

CHILD CARE AGREEMENT

1. In admission of my Child _____ to the Child Care Center, I agree to cooperate fully with the requirements of the program, as set out in the Parent Handbook of Policies. I understand that my child will be placed in the Centre supervised by Kids Choice, and they will operate in accordance with the rules and regulations as set out in the Provincial Day Care Licensing Act and Regulations and follow AELCS Standards of Accreditation.
2. I agree to pay a one time registration fee upon admission of \$40.00. This fee is non-refundable.
3. Payment is due by 5:00 p.m. on the 1st banking day of each month or a \$25.00 late fee will be applied. If fees are not received by the 5th banking day of the month, care for the above mentioned child will be suspended, pending payment in full. I agree to pay the following rate:

FULL TIME monthly rate of \$_____. This amount represents the full portions due should your subsidy not be paid by Child & Family Services, regardless of the reason. **If applicable, I will keep my subsidy current and renew it as needed.**

As it deems necessary by the Director a parent may need to pay a daily rate when a full month of care is not needed due to termination of care, I agree to pay a daily rate of \$50.00.

MON _____ TUES _____ WED _____ THURS _____ FRI _____

Days my child(ren) will usually be attending daycare, I agree to keep the staff informed if for any reason the above changes.

I agree to make payments in the form of postdated cheques, interact or automatic withdrawal services. Cash payments are only to be made directly to the Director or assistant.

4. My maximum hours per day will not exceed 10 hours. In the event of late pick up after 6:00 p.m., **I agree to pay a late fee to the child care worker on duty. A fee of fifteen dollars (\$15.00), per child, will be charged for every 15 minutes or portion there of for the late pick-up of my child.**
5. I understand that it is my responsibility to give notice for termination as per the Parent Handbook of Policies. **I agree to give one month's (30days) written notice for termination of care.**
6. I agree to give one months notice for vacations during the peak times of Christmas and the summer months of June – August. **Fees will not be adjusted for any vacations. Full fees are required even when my child is away from the centre on extended vacations.**
7. I understand that my child must be clean and properly clothed, as per season, upon arrival at the Child Care Centre. I will also supply changes of clothing, **non- skid soled indoor shoes** and where appropriate, a minimum of **6 diapers per day.**
8. I agree that if my child will be arriving after **10:00 A.M**, I will call the Centre so that arrangements can be made for outings, staffing and/or programming.

9. Changes in my circumstances must be promptly reported to the Director. This includes: home address, phone number, family changes, work, doctor's name and number, etc. by filling in an information update form
10. In the event of an emergency where I cannot be reached, I give permission for information concerning my child to be released for medical procedures deemed necessary by my doctor or by any other physician selected by the staff of the Child Care Centre.
11. I agree to cooperate fully with the Director, Assistant and the Staff by completing and signing all required documents i.e. timesheet, medication, accident, etc.
12. I understand that the centre operates with a zero tolerance of abuse and reserves the right to terminate my child care for actions deemed as harmful to the centre.
13. I understand that the first 30 days is a probationary period and at anytime during this period a 10-day termination notice may be given at the Director's discretion. I also understand that during the time my child is in care if he/she puts the safety of other children or staff at risk an additional probationary period may be issued in writing by the Director.
14. I understand that abuse of the above agreement may result in termination of my child from the Child Care Program.

Date: _____

Parent Signature: _____

Director / Assistant: _____