



**Chilliwack  
School District**

# **Parent Handbook**

## **Just B4 Preschool**

Chilliwack School District No.33



## **WELCOME to Chilliwack School District Just B4 Preschool**

Dear Families,

Please take some time to familiarize yourself with our Preschool Handbook. It will provide you with basic information about our Just B4 Preschool program. If you have questions, concerns, or suggestions please bring them to the attention of our Early Learning & Child Care Management team, whose contact information is on the Contact Us page.

### **OUR PROGRAM**

The overall goal of our approach is to foster a 'love of learning' in each child. We are passionate about providing children with a stable, caring and enriching environment. SD33 Just B4 Preschool understands that children naturally desire to learn and explore at a very young age. We strive to enhance this curiosity while encouraging the children to develop a strong sense of identity, as an individual, and as a valuable and contributing member of our community. Our commitment is to provide quality preschool education for young learners in our community. Our program is based on a safe, happy, and nurturing environment.

### **OUR STAFF (Preschool Educators)**

Our team is made up of dedicated professionals, including Early Childhood Educators (ECEs), Early Childhood Educator Assistants (ECEAs), and Certified Responsible Adults. Every staff member is certified in First Aid and holds an up-to-date Criminal Record Check. We are committed to ongoing professional development to ensure the highest quality of care for your child. Our staff, substitutes, and volunteers meet all requirements outlined by the Child Care Licensing Regulations, bringing both experience and passion to create safe, nurturing, and enriching environments for children.



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**SECTION 1 - ENROLLMENT**



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Our Just B4 Preschool program is licensed for children who are 4-years-old (turning 5, registering for Kindergarten the following year). Each location varies in size, but all programs strictly follow the student-to-staff ratios required by provincial Child Care Licensing Regulations to ensure safety and quality care.

## **ENROLLMENT PROCESS**

Providing the best possible care for your child begins with building strong, positive relationships with both your child and you. To ensure a smooth start, please follow these steps to register:

### **1. Non-Refundable Deposit**

When you are offered a spot in our SD33 Just B4 Preschool, a non-refundable deposit equal to 1 month's tuition is required to secure your child's placement. This deposit will be applied to your June payment. If you need to withdraw before the end of the year, your deposit may be credited back to you according to our withdrawal policy. Please review this policy carefully to understand the timelines and conditions for possible reimbursement.

### **2. Complete the Registration Package**

All enrollment forms must be fully completed before your child can attend SD33 Just B4 Preschool. This includes submitting a current photo of your child and any medical forms, if necessary. Please be advised that some medical forms require a doctor's signature.

### **3. First Month Fees Due**

Full payment for your first month of care is required before your child begins the program. This applies even if you are applying for alternative funding, such as the Affordable Child Care Benefit. If you later receive funding, the amount will be credited to your account.

### **4. Confirmation of Enrollment**

Once we receive your completed forms, photo, and payments, our Business Manager will contact you to confirm your child's registration, review details, and provide your official start date.



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## 5. **Optional Tour and Questions**

Families are welcome to schedule a tour of the preschool or arrange a meeting if you have questions about our policies, procedures, or daily routines. We encourage you to reach out; your comfort and confidence in our program matter to us.

## **HOURS OF OPERATION**

Monday/Wednesday/Friday                      8:30am to 11:00am

Tuesday/Thursday                                8:30am to 11:00am

## **CLOSURES**

SD33 Just B4 Preschool will be CLOSED on all Professional Development Days, Winter & Spring Breaks, Statutory Holidays and any Inclement Weather Days.

In the case of an emergency such as a fire, extended power or heat failure, extreme weather conditions or an evacuation due to the safety of the facility, SD33 Just B4 Preschool may have to close. The staff will temporarily care for children until families or emergency contacts have picked them up. If school is closed early during school hours due to extreme weather or other events, and parents are notified to pick up their children from the school, SD33 Just B4 Preschool will follow the same protocols.

## **SECTION 2 – ATTENDANCE & SAFE RELEASE**

### **DROP OFF & PICK UP**

A guardian must accompany the student to and from Just B4 Preschool. Students cannot enter or leave the program on their own (or with a minor).

Students will be dropped off and picked up from the Just B4 Preschool location. When you arrive, please check in with a staff member and sign your child in for the day. Please ensure a staff member knows your child has arrived; this is also a great time to share any information that might affect your child's day. At pick-up, please connect with a staff member and sign your child out.

If someone other than you will be picking up your child, please inform the preschool staff ahead of time (call/text). If the alternate person is not on your authorized pick-up list and/or unfamiliar to our staff, we will need their name, phone number, and a photo ID will be



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required at pick up. For safety reasons, children cannot make alternate arrangements without your prior permission.

\*Please sign in and out using your name rather than “Mom” or “Dad.”

## **ABSENCES**

If your child will not be attending the program for any reason (such as illness, a change in work schedule, or family vacation etc.), please contact the program and leave a message. This helps staff avoid unnecessary concern, delays to the program and ensures we know your child is safe.

There are no refunds or discounts for missed days.

## **UNAUTHORIZED PERSONS**

For the safety of all children, if an unauthorized person arrives to pick up your child, the child will remain under the supervision of preschool staff. Staff will explain that written authorization from the enrolling parent or guardian is required before a child can be released. If difficulties arise, every reasonable effort will be made to ensure the safety of the child, other children, and staff. If necessary, the police will be contacted for assistance. To prevent delays or confusion, it is essential that parents notify preschool staff ahead of time if someone other than the usual guardian will be picking up their child.

## **LATE PICK UP**

Please let staff know as soon as possible if you anticipate being later than usual so we can reassure your child that everything is okay. **Our program closes promptly at 11:00am.** If your child has not been picked up or you have not contacted the preschool staff before 11:00am we will call an alternate person from your authorized pick-up list. If that person is unavailable and we have not heard from you by 11:10am., licensing regulations require us to notify Emergency Services of the Ministry for Children and Family Development (604-702-2311).

A late fee of **\$1 per minute** will be charged for all pick-ups after 11:00am.

Repeated late pick-ups are not acceptable and may result in schedule changes without discount or possible termination from the program. Timely pick-up is essential for the safety and well-being of your child and for respecting staff schedules.



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## **SAFE RELEASE OF CHILD**

If a parent or authorized person arrives to pick up a child and is suspected of being under the influence of drugs or alcohol, they will be asked to arrange alternative transportation (such as calling a relative, friend, or taxi). If they refuse to wait for another driver and attempt to leave with the child, preschool staff are legally required to contact the police immediately.

## **SUSPECTED CHILD ABUSE**

Under the Child, Family and Community Service Act, every child in British Columbia has the right to be protected from abuse, neglect, and any harm or threat of harm. All licensed childcare programs are legally required to uphold this standard. If any person has reason to believe that a child may need protection, they must immediately report their concern to the Ministry of Children and Family Development (MCFD) or the appropriate child protection authority. BASC staff are trained and mandated to follow these reporting requirements without delay.

If you have questions about our duty to report or would like more information on child protection procedures, please speak with the Early Learning & Child Care Management team. Together, we are committed to ensuring a safe and supportive environment for every child.

## **APPREHENSION BY THE MINISTRY FOR CHILDREN AND FAMILIES**

Under the Child, Family and Community Service Act, the Ministry of Children and Family Development (MCFD) determines when a child requires protection and has the authority to decide when, how, and where an apprehension will occur. If a social worker intends to apprehend a child from the Just B4 Preschool Program, the Early Learning & Child Care Management team will respond to the situation and verify with a ministry supervisor that the social worker is authorized to proceed. The Ministry is responsible for making all reasonable efforts to notify the child's family of the apprehension. Our role is to cooperate fully while ensuring the safety and emotional well-being of all children in our care during the process.

## **CUSTODY AND ACCESS**

When parents live separately, the preschool program relies on the enrolling parent to provide accurate and up-to-date information. Without a custody agreement or court order



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on file, staff cannot deny access to the non-enrolling parent. If one parent is not authorized for pick-up, our Unauthorized Persons Policy will apply.

If custody has not been legally determined and conflict between parents or family members is evident, Just B4 Preschool may require both parties to sign a written agreement outlining pick-up authorization and access to information before care can continue.

Families with a custody agreement or court order must provide a copy to the preschool program so it can be placed in the child's file. This ensures clarity, safety, and compliance with legal requirements.

### **SECTION 3 - COMMUNICATION**

We value open and respectful communication with families and encourage you to reach out anytime you have questions or concerns about Just B4 Preschool. Our goal is to work together in a positive and collaborative way to find solutions that support your child's well-being. By listening to each other and sharing perspectives, we can create plans that meet everyone's needs. If a plan or agreement isn't working as hoped, we will revisit it together and try to adjust. In some cases, if no solution can be reached, alternative arrangements may need to be considered.

#### **COMMUNICATING WITH FAMILIES**

For sharing information about the preschool, we use a mix of phone calls/text and e-mail distribution. Please be sure to save your program's cell phone number for future use. If you have any questions, concerns, or suggestions, please speak with the Preschool Staff and/or our Early Learning & Child Care Management team.

### **SECTION 4 – PERMISSIONS & PERSONAL ITEMS**

#### **PHOTO TAKING**

With your permission, photographs of your child may be taken as part of the preschool program. These photos may be used for program emails, social media, presentations, and



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promotional materials. As part of School District No. 33, parents complete a Media Release Form during registration, which guides all photo-taking practices within the preschool program to ensure privacy and compliance.

## **SCREEN TIME**

Our preschool program follows a **“no screen time” policy**. The only exceptions are:

- Occasional use of the projector for educational purposes (ex. directed drawings).
- Occasional G-rated movie times for children when we host a special day (ex. Winter Break Party).
- Pre-approval of any screen time is required by ELCC Supervisor.

## **MOBILE DEVICES AND ELECTRONICS**

We ask that children leave personal electronic devices (such as cell phones, tablets etc.) at home, as the program cannot accept responsibility for loss or damage. However, if your child requires a device for accessibility or medical reasons, please contact preschool staff in advance.

Aligned with [SD33 Administrative Procedure 318 \(p.49\)](#), students who need personal digital devices for learning or accommodation will have access during instructional times. Otherwise, electronic devices should be turned off and stored in backpacks or in a designated area provided by staff during program hours.

Just B4 Preschool upholds the school district’s standards regarding misuse: unauthorized use of cyberspace, cell phones, electronic devices, or computers; especially in ways that negatively impact the school environment, may result in disciplinary action, including the confiscation of the device until parents pick up. Staff will manage this in accordance with school policies.

## **CLOTHING AND PERSONAL ITEMS**

Children participate in a variety of indoor and outdoor activities each day, so please dress your child in comfortable, washable clothing suitable for the weather. While we do our best to help children keep track of their belongings, Just B4 Preschool cannot take responsibility for lost or damaged clothing or personal items. Please label all items to avoid mix-ups and consider leaving valuable or sentimental items at home.



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Here's an example of what to bring:

- **Every day:** Water bottle, small snack, change of clothes, jacket, and backpack
- **Rainy days:** Boots, rain gear, and an extra change of clothes
- **Winter:** Mitts, hat, warm outdoor clothing, and extra layers
- **Spring:** Hat, extra layers, and sunscreen

Thank you for helping us ensure your child is prepared for a fun and active day!

## **SECTION 5 – PLAY-BASED PROGRAM**

### **SAMPLE SCHEDULE**

8:30 Welcome & Sign-in (indoor or outdoor)

8:30 - 9:00 Outdoor Play and/or Circle Time

9:00 – 10:30 Explorations, Library and/or Gym

10:30 – 11:00 Snack & Prepare for home

This schedule is a general sample only. Projects and activities are adjusted to accommodate the interests of the group, special events or to take advantage of good weather for extended use of the outdoor fields and playgrounds.

### **ACTIVE PLAY**

In accordance with the Ministry Standards of Practice [“Active Play” policy](#), Preschool staff will provide children with at least 30 minutes of active outdoor play each day whenever possible. Active play includes moderate to vigorous bursts of energy and activities such as running, jumping, leaping, field games, sports, tag, obstacle courses, and skipping.

Outdoor or gym time will include a mix of structured and free play opportunities, with equipment and materials available to encourage imagination, creativity, and child-led exploration.

### **Playground Safety and Supervision:**

Children will walk in a supervised line to and from the playground, with at least one preschool staff leading and always checking the line; pausing when needed and counting



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to ensure all children are present always. The Preschool staff will guide the group from their classroom space (school classroom or portable) and will carry a cell phone or walkie-talkies, a first aid kit, and emergency cards for all children. Staff will also have access to a key or fob for school doors to ensure safe entry and exit.

### **Injury Prevention and Fundamental Movement Skills**

Preschool staff will incorporate elements of injury prevention and Fundamental Movement Skills into daily activities to promote safety and physical development. This includes:

- Identifying potential hazards and guiding children to make safe choices. For example: *“We are in a crowded space, so please walk instead of running to avoid bumping into someone.”*
- Providing activities that build physical literacy, such as balancing skills, coordination skills (throwing, catching, kicking), and locomotor skills (running, jumping, skipping, hopping).

Our goal is to create opportunities for children to develop the confidence and competence to participate in activities and try new experiences that require physical skills.

### **FIELD TRIPS**

Any preschool field trips will be parent-participation, and we will always meet at the location of the field trip and leave from the location of the field trip. It is the parent’s responsibility to get to and from the field trip. If you cannot attend or do not want to attend the field trip, there will be no refund or credit given for the missed day. There will be no regular class on field trip days.

## **SECTION 6 – GUIDANCE, HEALTH & SAFETY**

### **GUIDANCE**

At SD33 Just B4 Preschool, we are committed to creating a safe, caring environment where every child feels secure, respected, and supported in building positive relationships with peers and adults. Our approach reflects the BC Early Learning Framework’s emphasis on social-emotional development and the SD33 Strategic Plan’s focus on well-being.



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Families can expect preschool staff to:

- Foster positive social skills, including self-esteem, self-regulation, and safety awareness.
- Model respectful, inclusive behavior and encourage empathy, compassion and kindness.
- Help children understand and follow clear, consistent expectations in a supportive way.
- [Active Supervision](#) to ensure safety and well-being.
- Discourage aggressive play and guide children toward peaceful conflict resolution strategies.
- Acknowledge children’s feelings, listen to their perspectives, and offer choices that are developmentally appropriate.
- Use simple direction and redirection as the primary method of guidance, focusing on teaching rather than punishment.

Open communication helps us work together to create success. If your child has a diagnosis, experiences challenges, or requires additional support, please let us know; this information allows us to provide care that is responsive and inclusive. For more details, please refer to the *SD33 Child Care Inclusion Document (\*currently pending revision review)*.

### **STUDENTS REQUIRING ADDITIONAL SUPPORT**

If your child requires additional support during the preschool day, whether they have an official designation or not, please let us know as early as possible. This allows us to work together to create a successful plan before your child begins attending preschool. We believe every child deserves an environment where they feel safe, supported, and able to thrive.

We work closely with third-party organizations such as various Child Development Centers to explore funding options and secure additional resources when needed. However, it is the parent’s responsibility to apply for and secure funding ahead of time to ensure support is in place before your child starts in the program.



Please review the SD33 Child Care Inclusion Document (*\*currently pending revision review*) for further guidance and information.

## **WASHROOM POLICY**

If a child needs to use the washroom and there is no in-class washroom available, a preschool staff will:

- Line up the children at the door and notify the other preschool staff (if applicable) of the number of children leaving.
- Carry a walkie-talkie for continuous communication with other staff.
- Ensure children wash hands and return safely to the classroom.

If only one preschool staff member is on-site:

- The staff will line up all children and walk them together to the washroom so no child is left unattended.

These procedures reflect our commitment to child safety, supervision, and clear communication, ensuring every child feels secure and cared for.

## **NUTRITION**

Eating nutritious food is an important part of each child's day. All SD33 Just B4 Preschool premises are **tree-nut/peanut-free** to ensure the safety of children with allergies. Families are asked to send healthy foods each day in quantities sufficient to meet their child's nutritional needs.

Please note that we do not have access to a fridge or microwave for storing or heating food. Parents must ensure that food is packed in a way that keeps it fresh and safe throughout the day (e.g., using insulated lunch kits and ice packs).

## **IMMUNIZATION**

Families will need to provide information about their child's immunization status as part of the registration process. An Immunization Information Form must be completed, signed, and updated as needed.

Immunizations are not required for enrollment in the SD33 Just B4 Preschool. However, in the event of an outbreak of a communicable disease, children who are not immunized may



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be required to temporarily miss class days, in accordance with public health guidance, to support the health and safety of all children and staff.

## **ILLNESS**

We understand that illness can be stressful for families, but for the health and safety of all children and staff, we are not licensed to care for children who are ill. Please keep your child at home if they show any of the following symptoms:

- Fever of **38°C or higher**
- Cough, sore throat, runny nose, or sneezing
- Vomiting or diarrhea
- Contagious infection (including pink eye)
- Communicable disease (common cold/flu, hand/foot/mouth, gastrointestinal etc.)
- Skin infection or undiagnosed rash
- Unable to participate in regular program activities, including outdoor play

If your child has a communicable disease, please notify preschool staff immediately so we can inform other families and follow public health guidelines.

If your child becomes ill during the program, we will contact you as soon as possible. If you are unavailable, we will reach out to your emergency contact. While waiting, your child will be cared for in a supervised area. If the situation becomes urgent, we will follow emergency procedures.

**Important:** In alignment with current health recommendations, children must be symptom-free for **at least 24 hours** (without medication) before returning to the program.

## **MEDICAL EMERGENCIES**

If your child becomes ill or is injured while attending SD33 Just B4 Preschool, staff will immediately assess the situation and determine the appropriate response.

### **If First Aid is required:**

- A staff member certified in First Aid will provide care promptly.



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- The child will be closely supervised to ensure no further medical attention is needed.
- An Incident Report will be completed.
- Families will be informed via phone call when necessary.

**If Emergency Medical Attention is required:**

- Staff will call **911** and request an ambulance.
- Parents and/or emergency contacts will be notified immediately.
- Other children in the program will remain under supervision.
- If possible, a staff member will accompany the child to the emergency facility.
- Staff will provide relevant information to medical personnel.
- An Incident Report will be completed.

**ADMINISTERING MEDICATION**

If your child requires medication during program hours, the Child Care Licensing Regulations requires that specific procedures are followed to ensure safety:

- Medication must be provided in its original container, clearly labeled with your child's name and dosage instructions.
- Parents must complete all required medical consent forms before staff can administer any medication. These forms include detailed instructions for administration and must be signed by the parent or guardian.
- All medication will be stored securely in a locked container and administered only by staff trained in proper procedures.

**EMERGENCY PREPAREDNESS**

In the event of a fire or other emergency, preschool staff are trained and regularly practice emergency procedures. Staff will ensure children's safety by relocating them, if necessary, to the nearest designated safe location. Children will remain under staff supervision until they are safely picked up by a parent or authorized guardian. Staff are equipped with emergency kits and know how to use all contents to support children during an emergency.



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## **FIRE DRILL/ EVACUATION PROCESS**

Fire drill and evacuation procedures are clearly posted and practiced monthly.

## **SECTION 7 – FEES & PAYMENT, ENDING SERVICES**

Upon registration, parents/guardians are required to create a Student Quick Pay Account and sign an agreement confirming responsibility for all tuition and applicable fees for the duration of their child’s enrollment. NSF (Non-Sufficient Funds) payments are subject to a **\$40 NSF fee**.

Monthly tuition fees are processed on the **first day of each month**. Any overdue, declined, or NSF payments must be resolved **by the 5th of the month**. A **late fee of 10%** will be applied to outstanding balances not settled by this date. Accounts remaining in arrears may result in **suspension, revocation, or termination** of a child’s registration in the SD33 Just B4 Preschool program.

All program fees and deposits are **non-refundable**. The annual prepaid deposit may be applied to the **final month’s fee**, in accordance with the withdrawal policy outlined in this handbook.

For assistance or to request alternative payment arrangements, families are encouraged to contact us as soon as possible.

SD33 Just B4 Preschool reserves the right to review and adjust program fees annually to reflect operational costs and maintain high-quality care. Families will be notified in advance of any fee changes.

## **NON-REFUNDABLE DEPOSIT**

A non-refundable deposit equal to 1 month’s tuition per child is required to secure your child’s placement in the SD33 Just B4 Preschool Program. This deposit will be applied toward your final month’s payment (typically June), unless you provide proper written notice of withdrawal earlier, in accordance with the program’s withdrawal policy.

## **SUSPENSION/TERMINATION OF SERVICE**

Outstanding balances must be paid by the 5<sup>th</sup> of each month to avoid suspension or termination of service. While we will do our best to work with families to arrange payment



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plans, repeated unpaid balances, lack of communication, or failure to follow agreed payment arrangements may result in immediate suspension or termination of services.

### **GOVERNMENT SUBSIDY - AFFORDABLE CHILD CARE BENEFIT (ACCB)**

[The Affordable Child Care Benefit \(ACCB\)](#) is available to qualifying families through the Ministry of Children and Family Development (MCFD). It is the parent's responsibility to complete and submit all ACCB forms to the government and ensure your annual renewal in the program is updated.

Parents are responsible for full payment of program fees until ACCB approval is confirmed. Once subsidy payments are received, the ACCB portion will be credited to your account; please note this process can take up to two months.

Even with full subsidy, a parent portion is often required each month. Parents are responsible for paying the difference between program fees and the subsidy authorized.

### **TERMINATION OF SERVICES**

Just B4 Preschool staff are committed to providing a caring and supportive environment for all families. However, termination of services may be necessary under certain circumstances, including but not limited to:

- Repeated failure to follow program policies and procedures, particularly those related to respectful treatment of staff and children, health and safety, and operational hours.
- Non-payment of fees or repeated late payments.
- Situations where the SD33 Just B4 Preschool Program is unable to resolve an issue with the enrolling parent/guardian despite following appropriate resolution steps.

If the program determines that termination of services is necessary, the management team will either provide advance notice or issue a pro-rated refund in lieu of notice. However, if the family's account is in arrears, SD33 Just B4 Preschool reserves the right to terminate services immediately without prior notice or refund, and any outstanding balance remains payable in full by the family.

## WITHDRAWAL BY FAMILY

To withdraw from any SD33 program, requests must be submitted **in writing** to the Program Coordinator.

### General Rules (apply to all withdrawals)

- **Withdrawal date:** The official withdrawal date is always the **last day of the month**, regardless of the child's last day of attendance.  
*No pro-rated or mid-month fee adjustments are made.*
- **Deposits:** All program deposits are **non-refundable** prior to the start of the school year.  
*The non-refundable Just B4 Preschool deposit is equal to 1 month's tuition.*

### Withdrawal Timeframes and What They Mean

#### 1. Withdrawal Between June 2 and August 1 (*Before the new school year begins*)

- September tuition will not be charged
- The deposit is not refunded
- The child's spot for the upcoming school year is released and forfeited

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#### 2. Withdrawal Notice Between August 2 and September 1

- The withdrawal date will be recorded as September 30
- September's tuition is due
- The deposit will be applied to September's tuition

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#### 3. Withdrawal Between September 2 and June 1 (*During the current school year*)

- Written notice must be submitted on or before the 1st of the month
- If notice is received on or before the 1st:
  - Withdrawal date = last day of that month
- If notice is received *after* the 1st:



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- Withdrawal date = last day of the *following* month
- Fees for the additional month will apply
- If proper written notice is **not provided**:
  - One month's tuition will be charged in lieu of notice
  - The deposit is applied to the final month's tuition
- All outstanding fees must be paid in full

**Example:**

- To withdraw effective **December 31**, written notice must be received **on or before December 1**
- If notice is received on **December 2**, the withdrawal date becomes **January 31**, and the deposit will be applied to **January's tuition**

Please contact us if you have any questions or need clarification about our withdrawal policy.

See next page for contact details



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### **Contact Us**

#### **Program Coordinator**

Laura Callaghan      604-794-5553 ext. 1402      [laura\\_callaghan@sd33.bc.ca](mailto:laura_callaghan@sd33.bc.ca)

#### **Business Manager**

Amie Jalava      604-794-5553 ext. 1005      [amie\\_jalava@sd33.bc.ca](mailto:amie_jalava@sd33.bc.ca)

#### **District Principal**

Nicole Driscoll      604-794-5553 ext. 1202      [nicole\\_driscoll@sd33.bc.ca](mailto:nicole_driscoll@sd33.bc.ca)

### **Program Cell Phone Numbers**

Vedder Just B4 Preschool      604-819-0248

Watson Just B4 Preschool      604-997-4450

***Please note:*** Just B4 Preschool is not directly associated with the elementary schools.  
*Please do not contact the elementary school regarding Preschool information.*