

CHILD MINDING PROGRAM

HOURS: (effective January 9th)

Monday to Thursday 8:30am – 8:45pm

Friday 8:30am – 8:30pm

Saturday 9:00am-2:00pm

Sunday 9:00am-1:00pm

COST:

Members \$2 per hour for the first child
\$1 per hour for the second child

Participants \$4 per hour for each child

- Please note that for children aged 6 weeks to walking parents are advised to call ahead and book a space.

To book a space, please call the childminding room at **604-575-9622** ext **2250** during open hours.

Food:

- Food from home is not permitted in the Childminding Program.
- Cheerios and water will be available to the children during their time in childminding. Please let the staff know if your child is allergic to Cheerios or if you prefer that they do not eat them.
- Please ensure that food is not accessible to children in diaper bags or other bags that may be left in the childminding room.

Diaper Policy:

Children are to be changed before dropping them off to childminding. Please note that parents may be called to come and change their child during peak times if necessary.

Pre-booking

In order for our pre-booking system to work more effectively, we ask you to note the following procedures. Please note that parents using the pre-booking system must use punch cards.

Children under 3 months: 1 hour maximum

Please ensure that you drop off and pick up your child within the hour that you have booked. eg if you pre-book for 9:00-10:00am you must return by 10:00am to pick up your child.

Children 3 months to walking: 2 hour maximum

Please ensure that you drop off and pick up your child within the 2 hours that you have booked. eg if you pre-book for 9:00-11:00am you must return by 11:00am to pick up your child.

Waitlist Procedures:

We are happy to add your name to our waitlist and will call you if we have a booking cancellation.

Children walking to 12 years old:

We have 3 spaces available that can be pre-booked for children in this age range if the parents are attending a registered class or have a fitness appointment. These spaces can be booked for a maximum of 8 weeks corresponding with the class schedule.

Late Fees:

We ask you to respect other parents who may be waiting to use the childminding program by arriving on time to pick up your child. If you have not arrived to pick up your child at the specified pick up time, you will be paged to return to the childminding room. We have a grace period of 5 minutes and then charges will be as follows:

5-10 minutes late	½ hour fee
10-20 minutes late	1 hour fee
20 minutes or more	1 hour fee

Important Reminder:

Parents are required to remain in the facility at all times while their child(ren) are in the childminding program.

Thank you for your assistance.