



BEACONS' EARLY LEARNING COLLECTIVE INC.

“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.

Programs and Scheduling

At Beacons' Brilliant Beyond-School Program (BBB-S), we provide a wide range of flexible care options designed to meet the diverse needs of families. Our programs are available throughout the week, weekends, and during school holidays, ensuring your child remains engaged and supported in a safe and nurturing environment. In addition to our core offerings, we provide **add-on programs** to enhance your child's experience with specialized activities in STEM, arts, language learning, and more.

Core Program Scheduling

- **Rise and Shine Club (Before School):**
Operating from **7:00 AM to 8:30 AM** on school days, Monday to Friday, this program provides children with a calm and structured start to their day, featuring quiet activities, reading, and mindfulness exercises.
- **Twilight Trailblazers (After School):**
Available from **3:30 PM to 6:00 PM** on school days, Monday to Friday, this after-school program includes homework assistance, outdoor play, and enrichment activities to engage children in the late afternoon.
- **PD Power Days:**
Full-day care from **7:30 AM to 5:30 PM** on school professional development days, offering structured activities such as arts and crafts, physical play, and enrichment projects to keep children engaged during school closures.
- **Weekend Wonder Care:**
Running on **Saturdays and Sundays** from **9:00 AM to 4:00 PM**, this weekend program provides a mix of outdoor exploration, social activities, and creative projects for children needing care over the weekend.
- **Starry Night Sleepovers:**
Offered on **Fridays and Saturdays** from **7:00 PM to 8:00 AM**, this overnight program allows children to experience fun sleepovers with themed activities, movies, and group games.
- **Date Night Delight:**
Available on **Fridays and Saturdays** from **6:30 PM to 10:00 PM**, this evening program offers parents a chance to enjoy a night out while their children engage in safe and fun activities such as crafts, storytelling, and games.
- **Winter Wonderland Week:**
Running from **December 20 to January 3**, from **7:30 AM to 5:30 PM**, this holiday camp is filled with seasonal-themed activities, outdoor play, and creative projects to make the winter break magical and engaging for children.
- **Spring Splash Camp:**
Held from **March 10 to March 17**, from **7:30 AM to 5:30 PM**, this spring break camp offers children opportunities for nature exploration, arts and crafts, and adventure-themed activities.
- **Sunbeam Summer Spark:**
Our summer camp runs from **July 2 to August 30**, Monday to Friday, from **7:30 AM to 5:30 PM**. This program features outdoor activities, creative projects, and themed weeks designed to keep children active and entertained throughout the summer break.
- **Back-Up Care and Drop-In Care:**
Available **on demand**, this flexible care option allows families to book care based

on space availability. Reservations can be made through our website, and care is offered during both weekdays and weekends.

Scheduling of Add-On Programs

Our **add-on programs** provide additional opportunities for your child to explore their interests and develop new skills. These specialized activities are available across several core programs and are designed to enhance learning in areas such as technology, arts, language learning, and environmental stewardship.

Add-ons are available during the following programs:

- **After-School Program (Twilight Trailblazers):**
Add-on activities such as coding, creative arts, and language lessons are integrated into the late afternoon, giving children the chance to participate in enriching programs after their regular school day.
- **PD Power Days and Stat Holidays:**
Full-day care during PD days offers extended time for children to explore add-on activities such as robotics, culinary arts, or photography, turning school closures into productive and fun days.
- **Weekend Wonder Care:**
On weekends, children can engage in add-on activities like nature walks, performing arts, or digital storytelling, further enriching their weekend care experience.
- **Seasonal Holiday Camps:**
Add-ons are also available during our holiday camps, including **Winter Wonderland Week**, **Spring Splash Camp**, and **Sunbeam Summer Spark**. These themed programs align with the seasonal focus, offering children the chance to explore additional activities such as eco-exploration, visual arts, or culinary classes.

This flexible scheduling approach allows families to customize their child's experience, ensuring they receive both the core program care and the added benefits of engaging in specialized activities throughout the year.

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

Fee Structure

- **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
 - **Earth and Space Explorers:** \$40/session
 - **Digital Photography and Videography:** \$45/session
 - **Foreign Language Lessons:** \$50/session
 - **Tutoring:** \$60/session
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Enrollment Process

The Beacons' Brilliant Beyond-School Program (BBB-S) is open to children aged 3.8 to 12 years, whether they attend elementary school, are homeschooled, or are not enrolled in formal education. For younger children, some offerings, such as drop-in and back-up care, are available for those as young as 18 months. Our flexible care options are designed to provide consistent, high-quality care, ensuring all children, including those with special needs, have the opportunity to thrive in a supportive environment.

Application Process

To secure your child's spot in the program, applications are submitted via the Beacons' Early Learning Haven website. A **non-refundable registration fee of \$50 per family** and a **non-refundable \$500 deposit for new families** are required. The deposit will be credited toward the final period's fees. For families seeking flexible or part-time attendance, we recommend selecting from our enrollment packages. Drop-in care is based on availability and must be booked and paid for at the time of reservation.

Applications are reviewed based on space availability, and families will be contacted regarding their enrollment status.

Registration Packages and Enrollment Options

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

1. Full-Time Care Package

- **Overview:** This package offers full-day care, including before-school, after-school, weekends, PD days, and holidays, ideal for families requiring comprehensive care throughout the week and on school breaks.
- **Payment:** Monthly payments are made via **EFT** or **post-dated cheques**, covering all selected programs to ensure seamless care across school days and holidays.

2. Part-Time Care Package

- **Overview:** Our part-time care package provides flexible options, including care for 3 days per week, 5 days per week, or 10 days per month.
- **Payment:** Fees are based on the selected part-time option and are billed monthly. For example, after-school care for 3 days per week would be billed at \$25 × (3 days × 4 weeks) = \$300 for the month.

3. Drop-In and Back-Up Care Package

- **Overview:** Designed for families needing care on short notice, this package offers drop-in and back-up care based on space availability. Reservations must be made with at least 24 hours' notice.
- **Payment:** The drop-in fee is \$90 per session (4 hours or more) or \$50 per session (up to 3 hours), and payment is due at the time of booking.

4. Hourly and One-Day Care Package

- **Overview:** This package provides short-term care for families needing care by the hour or for a single day, based on program availability.
- **Payment:** Hourly care is charged at \$40 per hour and must be paid in advance. This fee is non-refundable, and availability may be limited during peak periods.

Payment and Cancellation Policy

We strive to offer flexibility while ensuring smooth operations and high-quality care. The following payment and cancellation policies apply to all BBB-S programs:

1. Full-Time and Part-Time Students:

- **Cancellations and Changes:** For full-time and part-time care packages, **72 hours' notice** is required for any cancellations or changes beyond the minimum commitment (e.g., 3 days per week or 10 days per month). This helps us manage staffing and resources.
 - **Example:** If you are enrolled for 5 days a week but have a minimum commitment of 3 days, you may cancel the extra 2 days with 72 hours' notice.

2. Drop-In and Back-Up Care:

- **Cancellations:** For drop-in or back-up care, cancellations must be made **24 hours in advance** to avoid being charged. Cancellations within 24 hours will result in the full session fee being charged.
- **Non-Refundable:** Fees for hourly care or day-long bookings are non-refundable, regardless of cancellation timing.

3. Long-Term Program Changes:

- **Program Adjustments:** A **2-week notice** is required for long-term changes, such as switching from full-time to part-time care. These changes are subject to program availability.

- **Re-Registration:** If care is canceled and you wish to re-enroll your child, re-registration is required, and placement is based on availability. Children may be placed on a waitlist if the program is full.

4. Absence Policy:

No refunds or fee adjustments are offered for absences due to illness, vacations, weather conditions, or other unforeseen circumstances. The full fee for registered days will still apply to ensure consistent staffing and resources for all children.

Payment Methods and Options

We offer a range of payment methods to make the process convenient for families.

1. Payment Methods:

- **Electronic Funds Transfer (EFT):** Direct debits from your bank account.
- **Post-Dated Cheques:** Submit cheques for a minimum of six months of payments.
- **Credit/Debit Card:** Payments can be made via **QuickBooks**, which accepts major credit cards.
- **Bank Transfers/Interac e-Transfers:** Secure and quick payments can be made via **QuickBooks** using bank transfers or Interac e-Transfers.

2. Monthly Payments:

- **Due Date:** All fees are due on the first business day of each month. Detailed invoices will be provided in advance, covering all core programs and any additional services or add-ons.
- **Late Fees:** A **\$50 late fee** will be applied if payments are not received within 10 days of the due date. A **\$30 administration fee** will apply to any returned payments due to insufficient funds.
- **Invoicing:** Families will receive invoices via email prior to the payment deadline, with confirmation sent upon successful payment.

3. Payment for Add-On Programs:

- Add-ons are billed monthly or per session, depending on the program's frequency, and will be reflected in the next invoice.

4. Payment Flexibility:

- Families may opt for **monthly** or **bi-monthly payments** (in two installments on the 1st and 15th of each month).
- **Payment Adjustments:** Additional care (e.g., extra days or add-ons) will be added to the following month's invoice, while reductions in care will be reflected in the next billing cycle.

Late Pick-Up Fees

A **\$2 per minute late fee** will be charged for pick-ups after the scheduled program time to ensure proper compensation for staff and maintain consistent operations.

This payment and cancellation policy ensures flexibility for families while maintaining the operational integrity of the BBB-S Program. For any questions or clarifications, please contact the administration team.

Drop-off and Pick-up Directives:

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.***

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.

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.

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!