

Cancellation Policy

After School Program Membership and PD Day Registration

Once payment has been received, no refund will be issued under any circumstances (including volunteer commitments/deposits), regardless of your child's attendance or circumstances. BGC Leduc operates on an extremely tight budget, and as such, budgetary decisions are made based on our confirmed registrations. Staff Members are hired based on child to staff ratios, and if you withdraw your child from our program (either voluntarily or involuntarily) after the fact, we cannot adjust our staff contracts at that point. We do our staff hiring, program scheduling and recreational bookings based off of our registration numbers. **As such, we also do not pro-rate payments, nor issue "credits" for programs and activities that are paid for, but not attended.** We understand that circumstances do indeed change for families, but as a charity, we are unfortunately not able to absorb the costs that are incurred by such changes. **By registering your child for an After School Program Membership and PD Day Registration for the school year, you are agreeing to abide by this policy.**

Summer Programs Cancellation

1. Full refunds for cancellations made by May 10.
2. Cancellation fee of 25% for cancellations made after May 10. The fee is to support administrative costs incurred to process refunds, programming transfers and contact waitlists.
3. The full camp fee will be charged for cancellations made after the June 15 of that summer's programming.

Fall Break Camp Cancellation

1. Full refunds for cancellations made by August 31 of that school year
2. After this cut off, no refund will be issued for Fall Break Registration.

Spring Break Camp Cancellation

1. Full refunds for cancellations made by December 31 of that school year.
2. After this cut off, no refund will be issued for Spring Break Registration.

Medical cancellations with a valid note from a primary health care provider may receive a full refund, as per the discretion of the Executive Director.