

## Quest-4-Fun (Q4) & Breakfast Club(BC) JK – Gr 6 Terms and Conditions 2022/23

### Quest 4 Fun (Q4): JK - Gr. 6

- Q4 is ideal for children who attend Mutchmor PS, Corpus Christi and First Ave.
- Q4 follows the OCDSB (Ottawa Carleton District School Board) and OCSB (Ottawa Catholic School Board) calendars.
- Children who attend schools outside of these boards, online education or are homeschooled are invited to join Q4 with permission from GNAG management. They will be required to arrive independently and check-in inside with the manager on duty. Requests must be made prior to lottery or registration, via email to Ali O'Connor at [ali@gnag.ca](mailto:ali@gnag.ca).
- Q4 registrants will be required to pay a **non-refundable** registration fee of \$300 per child at the time of enrollment.
- **If you decide to withdraw from the program, this fee will not be reimbursed. Even if this withdrawal occurs before the start of the scholastic year.**
- The monthly fee for Q4 is \$257 for the 2022-2023 school year.

### Breakfast Club (BC): JK - Gr. 6

- BC is available for children who attend Mutchmor PS, Corpus Christi and First Ave.
- The BC program follows the OCDSB/OCSB calendar.
- BC registrants will be required to pay a **non-refundable** Registration fee of \$75 per child at the time of enrollment.
- **If you decide to withdraw from the program this fee will not be reimbursed. Even if this withdrawal occurs before the start of the scholastic year.**
- The monthly fee for BC is \$213 for the 2022-2023 school year.

If you are registering for both Q4 and BC, you will pay a \$375 **non-refundable** registration fee per child for the 2022/2023 school year.

### Payments

- Monthly fees will be charged by the midpoint of the month, previous to the month to which they apply. (ie. October 15 payment applies to November care)
- Upon registration you will be required to provide a method of payment for the next year. We require **new payment forms every year.**
- There are two options for payment:
  - **Option one:** By placing a current credit card number on file with us. Please fill out the monthly credit card payment form and submit it to GNAG by June 15, 2022. Please note there is 5% processing fee on all credit card payments. (Q4 costs \$269.85/ BC costs \$223.65)
  - **Option two:** Pre-Authorized Debit (PAD) payment. Please fill out the PAD form and submit it to GNAG by June 25, 2021.

### Withdrawal Policy

**At GNAG**, we understand that your family's needs may change, and that Quest-4-Fun and Breakfast Club may no longer work for your family for a variety of reasons. Should you decide to withdraw from the Q4 or BC program, we would require one calendar month's notice (not 30 days) in writing via e-mail to [info@gnag.ca](mailto:info@gnag.ca). If you are unable to provide one month's notice, your effective withdrawal date will be one calendar month from the date an email is received. (For example: If you withdraw on March 21, your withdrawal date will be April 30). This will allow us enough time to fill your child's spot.



## **Tax Receipts**

GNAG will email receipts each time a payment is made for Q4 and/or BC. Please keep these receipts on file for your income taxes. All receipts for the 2021/22 scholastic year will also be available online via your GNAG Amilia account.

## **Q4 Penalty fees:**

### Failure to report your child's absence: \$25.00

Your child's safety is #1 with GNAG. Should your child be absent from Q4, we must be notified in writing to [attendance@gnag.ca](mailto:attendance@gnag.ca) no later than 2 PM on the day of absence. Due to Covid-19 Health and Safety protocols, we currently do not have access to the school's offices to see if your child was absent that day. This means you are our ONLY source of info. Relying on the teacher, other siblings, and close friends to communicate an absence are not adequate methods of notification. Please note: No notification of absence is required for Breakfast Club.

### Late pick-up fee (after 6:00PM)

Due to tight turn-around times for program changeover, GNAG can no longer be flexible with pick up time. Charges will be applied to your account for pick-ups after 6:00PM.

\$1.00 / minute

\$50.00 after 30 minutes

Please email [attendance@gnag.ca](mailto:attendance@gnag.ca) if you have questions.