



### Registration Information

**1. How do I register for licensed child care?**

- Registration is available through each facility's Preschool Coordinator or Child Development Coordinator. Their contact info is available on each facility's website.

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

- Registration for licensed child care is currently open and will be 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 1<sup>st</sup> of the month or pay one month's fees. No refunds will be processed after April 1, 2021. Please contact each facility's Coordinator directly.

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

- Licensed Programs are not eligible for RFSP, but they are eligible for Ministry of Child and Family Development financial support through the Affordable Child Care Benefit program – please contact the Preschool or Child Development Coordinator at each site 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?**

- Your registration package must be returned directly to the site specific Coordinator. This can be done via email or hard copy.

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

- Yes – if your child has any health or allergy concerns, please contact the site specific coordinator to obtain the additional consent forms.

**8. How many children are part of the program?**

- This varies from program to program. It is best to contact the site coordinator directly.

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

- 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 extra support?**

- At this time there is no site specific support opportunities unless families are referred from the Supported Child Development Program where funding would be provided for the staff working with the child. <https://bc-cfa.org/programs-services/supported-child-development/supported-child-development/>
- Please 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 every morning from 7:00 – 8:00 am. Food selections may vary per site.

**12. Do you serve snack after school? (Out of School Care Only)**

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

## Health and Safety Measures

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

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

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

- The Licensed child care safety information sheet was designed 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.

**15. Will there be any out-trips?**

- No trips to locations that require bus transportation or public transit are planned due to COVID-19. Programs may arrange for walking and/or bike trips to local parks, and may book special guests to come into licensed child care in lieu of out-trips.

**16. Will there be physical distancing during licensed programs?**

- For our licensed child care, and other programs for persons ages 18 and under, we will not be enforcing physical distancing amongst the participants. We will emphasize hygiene and increased sanitization 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.

### Site Coordinator Contact Information

#### OUT OF SCHOOL CARE PROGRAMS

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

#### PRESCHOOL PROGRAMS

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

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