



Updated: April 2025

Registration Information

1. How does one register for licensed child care?

- Contact each facility's Preschool Coordinator, Child Development Coordinator or Director of Childcare Services. Find contact information on page 3.

2. How far in advance is licensed child care registration?

- Registration is currently open and ongoing until the program is full.
 - For example, a child may begin enrollment mid-year if space allows.
 - If the program is full, children will be added to the program waitlist for the next available spot.

3. What are the parameters to withdraw from licensed child care?

- Parents must give one month's written notice of withdrawal on or before the 1st of the month or pay one month's fees. No refunds will be processed after April 1 of the current school year. Contact each facility's Coordinator/Director directly for more details.

4. Are licensed child care programs eligible under the Recreation Fee Subsidy Program (RFSP)?

- No, but they are eligible for financial support from the Ministry of Child and Family Development through the Affordable Child Care Benefit program.

5. What is the Provincial Child Care Fee Reduction Initiative?

- The [Child Care Fee Reduction Initiative](#) (CCFRI) is a government funded program provided to eligible, licensed child care providers in order to reduce parent fees. Contact facility's Coordinator/Director for more details.

Program Information

6. Does a consent form need to be completed?

- Upon registration, you will be asked to complete a registration form that will include an Informed Consent Form.

7. Where are registration packages submitted?

- Submit directly to the facility's Coordinator/Director via email or printed copy.

8. If a child has health and/or allergies that staff need to be aware of, are there additional forms that need to be filled out?

- Yes. Contact the facility's Coordinator/Director to obtain the additional consent forms.

9. How many children are part of the program?

- This varies from program to program. For more details, contact the facility's Coordinator/Director directly.

10. How do children get to and from school? (Out of School Care only)

11. Children from some schools walk and others are driven in a 24-passenger bus operated by a Class 4-certified staff.

12. If a child needs extra support, are there any specific community centres that offer this?

13. At this time, there are no site-specific support opportunities unless families are referred from the [Supported Child Development Program](#) in which funding would be provided for the staff working with the child.

14. Contact the community centre via email to connect with the Coordinator directly to find out if there is an opportunity to provide extra support for your child.

15. Is breakfast provided in the morning? (Out of School Care – Morning Care only)

- Yes. Breakfast is served between 7:00 and 8:00am. Food selections vary per site.

16. Is there a snack provided after school? (Out of School Care only)

- Yes. Individualized portions are provided to children. Parents are welcome to pack an extra snack if their child has alternate dietary needs. Inform the Coordinator if there are any foods your child is not allowed to eat.

Preschool / Child Development Coordinator Contact Information

OUT OF SCHOOL CARE PROGRAMS

LOCATION	NAME	POSITION	PHONE	EMAIL
Cambie Community Centre	Julian Hui	Child Development Coordinator	604-238-8388	jhui1@richmond.ca
Hamilton Community Centre	Martinia Alcobia	Director of Child Care Services	604-204-8655	malcobia@richmond.ca
South Arm Community Centre	Alex Ngai	Child Development Coordinator	604-238-8078	angai@richmond.ca
West Richmond Community Centre	Dustin Ng	Child Development Coordinator	604-238-8415	dng@richmond.ca

PRESCHOOL PROGRAMS

LOCATION	NAME	POSITION	PHONE	EMAIL
Cambie Community Centre	Anne-Marie Olmstead-Wilcox	Preschool Coordinator	604-238-8385	aolmstead-wilcox@richmond.ca
City Centre Community Centre	Kris Aquino	Preschool Coordinator	604-204-8572	kaquino@richmond.ca
Hamilton Community Centre	Martinia Alcobia	Director of Child Care Services	604-204-8655	malcobia@richmond.ca
South Arm Community Centre	Beth Hume	Preschool Coordinator	604-238-8063	bhume@richmond.ca
Steveston Community Centre	Catherine Nevada	Preschool Coordinator	604-238-8088	cnevada@richmond.ca
Terra Nova Nature School (Thompson Community Centre)	Emily Vera	Preschool Coordinator	604-238-8437	evera@richmond.ca
Terra Nova Nature School (Thompson Community Centre)	Kate Dawson	Preschool Coordinator	604-238-8437	kdawson@richmond.ca
Thompson Community Centre	Anna Thymis	Preschool Coordinator	604-238-8497	athymis@richmond.ca
West Richmond Community Centre	Keira Simmons	Preschool Coordinator	604-238-8404	ksimmons@richmond.ca

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