



Security Deposit Guide & Acknowledgement

Thank you for choosing Hello Friends.
We are honoured to support your family.

103

Jacklin Road
Infant & Toddler Centre

HELLO FRIENDS CHILDCARE CO.
2787 Jacklin Road, Langford, BC
www.hello-friends.ca

2026/2027

HELLO FRIENDS
CHILDCARE CO.

SECURITY DEPOSIT ACKNOWLEDGEMENT

By signing below, I/we request that Hello Friends Childcare Corporation reserve a childcare space for:

Child's Name: _____

Requested Start Date: _____

Total Deposit Received: \$ _____

The purpose of this deposit is to reserve and secure a childcare space for the above-named child. Due to the limited number of childcare spaces available, Hello Friends Childcare Corporation cannot guarantee enrollment without a deposit commitment.

I understand that this deposit is not a payment for the first month of care and does not replace any tuition payments due upon enrollment.

DEPOSIT BREAKDOWN



Application Fee: \$250.00

The Application Fee is a one-time, non-refundable administrative fee that covers costs associated with:

- Enrollment processing
- Registration review
- Child record creation and maintenance
- Licensing and administrative requirements
- Admissions management
- Space reservation administration

This fee becomes non-refundable immediately upon processing.

1

HELLO FRIENDS
CHILDCARE CO.

SECURITY DEPOSIT ACKNOWLEDGEMENT



Registration Deposit: \$ _____

The Registration Deposit secures my child's childcare space and demonstrates my commitment to enrollment.

It is primarily intended to be applied toward the final two (2) months of care immediately preceding a child's transition to Kindergarten or departure from the program.



Capital Fee: \$250.00

The Capital Fee supports investments in maintaining and improving the childcare environment and overall quality of care.

Examples include:

- Educational materials and curriculum resources
- Classroom furnishings and equipment
- Outdoor play equipment and playground enhancements
- Technology and communication systems
- Program supplies and enrichment materials
- Facility improvements and upgrades



The Capital Fee helps ensure that children continue to benefit from a safe, engaging, and high-quality learning environment.

2

HELLO FRIENDS
CHILDCARE CO.

Tuition & Deposit Summary

103 JACKLIN ROAD

INFANT PROGRAM (0-18 MONTHS)

Monthly Tuition	\$948
Registration Deposit (2 Months)	\$1,896
Application Fee	\$250
Capital Fee	\$250

TOTAL DUE AT REGISTRATION **\$2,396**

TODDLER PROGRAM (18-36 MONTHS)

Monthly Tuition	\$895
Registration Deposit (2 Months)	\$1,790
Application Fee	\$250
Capital Fee	\$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.

SECURITY DEPOSIT ACKNOWLEDGEMENT

Registration Deposit Use

However, I understand and agree that Hello Friends Childcare Corporation holds this deposit as security for the childcare space and reserves the right to apply all or a portion of the Registration Deposit toward:

- The final months of enrollment
- Missed or unpaid childcare fees
- Government funding delays outside of Hello Friends' control, including ACCB or other subsidy programs
- Approved financial hardship arrangements
- Outstanding account balances
- Returned payments or NSF charges
- Other enrollment-related obligations associated with my child's account



The Registration Deposit allows Hello Friends Childcare Corporation to maintain staffing levels, classroom ratios, operational stability, and continuity of care for all enrolled families. Childcare spaces are reserved exclusively for enrolled families and cannot be offered to other families while being held.

Hello Friends Childcare Corporation reserves the right to determine when and how the Registration Deposit is applied based on account standing, enrollment status, funding delays, operational requirements, and the ongoing stability of the program.

Whenever reasonably possible, families will be notified before Registration Deposit funds are applied to their account.

The Registration Deposit remains the property of the family and will be applied or refunded in accordance with this agreement and Hello Friends Childcare policies.

4

HELLO FRIENDS
CHILDCARE CO.

SECURITY DEPOSIT ACKNOWLEDGEMENT



Approval for the Affordable Child Care Benefit (ACCB) does not eliminate the requirement for the Registration Deposit. The Registration Deposit remains a condition of enrollment and is separate from any government funding program. Once funding approval is received, applicable funding will be applied to the family's account in accordance with government guidelines.

REFUND POLICY

Application Fee

The Application Fee is non-refundable.

Registration Deposit

If care has not commenced, the Registration Deposit is fully refundable upon written request.

Once care has commenced, the Registration Deposit will remain on account and may be applied in accordance with this agreement.

Any unused Registration Deposit remaining after all account obligations have been satisfied will be refunded to the family.

Capital Fee

The Capital Fee is fully refundable if a family withdraws prior to the child's first day of care.

Once care has commenced, the Capital Fee becomes non-refundable.

5

HELLO FRIENDS
CHILDCARE CO.

SECURITY DEPOSIT ACKNOWLEDGEMENT

Refund Processing

I understand and acknowledge that any approved refund issued by Hello Friends Childcare Corporation may require up to sixty (60) business days to process.



Business days are defined as Monday through Friday and exclude statutory holidays.



This processing period allows for account reconciliation, government funding adjustments, and internal administrative requirements.



Refunds will be issued using the original payment method whenever possible.



6

HELLO FRIENDS
CHILDCARE CO.

SECURITY DEPOSIT ACKNOWLEDGEMENT

Parent Acknowledgement

By signing below, I/we acknowledge that:

- 1 I have read and understand the Security Deposit Guide and Acknowledgement.
- 2 I understand the purpose of the Application Fee, Registration Deposit, and Capital Fee.
- 3 I understand how the Registration Deposit may be used.
- 4 I understand the refund policy and refund processing time.
- 5 I understand approval for ACCB does not remove the requirement for the Registration Deposit.
- 6 I agree to Hello Friends Childcare Corporation's policies regarding deposits and refunds.
- 7 All information provided is accurate and complete.



7

HELLO FRIENDS
CHILDCARE CO.

SECURITY DEPOSIT ACKNOWLEDGEMENT

Signatures



By signing below, I/we acknowledge that I/we have read, understood, and agree to the terms outlined in this Security Deposit Guide and Acknowledgement.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____



8