One-day care:** \$40/hour (booked online, subject to availability)

Add-On Programs Rates:

- **Junior Entrepreneurship Workshop:** \$130/week
- **Global Chefs' Kitchen:** \$40/session
- **Eco-Explorers Club:** \$35/session
- **Technology & Innovation Lab:** \$45/session
- **Performing Arts Masterclass:** \$35/session
- **Mindful Warriors: Yoga and Mindfulness:** \$30/session
- **Astronomy Adventures:** \$40/session
- **Digital Photography and Videography:** \$45/session
- **Foreign Language Lessons:** \$50/session
- **Tutoring:** \$60/session

Payment and Billing Info:

1. **Monthly Payments:** All fees are due on the first business day of each month and can be paid via EFT or post-dated cheques (minimum of six months).
 2. **Late Fees:** A **\$50 late fee** will be applied if payments are not received within 10 days of the due date. Returned payments due to insufficient funds will incur a **\$30 administration fee**.
 3. **Late Pick-Up Fees:** A **\$2 per minute** late fee will be charged for pick-ups after the scheduled time.
 4. All payments are processed through our preferred financial management software - QuickBooks, which supports multiple payment methods, including credit cards, bank transfers, and Interac e-Transfers.
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Weekday Programs:

1. **Morning Drop-Off (Rise and Shine Club):**
 - Parents are responsible for dropping off their child at the center for the **Rise and Shine Club**. Drop-off times are between 7:00 AM and 8:30 AM, and all children must be signed in by a parent or authorized adult. For safety, no child will be accepted without proper check-in.
2. **Morning School Transportation:**
 - Parents who choose public-school bus or student transportation services for morning school drop-off must arrange these services directly with their school district.
 - For children who require transportation to school provided by the center, an additional fee of **\$30 per week** will apply. This service ensures safe and reliable transportation to school each day.
3. **Afternoon Drop-Off (Twilight Trailblazers):**
 - Children returning from school will be transported back to the center by a school bus or transportation service, which will be coordinated with the local school board.
 - For children requiring transportation services, parents must notify the center in advance. After-school drop-off times range from 3:30 PM to 4:00 PM.
4. **Final Pick-Up (Twilight Trailblazers and Other Programs):**
 - Parents or authorized adults are responsible for picking up their child at the end of the program day. Final pick-up for **Twilight Trailblazers** is between 5:30 PM and 6:00 PM.

- If another adult is authorized to pick up the child, parents ***must provide prior written authorization and ensure the individual presents proper identification at the time of pick-up.***
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Weekend Programs:

1. Drop-Off (Weekend Wonder Care, Starry Night Sleepovers, Date Night Delight):

- Parents are responsible for dropping off their child at the scheduled time for weekend programs. For **Weekend Wonder Care**, drop-off is from 9:00 AM, while **Starry Night Sleepovers** begin with drop-off between 6:30 PM and 7:00 PM.

2. Pick-Up:

- Weekend program pick-up times vary depending on the activity:
 - **Weekend Wonder Care:** Pick-up is between 4:00 PM and 5:00 PM.
 - **Starry Night Sleepovers:** Pick-up the following morning between 7:30 AM and 8:00 AM.
 - **Date Night Delight:** Pick-up is at 10:00 PM.
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Holiday and Full-Day Programs (PD Power Days, Holiday Camps):

1. Drop-Off:

- Parents must drop off their children between 7:30 AM and 9:00 AM for full-day programs, such as **PD Power Days** and **Holiday Camps** (e.g., **Winter Wonderland Week** and **Spring Splash Camp**). Drop-off must be completed in the designated time slots to ensure proper supervision and program flow.

2. Pick-Up:

- Pick-up times for holiday and full-day programs will be between 4:30 PM and 5:30 PM. Late pick-up fees will apply if children are picked up after the scheduled time.
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Additional Policy Information:

- **Late Pick-Up Fees:** A late fee of \$2 per minute will be charged for any late pick-ups beyond the designated pick-up time for each program. Parents are encouraged to notify the center in advance of any delays.
- **Authorized Adults:** Parents must inform the center in writing if someone other than the regular guardian will be picking up the child. The authorized person

must present valid ID upon arrival to ensure the safety and security of all children.

- **Meals Included in Program Fees—A Healthy, Happy Child!**

All BBB-S rates include nutritious meals and snacks, freshly prepared with locally sourced ingredients. For full-day programs, children receive two snacks and a balanced lunch. After-school and evening programs offer a healthy snack or meal, ensuring your child is energized and ready for their next adventure!

- **Center-provided Transportation Services:** Not sure how to make school transportation arrangements? Beacons' Brilliant Beyond-School Program (BBB-S) offers a center-provided transportation service for families in select neighborhoods within Orleans and Eastern Ottawa. This service is available for an additional fee of **\$30 per week, per child**. It covers areas including Innes, St. Joseph (towards Jeanne d'Arc North), Queenswood Heights, Chapel Hill, and Fallingbrook.

- The service includes morning school pick-up and afternoon drop-off at the center for children enrolled in our programs. Parents are still responsible for the final pick-up from the center. This transportation service ensures reliable, safe travel for children, providing added convenience to families.

Conclusion

At BBB-S, we are committed to providing flexible, high-quality care options that meet the needs of families while fostering the growth and development of every child. We encourage families to review this admissions policy carefully and contact us with any questions. We look forward to welcoming you into our vibrant learning community!