



## BEACONS' EARLY LEARNING HAVEN "Nurturing Minds, Shaping Futures"

### Admissions Policy

#### Introduction

At Beacons' Early Learning Haven, we are committed to providing a nurturing and inclusive environment where children from diverse backgrounds can learn, grow, and thrive. Our admissions policy ensures that the process is fair, transparent, and easy to navigate for all families. This document outlines the steps, timelines, and financial obligations for enrolling in our core programs (Toddlers and Preschoolers) and the Beacons' Brilliant Beyond-School Program (Extended Day Program - EDP).

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#### Scope

This policy applies to the following BEL-H programs:

- **Core Programs:** Toddler Program (18 months to 2.5 years) and Preschool Program (2.5 to 5 years)
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#### Inclusivity Statement

Beacons' Early Learning Haven is committed to creating a safe, inclusive, and diverse community for all children and families. We do not discriminate based on race, religion, gender, marital status, disability, or cultural background. Our aim is to foster a supportive environment where every child feels valued and celebrated for their unique qualities.

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#### Key Definitions

- **Administration Fee:** A non-refundable fee covering administrative costs, required upon registration.
- **Deposit:** A non-refundable amount applied toward the final two weeks of care, payable when registration is confirmed.

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- **Enrichment Fee:** An annual fee to cover additional activities like STEM projects, arts, cultural events, and outdoor explorations.
  - **Extended Day Program (EDP):** Childcare services provided before or after regular program hours, and during weekends or school holidays.
  - **Late Pick-Up Fee:** A fee incurred when children are picked up after the program's scheduled closing time.
  - **NSF Charge:** A fee for insufficient funds in payment transactions.
  - **Special Provisions Fee:** Additional charges for children requiring special diets, staffing, or equipment.
  - **Withdrawal Notice:** A written notice, two months in advance, required to avoid losing the deposit upon withdrawal from the program.
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## Contact Information

For inquiries or further information, contact us:

- **Phone:** 613-621-1679
  - **Email:** [admin@beaconscrecheandpre-school.ca](mailto:admin@beaconscrecheandpre-school.ca)
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## Admission Process

The admissions process for our Core Programs is designed to ensure families are well-informed and prepared for their child's start at BEL-H. The steps below guide families through the process, from the initial inquiry to the child's first day.

### Inquiry and Application Submission

- **Step 1: Inquiry**  
Families interested in our programs are encouraged to contact us via phone, email, or through our website. The admissions team will provide information about our programs and a registration form within **2 business days** of the inquiry.
  - **Application Submission**  
Families must submit the completed registration form, along with the required documents (proof of age, immunization records, medical consent forms), at least **10 weeks before the desired start date**. An acknowledgment of receipt will be sent within **2 business days**.
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### Screening and Assessment

- **Step 3: Document Review**  
The admissions team will review the application within **1 week** of receipt to

ensure all necessary information is provided. Missing information will be flagged, and families will be notified to complete the application.

- **Step 4: Assessment Meeting**

A meeting will be scheduled within **1 week of document review** to discuss the child's needs, family preferences, and expectations. This meeting ensures the program is a good fit for both the child and the family.

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### Space Allocation and Notification

- **Step 5: Space Availability Notification**

Families will be informed of space availability within **1 week of the assessment meeting**. Spaces are allocated on a **first-come, first-served basis**, with priority given to siblings of currently enrolled children.

- If space is available, the family will proceed with the enrollment process.
  - If space is not available, the child will be placed on a **waitlist**, and families will be notified of their status within **1 month** or sooner if a spot opens up.
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### Enrollment Confirmation

- **Step 6: Center Visit**

Once space has been confirmed, the family will be invited to visit the center within **2 weeks of space confirmation**. This visit includes a tour of the facility, introductions to staff, and an opportunity to observe the daily schedule.

- **Step 7: Enrollment Package**

After the center visit, the family will receive an **enrollment package** within **1 week**. The package includes all necessary forms, including:

- Enrollment form
- Emergency contact information
- Medical consent and health records request forms
- Proof of residency
- Enrollment agreement

- **Step 8: Enrollment Confirmation and Payment**

Families must complete and return the enrollment package within **2 weeks of receiving it**. The following fees are due upon submission of the completed forms:

- **Deposit:** Non-refundable, applied to the last two weeks of care.
  - **Administration Fee:** Non-refundable.
  - **First Month's Tuition:** Due upon confirmation of enrollment.
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### Start Date and Orientation

- **Step 9: Start Date Confirmation**

The confirmed start date for your child will be provided within **1 week of receiving the enrollment forms and payments**. This allows families time to

prepare, with the start date typically scheduled for **5 to 6 weeks after enrollment confirmation**.

- **Step 10: Orientation and Integration Period**

A **parent-child orientation session** will take place **1 week before the start date**. This session introduces the child to their classroom, educators, and daily routines, easing the transition into the program. The **integration period** begins **1 week before the confirmed start date**, during which the child will attend shorter sessions that gradually increase in length to help them adjust.

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## Fee Structure

### Core Program Fees

- **Toddler Program (18 months to 2.5 years):** CA \$1,520 per month
- **Preschool Program (2.5 to 5 years):** CA \$1,340 per month
- **Annual Enrichment Fee:** CA \$300 per child. This covers extracurricular activities such as creative arts, STEM projects, cultural events, and outdoor exploration.

### Additional Fees

- **Administration Fee:** CA \$50 per family or CA \$30 per child, payable annually and non-refundable.
  - **Non-refundable Deposit:** \$500 per child
  - **Late Pick-Up Fee:** CA \$5 per minute for late pick-ups after 6:00 PM.
  - **Special Provisions Fee:** Fees may apply for children with special dietary needs, additional staffing, or specialized equipment. Fees are determined on a case-by-case basis.
  - **NSF Charge:** CA \$50 for non-sufficient fund payments.
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## Payment Methods and Billing

### Payment Methods

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.

### Billing Cycle

- **Monthly fees are due on the 1st of each month.**
  - A **late fee of CA \$50** will be applied for payments not received by the **5th of the month**.
  - **Tax receipts** are issued annually at the end of the calendar year.
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## Withdrawal and Discharge Policies

### Withdrawal Policy

A **two-month written notice** is required for withdrawing your child from the program. Failure to provide adequate notice will result in the forfeiture of the **non-refundable deposit**.

### Discharge Policy

BEL-H reserves the right to discharge a child under certain circumstances, including:

- **Behavioral issues** that pose a risk to the safety of others.
  - **Adjustment difficulties** that persist despite multiple efforts.
  - **Non-compliance** with BEL-H policies or failure to meet financial obligations.
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## Appeals and Reviews

### Appeals Process

Families who wish to appeal an admission or discharge decision must submit a written request to the Operations Manager within **10 business days** of the decision. The appeal will be reviewed, and the family will receive a response within **5 business days**.

### Policy Review

The admissions policy is reviewed annually to ensure it complies with regulations and meets the needs of families and the community. Any significant changes will be communicated to families **30 days in advance**.

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## Final Notes

At Beacons' Early Learning Haven, we are dedicated to creating a supportive, engaging, and safe environment where children can thrive. We aim to make the admissions process as seamless and transparent as possible for families.

For further inquiries, please contact us:

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