

NVRC Licensed Preschools New Student Registration Information & Tips





For information & inquiries, please contact:

Delbrook Preschool

Sylvia Martinz, Recreation Programmer II 604-983-6326, martinzs@nvrc.ca

Lonsdale Preschool

Stacy Yeats, Recreation Programmer II 604-983-6349, yeatss@nvrc.ca

Sandpiper Preschool

Jackie Hamm, Recreation Programmer II 604-983-6553, hammj@nvrc.ca

nvrc.ca **f** ♥ 🗵 604-987-7529

Registration for NEW Students

Students who are registering for Licensed Preschool for the 2023/2024 school year will register **ONLINE ONLY** starting:

February 11th at 9am

How To Prepare for Online Registration

Have an Account with the North Vancouver Recreation & Culture Commission

Your family must be in our computer system to complete online registration. It is very important that your child's name, birth date, address and contact information are correctly set up in our data base. It is also important that the main contact email address on your account is up to date. If you are uncertain, feel free to call us. To set up an account, please call 604-987-PLAY (7529)

Credits and Balances Owing on Accounts

Please remove all balances owing on your account. This will simplify the registration process. Any outstanding balances must be paid in order to register for preschool.

A Credit Card

To pay, you will need to provide a credit card number. Your online registration is not complete until the payment is processed. Pre-paid credit cards will not work if you choose to pay by scheduled payments. Please note, we cannot accept debit online (including Debit Mastercard or Debit Visa). Your internet registration is not complete until the payment is processed.

Payment and Fees

You will be charged a \$30 administration fee at the time of registration. This fee is used to upgrade preschool equipment and is non-refundable.

Registration fees may be paid by lump sum or scheduled and paid monthly. If you choose to schedule monthly payments, the first charge will occur on August 1, 2023. This is a deposit and will be applied to your last month of preschool. Subsequent payments will be charged on the first of the month from September to May.

nvrc.ca **f** ♥ 🛛 604-987-7529

Refund and Withdrawal Policy

We require written notice before the first of the month, one month prior to withdraw from the program. Those withdrawing without greater than one month notice will be charged for an additional month. Withdrawals are not permitted for December, March, May and June. The Admin charge of \$30 is non-refundable. Should you withdraw and then re-register your child for preschool, you will be charged an additional admin fee. There is no penalty for transferring your child to a different class at the same preschool. Our licensed preschool refund and withdrawal policy applies to students leaving one NVRC preschool and registering at another NVRC preschool location.

How to Register

Visit www.nvrc.ca and select "View Programs, Visits & Schedules" located on the top left of the page.



Under Early Years: On My Own select "Learn and Play (0-6yrs)"



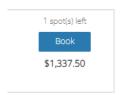
Find the NVRC Licensed Preschool of your choice and click "Load More" to locate the 2023/2024 registration options.



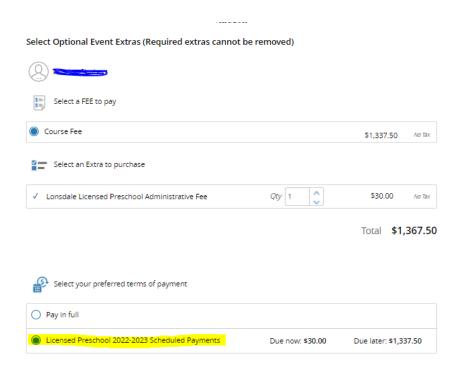
nvrc.ca **f** ♥ 🗵 604-987-7529

How to Register continued...

A "Book" icon will become available as of 9am on February 11th, 2023. You may need to refresh your screen at 9am on registration day for it to load. Click on the "Book" or "Waitlist" icon and follow the registration prompts. Please note, your spot is not secured until payment is processed.



If you wish to schedule monthly payments, be sure to change the payment terms to "Licensed Preschool 2023-2024 Scheduled Payments." If you miss this step, you will be charged for the year in full.



To finalize the registration, enter your credit card information. The same card will be used for all future monthly payments.

You will receive a confirmation of registration once the payment is processed.