FRIENDS DAYCARE

Admission Procedure

1. Parents are invited to make an appointment for a tour of the centre. Here they can observe the program, meet the staff and ask questions.
2. An Application for Enrollment Form should be filled out and submitted. This document places your child on the waiting list.
3. From time to time a staff member will check the waiting list to update parents on available spaces. Parents should feel free to call and ask about their position on the list and approximate start dates. If you have an e-mail address, you will be able to go onto our group e-mail list and receive updates via e-mail.
4. When a definite space has been offered, a $100 deposit is payable. This fee will hold your space, it will not be offered to another family.

Withdrawal Policy & Procedure

Friends Day Care reserves the right to ask any family to withdraw their child from the centre, for reasons such as, but not limited to: unresolved behaviour problems, habitual non-payment or late payment of fees; habitual lateness at pick-up time. One month’s notice will be given in these cases. Where an abusive act, either verbal or physical, is made against any staff member or client, by a parent, family member or their agent, the withdrawal shall be immediate and the decision of the Supervisor/Co-Supervisor shall be final.

We will:
• Document all meetings with parents and support services
• Notify our Children’s Services Consultant
• Notify the Board of Directors
• Refer parents to other services

Friends Day Care requires one month’s written notice to withdraw a child from the program. Failure to provide the minimum notice will result in the forfeit of the $100 deposit. All outstanding fees are payable at the time notice is given. The deposit will be applied to the last month’s fees when the required notice is given.