



HELLO FRIENDS CHILDCARE CO.

How To Enroll



111

111 JACKLIN ROAD

Licensed Group Child Care
30 Months to School Age

2787 Jacklin Rd, Langford, BC | www.hello-friends.ca 2026/2027



STEP BY STEP HOW TO ENROLL

Welcome to Hello Friends Childcare Co.

We are excited to welcome your family to our community.
To secure your child's enrollment, please complete each step below.

STEP 1

Select Your Child's Program & Preferred Centre

Please indicate the program and location you are applying for:



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Child's Desired Start Date: _____

Child's Date of Birth: _____

STEP 2

Read the Parent Handbook, Policies, and Enrollment Information

Available at:

www.hello-friends.ca

STEP 3

Complete and Email All Enrollment Forms

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STEP BY STEP HOW TO ENROLL

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

Required forms:

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

STEP 4

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.

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STEP BY STEP HOW TO ENROLL

STEP 5

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.

- ♥ Please do not submit payment until an invoice has been issued by the centre.
- ♥ Enrollment fees must be paid within the timeframe indicated on the invoice.

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STEP 6

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



STEP BY STEP HOW TO ENROLL

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 Childcare Co.
We look forward to welcoming your family.



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