

PARENT CONTRACT

Section A – Financial

In order to assure that we can provide the services that your children are entitled to, it is essential that the financial status of our non-profit program be stable. The program's salaries and overhead expenses cannot be reduced because of absentee losses. In essence, this contract is parental guarantee that you will financially support the enrolment space guaranteed for you child.

1. I agree to pay the non-refundable registration fee at the time of registration. Plus the designated amount for each additional child.
2. I agree to pay two (2) week's deposit per child registered in the program at the time of registration. I further agree to provide written notice of withdrawal from the program at two (2) weeks prior to the date of withdrawal. The sum of the deposit shall be applied against the final month of participation in the program. I agree that will forfeit my deposit if I fail to provide written notice of two (2) weeks prior to withdrawal and that will be liable for the final month's fee.
3. I agree to submit twelve (12) postdated cheques payable on the first of each month (the fee established for the services requested) with no deductions for holidays or absences.

**Note: If payment is not received by the 5th day of the month a late payment penalty of \$5.00 is added, the \$10.00 by the end of the month. A meeting will then be set with the board of Directors if payment is still not rendered by the end of the month. If payment is still not made by the second month my child will be withdrawn from Air-O-Down Child Care Centre and Children Services will be contacted.

4. Separate from the subsidy fee, subsidies families will require a full fee deposit covering 5 days for each child in the centre. This money will be kept in reserve and used only if the child has used up their 35 days or taken any days over 20 consecutive days.
5. I understand and agree to pay the fee (see attached fee schedule) for any cheque, which is returned. The processing fee (see attached fee schedule) plus the original amount of the cheque shall be paid by cash or certified cheque within ten (10) days from the time the original was given back.
6. I understand that if my child (ren) remains in the Centre past the scheduled closing time of 6:00 p.m. (4:30 p.m. for children of parents enrolled at Secondary Schools or on job search); the following late pick-up procedure will commence if necessary, to ensure an appropriate and consistent pick-up time is maintained.

Late pick-up:

Late fees are charge “per family” and not ‘per child.

Flat rate of \$5.00 will be charged at 6:00p.m

1st late - \$5+\$1.00 per min. until 6:10 p.m. and \$2.00 per min. thereafter.

2nd late - \$5+\$2.00 per min.

3rd late -\$5+ \$2.00 per min. and a letter explaining the consequences of further lateness.

4th late -\$5+ \$2.00 per min. and a letter requesting the withdrawal of your child (ren) as of 10 days from receipt of the letter.

If any late fees are not paid within 5 days of the “late”, a \$10.00 levy will be added to the amount owing. If another 5 days pass, a letter requesting withdrawal of your child (ren) will be given to you.

- **Late fee s need to be paid within three days or the Board of Directors will then be notified**
- **If I am unable to contact the centre by 7:00 p.m., I understand that the Children’s Aid Society and police will be contacted**

Section B – General

The conditions of this contract provide protection for our parents, as well as for our program.

1. I agree to carry out the parental responsibilities under the policies and procedures of the program stated in the parent handbook.
2. I agree to submit on or before the first day of attendance medical forms complete along with updated immunization record and signed by my child(ren)’s Physician/Parent. I agree to complete and sign all necessary forms listed on the parent checklist form and to bring them prior to the first day of my child (ren)’s attendance at the centre.
3. I understand that for the benefit of all, sick children cannot be admitted if they have communicable disease i.e. measles, pink eye etc. or show signs of fever, diarrhea or vomiting. I understand that if my child is sick for 3 consecutive days or more, a doctor’s note is required for re-entry.
4. I understand that if my child should be come ill during the day, I will be contacted and agree to have my child picked up be myself; or an authorized within one (1) hour of being notified. A doctor’s note will be required for re-entry to the centre.
5. I agree to have my child (ren) in the centre no later than 10:00 a.m. (8:45 a.m. for children of parents enrolled in Secondary School), and I agree to notify the Centre before such time if my child (ren) will be absent.
6. I agree to have my child (ren) picked up from the Centre no later than 6:00 p.m. (3:30 p.m. for children of parents enrolled at Secondary Schools and 4:30 for parents attending other schools or who are on a job search).

7. I agree to the conditions for late pick-up as per #5 Parent Contact Section A, and will make every effort to adhere to the Centre's timelines policy.
- 8. If I fail to contact the Centre for one (1) week, I understand my child (ren) may be withdrawn from the program.**
9. I agree that only the pre-authorized person(s) designated on the Family History Form may pick-up my child. If it is necessary to designate any additional persons, every effort will be made to introduce these people to the staff.
10. I agree that, if my child is involved in any custody dispute, I will provide a legal document stating the agreement to the Executive Director.
11. I agree to abide by the Code of Conduct Harassment and discrimination Policy, Bill 168 Violence and Harassment set forth by Air-O-Down Child Care Centre.
12. Should the Supervisor and the Board of Directors determine that my child (ren) cannot adjust to the program, or that I have not fully carried out this contract of the parent responsibilities under the policies and procedures of the program the child (ren) may be asked to be withdrawn. I am aware that I will be given notice of such recommendation and that I will have an opportunity to appear at a Board meeting to discuss the withdrawal. If I do not attend, the child (ren) will be withdrawn 14 days after written notice from Air-O-Down Child Care Centre Board of Directors and that this contract will be terminated.

Signing of the Contract and Agreement

BETWEEN:

AIR-O-DOWN CHILD CARE CENTRE
and

(Parent/Guardian Signature)

(Parent/Guardian Signature)

RE:

(Full name(s) of Child (ren))

(Birthdates)

DATED at North York, This _____ day of _____, 20____.