



STEP BY STEP

How to Enroll at Hello Friends Childcare Co.

Thank you for choosing Hello Friends.
We look forward to welcoming your family.

103 JACKLIN ROAD

Infant & Toddler Centre
Under 36 Months

2787 Jacklin Rd, Langford, BC
www.hello-friends.ca

103 2026/2027

HELLO FRIENDS
CHILDCARE CO.

HOW TO ENROLL STEP BY STEP

STEP 1

Select Your Child's Program & Preferred Centre

Please indicate the program and location
you are applying for:



103 Jacklin Road
Infant & Toddler Centre
Licensed Group Child Care
(Under 36 Months)



Child's Desired Start Date: _____



Child's Date of Birth: _____



Once your forms and payment are received,
your child's space will be confirmed.

1

HELLO FRIENDS
CHILDCARE CO.

HOW TO ENROLL STEP BY STEP

STEP 2

Read the Parent Handbook, Policies, and Enrollment Information



Available at:
www.hello-friends.ca



STEP 3

Complete and Email All Enrollment Forms



Email completed forms to:
info@hello-friends.ca

Required Forms:

- ☐ HFCC Registration Form
- ☐ HFCC Permissions, Consents & Acknowledgements
- ☐ HFCC Security Deposit Acknowledgement
- ☐ PAD Agreement

2

HELLO FRIENDS
CHILDCARE CO.

HOW TO ENROLL STEP BY STEP

STEP 4

Tuition & Fees for 103 Infant & Toddler Centre

INFANT PROGRAM (0-18 MONTHS)

Monthly Tuition (Full-Time)	\$948
Registration Deposit (2 Months)	\$1,896
Application Fee (Non-Refundable)	\$250
Capital Fee (Refundable*)	\$250

TOTAL DUE AT REGISTRATION \$2,396

TODDLER PROGRAM (18-36 MONTHS)

Monthly Tuition (Full-Time)	\$895
Registration Deposit (2 Months)	\$1,790
Application Fee (Non-Refundable)	\$250
Capital Fee (Refundable*)	\$250

TOTAL DUE AT REGISTRATION \$2,290

Registration Deposit amounts may change for future
enrollments as tuition rates are adjusted.

3

HELLO FRIENDS
CHILDCARE CO.

HOW TO ENROLL STEP BY STEP

STEP 5

Complete Childcare App Registration

Download and complete your child's profile within the
childcare app.

Before submitting, please ensure the following information
has been uploaded and completed:

- ☒ Recent photo of child — full face visible and fully clothed
- ☒ BC Personal Health Number / Care Card Information
- ☒ Family physician information, if applicable
- ☒ Immunization information
- ☒ Allergy information
- ☒ Medical conditions, medications, or health concerns
- ☒ Parent/Guardian contact information
- ☒ Workplace information for Parent/Guardian #1
- ☒ Workplace information for Parent/Guardian #2, if applicable
- ☒ Minimum of TWO emergency contacts authorized to act on your behalf
- ☒ Authorized pick-up contacts
- ☒ Custody agreements, court orders, or legal restrictions, if applicable
- ☒ Any additional information requested by the centre



Incomplete child profiles may delay enrollment
processing and/or your child's start date.

4

HELLO FRIENDS
CHILDCARE CO.

HOW TO ENROLL STEP BY STEP

STEP 6

Application Review & Conditional Approval



Once all enrollment forms and app registration
information have been received, our team
will review your application.



Please allow 24-48 business hours
for application review.



Additional information may be
requested if required.



If conditionally approved, an enrollment
invoice will be issued through the
childcare app.



Submission of forms and app registration does not
guarantee enrollment. Enrollment is subject to
space availability, program suitability, completion
of all required documentation, and receipt of
required payment.

5

HELLO FRIENDS
CHILDCARE CO.

HOW TO ENROLL STEP BY STEP

STEP 7

Complete Registration Payment

Please review the current fee schedule, Security Deposit
Acknowledgement, and Enrollment Agreement prior to
submitting payment.



Upon conditional approval, an enrollment invoice
will be issued through the childcare app.

The invoice may include:

- ☐ Non-Refundable Application Fee
- ☐ Registration Deposit
- ☐ Capital Fee
- ☐ First Month Tuition, if applicable



Please do not submit payment until an invoice
has been issued by the centre.

6

HELLO FRIENDS
CHILDCARE CO.

HOW TO ENROLL STEP BY STEP



Enrollment fees must be paid within the
timeframe indicated on the invoice.



Failure to submit payment by the invoice due date
may result in the offered space being released
to another family.



Approval is finalized only once payment
has been received.



Your child's space is not reserved until payment
has been received and confirmed by
Hello Friends Childcare Co.

7



FINAL ENROLLMENT CONFIRMATION

Enrollment is complete only when:

- ☒ All required enrollment forms have been received
- ☒ Childcare app registration has been completed
- ☒ Required child information has been uploaded
- ☒ Application has been reviewed and conditionally approved
- ☒ Registration payment has been received and confirmed

Once payment has been received, your child's space will be
confirmed and enrollment will be considered complete.

Please refer to your Enrollment Agreement and Security
Deposit Acknowledgement for complete details regarding
fees, deposits, refunds, payment schedules, and
withdrawal requirements.



NEED HELP?
info@hello-friends.ca



www.hello-friends.ca

Thank you for choosing Hello Friends.
We look forward to welcoming your family!

8