



## **Appleseed Summer Camp Registration & Payment Policy**

We are excited to welcome your family to Appleseed Summer Camp! Our goal is to provide a fun, safe, and well-organized summer program for all children in our care. To help things run smoothly, the following payment policy outlines how summer camp fees are invoiced, paid, and managed. Clear payment timelines allow us to plan staffing, programming, and resources in advance. Please read the information below carefully.

### **Registration and Invoicing**

Once Appleseed receives your completed summer camp registration forms (see following pages), we will review availability for the weeks requested.

If space is available on your requested weeks, you will receive:

- An email confirming your child's summer camp placement, and
- An invoice in a separate email for the total amount owing for your requested weeks of summer camp.

### **Initial Payment (25%)**

Payment for 25% of the total invoice is required once you receive your summer camp invoice.

This payment must be made by the date listed in the invoice email that you receive - typically a week after the invoice has been emailed.

The initial payment amount will be listed in the invoice email for your convenience.

\*\* Please note that your child's space in summer camp is **not secured** until the 25% payment is received.

### **Remaining Balance Due by June 1st**

Payment for the full remaining balance of summer camp fees is due **no later than June 1st.**

Parents may choose to:

- Submit additional payments towards the balance owing on the summer camp invoice after the initial 25% payment and leading up June 1st
- If parents are choosing to make additional payments, parents are asked to indicate in the "notes" line of the e-transfer that the payment should go towards their summer camp invoice.

### **Registrations Received After June 1<sup>st</sup>**

Summer Camp registration will still be accepted after June 1<sup>st</sup>.

Any summer camp registrations received **after June 1st** will require **full payment immediately** upon receiving the summer camp invoice.

No payment plans or partial payments are available after June 1<sup>st</sup>.

### **Cancellations, Changes, and Refunds**

- Cancellations or changes to summer camp weeks will be permitted up to June 1st.
- Refunds will be issued for any cancelled weeks up to June 1st.
- No cancellations of summer camp care will be accepted after June 1st.
- No switching of summer camp weeks will be accepted after June 1st.
- No refunds will be issued for any reason after June 1st.

### **Registration**

If you agree with the above payment and registration policy, please continue to the following pages to register your child. Please complete the following pages and submit them to the Appleseed office by email or in person at your earliest convenience. Summer Camp registration operates on a first come, first served basis.



# Appleseed Childcare Centre

## Summer Camp Registration Form 2026

Phone: (519) 833-0994

Email: appleseedccc@hotmail.com

If you would like to register your child for the Appleseed Summer Camp program this year, please complete this form and indicate the weeks you will need care for your child on the following page.

Please note:

- Registration is by the week. There will be no part-week registrations available.
- There is no summer camp available for the last two weeks of the summer due to lack of rental space.
- A place in the summer camp program will be reserved for your child based on the week's indicated on these forms.
- There will be no refunds if your child does not attend the weeks for which they were registered.
- All fees are due by June 1<sup>st</sup>, 2026
- No cancellations will be accepted after June 1<sup>st</sup>, 2026.
- Cancellations received before June 1<sup>st</sup>, 2026 will be fully refunded.

Child's Name	Date of Birth	Child's Gender	Grade In September 2026
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Child's Home Address

Mother's Name	Mother's Email
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Mother's Home Address	Mother's Work Address
<input type="checkbox"/> Same as Child's Home Address	

Mother's Cell Phone Number	Mother's Work Phone Number	Mother's Home Phone Number
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Father's Name	Father's Email
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Father's Home Address	Father's Work Address
<input type="checkbox"/> Same as Child's Home Address	

Father's Cell Phone Number	Father's Work Phone Number	Father's Home Phone Number
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<b>For Office Use</b>					
___ Registered for Requested Weeks	___ Parent emailed confirmation of spot	___ In Data Base	___ Invoiced	___ Added to Lillio Summer Camp Class	___ In Summer Camp Email List

Local Emergency Contact (other than parent)	Local Emergency Contact Phone Number
Please list those authorized persons to whom your child may be released	
Child's Family Physician	Family Physician's Office Phone Number
Family Physician's Office Address	
Child's Ontario Health Card Number (optional)	
Does your child have any medical conditions or allergies? YES [ ] NO [ ] If "YES", please explain below.	
Does your child have any diagnoses, development concerns, learning disabilities, or behavioral concerns? YES [ ] NO [ ] If "YES", please explain below:	
Is your child provided with additional support by EA's at school for any reason? YES [ ] NO [ ] If "YES", please explain below:	
Do both parents have legal custody of the child? YES [ ] NO [ ] If "NO", please provide details and a copy of the court order regarding access.	

**Summer Camp Weekly Registration**

Please indicate the weeks you will need care for your child for the Summer of 2026. A place in the summer camp program will be reserved for your child for the weeks indicated below based on availability. You will be billed based on the information given on this form - not on your child's actual attendance. Cancellations will be accepted up to June 1<sup>st</sup>, 2026.

**Appleseed Weeks of Summer Camp**

<u>Please Check Desired Weeks</u>	<u>Weeks</u>	<u>Dates</u>	<u>Price</u> <small>(Children 6 Years or Older)</small>	<u>Price</u> <small>(Children 5 Years or Younger under CWELCC)</small>
	Week 1	June 29 to July 3, 2026 <small>*Closed Wednesday, July 1st for Canada Day Stat*</small>	\$180.00 per week	\$85.04 per week
	Week 2	July 6 – July 10, 2026	\$225.00 per week	\$106.30 per week
	Week 3	July 13 – July 17, 2026	\$225.00 per week	\$106.30 per week
	Week 4	July 20 – July 24, 2026	\$225.00 per week	\$106.30 per week
	Week 5	July 27 – July 31, 2026	\$225.00 per week	\$106.30 per week
	Week 6	Aug. 3 – Aug. 7, 2026 <small>*Closed Monday, Aug. 3rd for Civic Holiday*</small>	\$180.00 per week	\$85.04 per week
	Week 7	Aug. 10 – Aug. 14, 2026	\$225.00 per week	\$106.30 per week

\*Please note that there will be no camp care offered for the last three weeks of summer due to lack of rental space. (Aug. 17 to Sept. 4, 2026)

**Parent Sign Offs**

**By signing below, I acknowledge and agree that:**

- I am registering my child for the Appleseed summer camp for the week(s) indicated above.
- I understand that payment of twenty-five percent (25%) of the total summer camp fees are due by the date indicated in the invoice email and that my child's spot is not confirmed until I submit this payment.
- I understand that the balance of summer camp fees is due in full no later than June 1<sup>st</sup> and that my child's spot in the Appleseed summer camp will be revoked if I do not pay the summer camp fees in full by June 1<sup>st</sup>.
- I understand that the only form of payment accepted at Appleseed is e-transfers to < [appleseedccc@hotmail.com](mailto:appleseedccc@hotmail.com) >
- I understand that no cancellations will be accepted after June 1st, and no refunds will be issued after this date.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Parent's Name Printed

\_\_\_\_\_  
Date



# Appleseed Child Care Centre

## CLIENT AGREEMENT FORM

By signing below, I, \_\_\_\_\_, an Appleseed client and the parent of \_\_\_\_\_, acknowledge and agree to the policies of Appleseed Child Care Centre stated here and in the parent handbook found on the Appleseed website.

(Client's Full Name Printed)

(Child's Full Name Printed)

### **Agreements**

1. I understand and agree that the childcare tuition fees are not based on the actual attendance of my child and that there is no reduction of fees if my child is away due to sickness (including COVID-19), isolation, vacation, extended summer vacation, statutory holidays, personal days off or any other personal reason.
2. I understand that there will be no adjustments in the monthly tuition fees when the centre or school age programs are closed for reasons beyond the control of Appleseed Child Care Centre. This may include inclement weather, power outages, bus cancellation, school closures, road closures by police or government, or any other reasons.
3. I understand that the summer camp programs of Appleseed Child Care Centre operate from 7:00 am to 6:00 pm. I agree to drop off and pick up my child **only** during Appleseed's official operating hours. I understand that I must be out of the building with my child by 6:00 pm.
4. I understand that if I am late picking up my child past the 6 pm closing time, a fine will be imposed at the rate of \$1.00 per minute per child. The time will be counted until the child has left the building. I understand that I will receive a late fee invoice by email and that the fine must be paid **within five days** of receiving the late fee invoice. I understand that failure to pay the late fees within those five days will result in withdrawal of care for my child. I understand that Appleseed strongly encourages that I, as the parent, arrange a backup person to call upon for when I am running late to pick up my child. I further understand that habitual lateness will result in withdrawal of childcare services.
5. I understand that Appleseed reserves the right to withdraw service of care if:
  - My child poses a significant risk to the health and safety of the other children and staff. (The level of risk will be deemed by the director).
  - My child fails to adjust to the program, or their needs change and they demonstrate that their needs are beyond what group care can provide. (This will be determined by the director).
  - My child is habitually picked up late.
  - My partner, myself, other parent, guardian, or other person connected to my child does not comply with the Appleseed policies as indicated in the parent handbook on the Appleseed website while on the Appleseed premises or while interacting with Appleseed staff, children, or other clients.
  - My partner, myself, other parent, guardian, or other person connected to my child exhibits threatening behaviour, aggression, harassment, bullying, or any other inappropriate behaviour towards the Appleseed staff, children, or other parents either in person, on the premises, over the phone, through email, or in writing. (Acts of threatening behaviour, aggression, harassment, bullying, or other inappropriate behaviours will be determined by the director).
  - There are differences that the director deems unresolvable or if the director feels that the working relationship between Appleseed and the parents, guardians, or other persons connected to my child cannot move forward in a positive manner.
6. I agree to comply with all current and future Appleseed policies, procedures, and agreements as outlined in the Appleseed Parent Handbooks and within this registration package.
7. I acknowledge that the most current Appleseed parent handbooks are available on the Appleseed website at [www.appleseedchildcarecentre.com](http://www.appleseedchildcarecentre.com)
8. I grant permission for my child to leave the Appleseed Summer Camp premises for hikes, library visits, river studies, and other local excursions under the supervision and care of Appleseed staff.
9. In the event of an emergency in which I or my designated alternate contacts cannot be reached, I authorize the Appleseed staff to act in the place of a prudent parent to care for my child and to obtain reasonable and necessary medical care for my child.

Client Signature

Client Name Printed

Date



# Appleseed Child Care Centre

Dear Appleseed Families,

Appleseed uses an app and software program called “Lillio” for daily attendance and communication with parents regarding their child’s daily activities, progress, and development. This app and software program allows the Appleseed teachers to share information of your child’s day in writing, photos, and videos.

You can learn more about the app and program by visiting [www.lillio.com](http://www.lillio.com)

In the interest of safety and security, we require parent permission for the publishing of children’s work, photographs, or videos through the Lillio software program. By signing below, you will be granting permission for the Appleseed staff to photograph or video your child for the purposes of sharing this information with you through the Lillio program and app. You will also receive updates and information about your child through Lillio to the email you have provided herein.

Please note that sometimes other children in the center may appear in photos, videos, or stories of your child. By giving your consent below, you agree **NOT** to share photos or video of any child, other than your own, outside Lillio without express permission from Appleseed and each parent of the included children.

Once you have signed this permission form, please return it to Appleseed. You will then receive an email with an invitation to download the app and begin getting updates and information from our teachers about your child’s day.

Additionally, Appleseed does not use the parent communication aspect of the Lillio app. Please do not send messages to the staff through the app. They will not be seen or responded to. The Appleseed office staff handle all communications with parents throughout the day so that the program staff can focus on the children. If you have inquiries regarding your child or messages that need to be relayed to your child’s teachers, please call the Appleseed office or email the Appleseed email address and the Appleseed office staff will handle your inquiries or deliver your messages appropriately.

## **Permissions**

By signing below, I consent and agree to the following:

- a) I consent to documentation and information regarding my child to be used in the Lillio app and on its platform.
- b) I consent to my personal contact information being used in the Lillio app and on its platform.
- c) I consent to my child being photographed and videotaped with other children in the classroom. I understand that these group photos and videos may be included in reports to other parents.
- d) I agree **NOT** to share photos or videos of any child, other than my own, outside Lillio (this includes by email, text, and all social media platforms) without the express permission from Appleseed and the parents of the included children.

My Child’s Full Name: \_\_\_\_\_

Parent’s Full Name Printed: \_\_\_\_\_

Parent’s Email for Lillio App: \_\_\_\_\_

Additional Parent’s Email for Lillio app: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_