

Parent/Caregiver Contract

We can revise or update our policies if needed for the safety of the children, staff and parents.

1) HOURS OF OPERATION:

Monday to Friday 8:30 a.m. to 6:00 p.m.

Daycare will be closed on all Statutory Holidays.

Courteous Requests:

1. Please close the back yard gate when you come for pick up and drop off.
2. In the morning when you come to drop kids please put them on the picnic bench/chair outside, take their shoes out and then let them come inside. This will help keep the daycare and play area clean.

Inclement weather policies and procedures:

We have great concern for the health and safety of the parents, staff and children as they travel to and from the childcare, particularly in winter. We are also concerned about the safety of staff and children while they are in the childcare. We will, therefore, either **close the childcare or have a delayed opening and/or early pickup** on days of inclement weather or dangerous temperatures, or if there is a power outage or other "disaster" beyond our control.

Sick Days

As strong as our immune system has become over the years, we unfortunately still get sick from time to time. Because of this I allot myself 5 sick days per year.

If I have to take off/close for few days (2-4) then you'll get a refund for that entire period when the daycare is closed. Advance notice will be given for such occurrence.

2) MONTHLY FEES

Monthly fees include all sick days, statutory holidays and vacation time - these are paid days. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend.

- Full Time: Monday - Friday, 8:30 am - 6:00 pm.

6 weeks onwards \$1600 per month

- Part Time: \$12 per hour.

4) PAYMENT POLICY

Parents agree that all monthly fees (full time and part time attendance) will be paid between the 1st and 5th of each month in advance.

Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days, statutory holidays and vacation time) Any parent who gives a three weeks advance notice(in writing) of temporary withdrawal for family vacation, which is more than one week, will have their fees reduced by 50% for the period of time of withdrawal.

A fee of \$50.00 will be charged for all NSF cheques. Upon a second occurrence of an NSF cheque, all subsequent payments must be made in cash.

A late fee of \$50 will apply if the payment is made after the 5th of each month.

5) ILLNESS POLICY

Please advise the daycare prior to 8:30 am/your arranged time if a child will not be attending daycare due to illness.

Parents agree that a child who is ill (eg. fever, infection, diarrhea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of my family and other children in my care. The parents further agree should a child become ill while in care that immediate arrangement will be made to remove the child from the daycare. Children will not be allowed to return to daycare until they have been symptom free for at least 24 hours. In some cases, a note from a doctor may be necessary.

Please respect my illness policy. If a child is not well enough to go outside to play or attend school, they are not well enough to attend daycare.

6) LATE ARRIVAL/PICKUP POLICY

Please advise the daycare prior to 8:30 am/your arranged time if your child will be late.

Please advise the daycare immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 6:00 p.m./your arranged time. If you are not able to pick up your child by 6:00 p.m./your arranged time alternate arrangements must be made. Please notify the daycare if an unauthorized person will be picking up your child. Verbal or written permission must be received before I will release a child to anyone who is not authorized on the registration form.

In the event that a parent cannot be contacted, it is the policy of my Family Childcare to call an emergency contact should a child remain in care after 5:30pm/your arranged time.

A late fee of \$1.00 per minute per child will apply if a child remains in care after 5:30 p.m./your arranged time unless prior arrangements have been made. This late fee is due and payable upon pickup or prior to the next day's care.

7) TERMINATION

Our Family Childcare reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary including, but not limited to, for the overall health, safety, and well-being of my family and/or other children in my care. The security deposit of \$500 will be forfeited.

8) WITHDRAWAL

Parents agree that a minimum notice of one full month/30 days (notice to be given on the 1st of any given month in writing) will be given for permanent withdrawal of any child from our care or \$500 deposit will be applied towards this un-notified withdrawal. No exceptions will be made.

9) DAMAGES

Our home is child-proofed to the best of our ability, however, accidents do happen. Any damage to my home or personal belongings that is willfully caused by your child will be replaced or repaired at the cost of the parents.

Our Family Childcare will repair or replace broken daycare equipment & toys due to normal wear and tear. However, should your child purposely damage or break equipment or toys, then the item will be repaired or replaced at the cost of the parents.

10) TOYS

I have well organized, separate, age appropriate toys for the toddler and infants. Infants will not be allowed to be around or play with small objects and toys. During the initial adjusting period we encourage your child bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. However, please do not bring your child's toys to daycare except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to daycare with toy weapons.

11) TOILET TRAINING

I am more than happy to encourage potty training as long as the child is ready and is able to tell that she/he needs to use the restroom (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

12) DEPOSIT/REGISTRATION

A non-refundable registration fee of \$100.00 (per child) is required upon completion of registration to secure your child's placement in care. With this a cheque of \$500 is also required as a security deposit. This amount will be adjusted towards the last month's fee, when a 30 days advance notice(written) is given for

withdrawal of child. If we have to terminate the child then security deposit will be forfeited.

Registration is not complete, and care will not commence until all the paper work is done! Confidentiality will be maintained for each child's record. Prior to the start date of care the following must be received for each child:

- Registration Form
- Allergy Form
- Parent/Caregiver Contract
- Non-Refundable Registration fee of \$100.
- Security deposit of \$500.

On the first day/start day - applicable fee check is required along with other items listed in the checklist.

13) ITEMS PARENTS/GAURDIANS ARE REQUIRED TO PROVIDE:

- Diapers and wipes if the child is using them.
- Baby food and baby formula if the child is using it.
- Extra pair of clothing.
- Anything special which you feel is necessary besides toys.

14) PICKUP/DROP OFF TIMES AND PAYMENT

It is further agreed that your child/ren will start attending the daycare on _____. Arrival time will be at _____ a.m. and pickup time will be at _____ p.m. Your first payment will be due on _____ in the amount of \$-----00. All payments thereafter will be due between 1st - 5th of each month in advance in the amount of \$-----00. Payment can be by cheque or cash.

I/We _____ / _____ have read and agree with the above statements. (Please print)

Parent/guardian Signature

Parent/guardian Signature

Note: If the child is in custody of both parents then two signatures are required.

Caregiver Signature

Date

NOTE: Please inform me ahead of time by a phone call if you would like to pick your child early or before the arranged/agreed time.