



Willoughby Community Centre

Wee Willow Bees Licensed Preschool

2018/2019 Registration



COURSE INFORMATION

Classes for 3-year-olds

Child must be 3 years old before December 31, 2018

2x/week

Tuesdays and Thursdays

Morning class: 9:00 – 11:15am

Afternoon class: 12:00 – 2:15pm

Fall 2018

September 11 – December 20

Winter 2019

January 8 – March 14

Spring 2019

April 2 – June 13

Classes for 4/5-year-olds

Child must be 4 years old before December 31, 2018

3x/week

Monday, Wednesday, and Friday

Morning class: 9:00 – 11:30am

Afternoon class: 11:45am – 12:15pm

Fall 2018

September 10 – December 21

(no classes October 8, 19, November 9, 12)

Winter 2019

January 7 – March 15 (no classes February 8, 11, 22)

Spring 2019

April 1 – June 14 (no classes April 19, 22, May 3, 20)

REGISTRATION INFORMATION

► When to Register

January 5, 2018:

- options for new registrants:
 - register for any available space
 - wait-list for full classes

December 1, 2017 – January 1, 2018:

- current participants can register for the same time slot for the 2018/2019 school year
- current participants wanting an alternate time slot are waitlisted
- immediate family members of current registrants may register for the 2018/2019 school year

January 2 – 4, 2018:

- current registrants waitlisted for an alternate time slot are contacted and offered registration

Names on waiting lists are contacted on a first-come, first-served basis.

► How to Register

- First-time registrations must be completed in person (see address on other side of page)
- Current participants may register by phone if personal and emergency information on file is current

► Mandatory Registration Requirements

- \$50 non-refundable registration fee to secure your child's spot
- payment in full (monthly payments or credit card; see back)
- copies of:
 - child's birth certificate (proof of age)
 - completed registration forms
- child must be toilet trained



► Payment Options

1. Payment in full at time of registration

- Pay by cash, cheque, credit card, or debit card



2. Monthly scheduled payments*

- supply 10 post-dated cheques (see table below for amounts)
 - make cheques payable to: Township of Langley
 - allow 5–10 business days for cheques to be processed
- provide a credit card number
 - payments are processed on the 15th of each month starting August 15 and ending May 15

*All payment information is kept confidential and secure.

Fees

Prices for the 10 month preschool calendar year are determined by the scheduled session hours.

Spring Break

Preschool classes close during School District No. 35's two week spring break; school is not in session and you do not pay for these two weeks. If the school district determines spring break to be only one week, registrants must pay for the unscheduled week of preschool.

Other Closures

Registrants do not pay for days the preschool is closed, e.g. winter break and Pro-D days.



	3-year-old class 2x/ week	4/5-year-old class 3x/ week
Total cost*	\$1,389.30	\$2,010.90
Monthly Scheduled Payment Dates*	Payment Amount	Payment Amount
August 15, 2018	\$138.93	\$201.09
September 15, 2018		
October 15, 2018		
November 15, 2018		
December 15, 2018		
January 15, 2019		
February 15, 2019		
March 15, 2019		
April 15, 2019		
May 15, 2019		

*Amount does not include \$50 non-refundable registration fee.

Withdrawal Policy

To withdraw from our program, one month's notice is required; provide written notice by the 1st of the month.

For example, if you plan to leave the preschool on February 1, we require written notice of withdrawal on or before January 1. Unprocessed post-dated cheques or credit card slips will be returned.

Wee Willow Bees

Willoughby Community Centre
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Recreation Culture
& Parks

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