



Registration Information

1. How do I register for licensed child care?

- Contact each facility's Preschool Coordinator or Child Development Coordinator. Contact information can be found on page 3.

2. How far in advance can I register for licensed child care?

- Registration is currently open and ongoing until the program is full.
 - For example, a child may begin enrollment mid-year if space allows.
 - If the program is full, children will be added to the program waitlist for the next available spot.

3. What if I want to withdraw from licensed child care?

- Parents must give one month's written notice of withdrawal on or before the 1st of the month or pay one month's fees. No refunds will be processed after April 1 of the current school year. Contact each facility's Coordinator directly for more details.

4. Are licensed child care programs eligible under the Recreation Fee Subsidy Program (RFSP)?

- No, but they are eligible for Ministry of Child and Family Development financial support through the Affordable Child Care Benefit program. Contact the facility's Coordinator for more details.

Program Information

5. Do I need to complete a consent form?

- Upon registration, you will be asked to complete a registration form which will include an informed consent form.

6. Where do I submit my registration package?

- Directly to the facility's Coordinator via email or hard copy.

7. My child has health and/or allergies that staff needs to be aware of. Are there additional forms that need to be filled out?

- Yes. If your child has any health or allergy concerns, contact the facility's Coordinator to obtain the additional consent forms.

8. How many children are part of the program?

- This varies from program to program. For more details, contact the facility's Coordinator directly.

9. How do children get to and from school? (Out of School Care only)

- Children from some schools walk and others are driven in a 24-passenger bus operated by a Class 4-certified staff. Bus Transportation guidelines have been created in accordance with the BC Centre for Disease Control's *Public Health Guidance for Child Care Settings*.

10. My child needs extra support. Are there any specific community centres that offer this?

- At this time, there are no site-specific support opportunities unless families are referred from the Supported Child Development Program in which funding would be provided for the staff working with the child. <https://bc-cfa.org/programs-services/supported-child-development/supported-child-development/>
- Contact the community centre via email to connect with the Program Coordinator directly to see if there is an opportunity to provide extra support for your child.

11. Do you serve breakfast in the morning? (Out of School Care – Morning Care only)

- Yes, breakfast is served between 7:00 and 8:00am. Food selections may vary per site.

12. Do you serve a snack after school? (Out of School Care only)

- Yes, individualized portions are provided to children. Parents are welcome to pack an extra snack if their child has alternate dietary needs. Inform the program coordinator if there are any foods your child is not allowed to eat.

Health and Safety Measures

13. Are masks required to be worn in facilities?

- Yes. To enhance public safety and to reduce the spread of COVID-19, the City of Richmond requires all visitors to wear masks in all City-operated facilities, including while participating in activities. **For school-year licensed child care programs, children in grades 4 and above are required to wear masks throughout the program.**
- Exceptions are permitted for people with sensory, cognitive or physical disabilities; those with chronic health conditions who are unable to wear a face covering; and children age five and under. For additional information, including exemptions, visit www.richmond.ca/masks.

14. What safety precautions are being taken during COVID-19?

- The Safety Information for all school-year licensed child care can be found on the [City of Richmond Preschools and Out of School Care page](#). We will be actively monitoring local and provincial health directives and may modify procedures as new information emerges.

15. How was the school-year licensed child care safety information designed?

- Our safety protocols were planned in accordance with the BC Centre for Disease Control's *Public Health Guidance for Child Care Settings* with additional input from Vancouver Coastal Health Child Care Licensing.

16. Will there be any out-trips?

- Due to COVID-19, trips to locations that require bus transportation or public transit are not being planned. Some programs may include walking and/or biking trips to local parks, and may include hosting special guests to come into licensed child care in lieu of out-trips.

17. Will there be physical distancing during licensed programs?

- Not for licensed child care and other programs for persons 18 years and younger. Hygiene and increased sanitization will be emphasized and disinfection of supplies and services in accordance with the BC Centre for Disease Control’s guidelines.
- Given the importance of social and cognitive development, it is vital that registrants be permitted to play; this includes games where there will be touching (such as tag) and use of playground equipment.

Preschool / Child Development Coordinator Contact Information

OUT OF SCHOOL CARE PROGRAMS

LOCATION	NAME	POSITION	PHONE	EMAIL
Cambie Community Centre	Amanda Lieu	Child Development Coordinator	604-238-8838	ALieu@richmond.ca
Hamilton Community Centre	Amanda Yipp	Director of Child Care Services	604-204-8655	AYipp@richmond.ca
South Arm Community Centre	Martinia Alcobia	Child Development Coordinator	604-238-8078	MAlcobia@richmond.ca
West Richmond Community Centre	Dustin Ng	Child Development Coordinator	604-238-8415	DNg@richmond.ca

PRESCHOOL PROGRAMS

LOCATION	NAME	POSITION	PHONE	EMAIL
Cambie Community Centre	Anne-Marie Olmstead-Wilcox	Preschool Coordinator	604-238-8385	aolmstead-wilcox@richmond.ca
City Centre Community Centre	Ines Ziegler	Preschool Coordinator	604 204 8572	iziegler@richmond.ca
City Centre Community Centre	Julie Sousa	Preschool Administrator	604 204 8573	jsousa@richmond.ca
Hamilton Community Centre	Amanda Yipp	Director of Child Care Services	604-204-8655	AYipp@richmond.ca
Sea Island Community Centre	Stacey Bridal	Recreation Leader	604-238-8426	sbridal@richmond.ca
South Arm Community Centre	Nastasia Zhuk	Preschool Coordinator	604-238-8063	nzhuk@richmond.ca
Steveston Community Centre	Laura Kump	Preschool Coordinator	604-238-8088	lkump@richmond.ca
Terra Nova Nature School (Thompson CC)	Emily Vera	Preschool Coordinator	604-238-8437	evera@richmond.ca
Terra Nova Nature School (Thompson CC)	Kate Dawson	Preschool Coordinator	604-238-8437	kdawson@richmond.ca
Thompson Community Centre	Anna Thymis	Preschool Coordinator	604-238-8497	athymis@richmond.ca
West Richmond Community Centre	Nicola Thompson	Preschool Coordinator	604-238-8404	NThompson@richmond.ca

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