

## **CHILD CARE SUBSIDY PROCEDURES (DAYCAMPS)**

Parkgate Community Centre's Daycamp programs are licensed by Vancouver Coastal Health and provincial child care subsidy is accepted following the below guidelines:

1. Parents may register for a daycamp program without providing payment if they are applying for Child Care Subsidy (available from the Ministry of Children and Family Development).
2. Parents wishing to apply for Child Care Subsidy must make an appointment with Tamara Piekaar, Child Care and Family Programs Manager (Manager), upon registration.
3. Parents will be provided with the appropriate application paperwork required during the appointment.
4. Parent **MUST** submit their portion of the appropriate paperwork within 48 hours and notify the Manager confirming submission. Without confirmation of submission, the child will be withdrawn from the program.
5. When authorization from the Ministry of Children and Family Development has been received by the Manager, the Manager will notify the parents and the parent portion of fees is due within 24 hours.
6. Families denied subsidy will be responsible for the entire registration fee within 24 hours or child will be withdrawn from the program.
7. If the parent portion of registration fees has not been received within 24 hours, the child will be withdrawn from the program.
8. Under extenuating circumstances, a payment schedule may be requested from the Manager.

For more information, please contact Tamara Piekaar, Child Care and Family Programs Manager at 604-983-6365 or by email at [tpiekaar@myparkgate.com](mailto:tpiekaar@myparkgate.com).