

## KINDERPACE CHILD CARE CENTRE

### PARENT CONTRACT

#### I AGREE TO:

1. Pay my invoice that will be issued by the 10<sup>th</sup> of each month for care received in the previous month.  
Agree to pay my fees by the 20<sup>th</sup> of the month.  
Cheques should be made payable to Kinderplace Child Care Centre.

#### I AM AWARE THAT:

- Overdue accounts will be dealt with in a regular collection manner and chronic lateness will result in termination of childcare services.  
2% interest charges will be applied for all overdue accounts.
- Any change in fees will be made known to parents at least 4 weeks prior to the date of effect.
2. A \$100.00 deposit per family will be required upon entering an agreement with the Centre which will be returned upon withdrawal of your child(ren).
  3. Provide names and telephone number of persons authorized to pick up my child(ren) from the Centre. Pictures will also be provided if possible. Notify the Supervisor/Designate promptly of any change in my home or business address or telephone numbers.
  4. Provide up-to-date medical information about my child(ren) and to notify the Supervisor/Designate promptly of any change in medical information.
  5. In the event of a physical accident or illness, if I am not immediately available, the Centre will have my child(ren) taken to an emergency room of a hospital in the company of a staff member via the most appropriate transportation (i.e. Ambulance, taxi, etc.)
  6. Give the Centre at least 15 days consecutive written notice prior to withdrawing my child(ren) from the Centre. If notice cannot be given I agree to pay for 2 additional weeks of user fees. The initial \$100.00 deposit may be used toward the 2 week period.
  7. If you are not at the Centre by 5:45p.m. (as decided by the Kinderplace time clock located in the Toddler Room) you will be asked to sign a late slip. A \$20.00 fee will be charged (at 15 minutes increments) to cover staff overtime payments.

8. a) **FULL TIME REGULAR USERS** will be invoiced for their regularly scheduled usage

b) **FLEXIBLE USERS** (which only include children in the JK and ASK groups) are to submit user sheets on the 20<sup>th</sup> of every month. Your child's space may be filled by someone else if your user sheet is not received by closing on the 20<sup>th</sup> of the month.

**NOTE:** You must remain in the typed of program in which you are enrolled (i.e. regular or flexible). If your needs change please notify the Supervisor/Designate and your child(ren) will be place on the waiting list for the requested program.

### **8 . FULL TIME REGULAR USER ABSENT DAY ENTITLEMENT**

#### **(INFANT .TODDLER AND PRESCHOOL ROOMS ONLY)**

- I understand that in January of each year I will be entitled to (1 ¼ per month prorated to the start date.) in addition, I will receive 3 float days that can be used if my child is away for sick-time, vacation etc.
- If I withdraw my child(ren) part way through the year I will be responsible for paying the Centre for those days which I have used over and about the 1 ¼ per month. I must give at least a two week notice prior to taking vacation.
- User fees will be adjusted as required and in consultation with the Supervisor/Designate.
- I understand the Centre is closed Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labor Day, Thanksgiving Day, two days during the summer at the main site for cleaning (dates will be determined annually), as well as one day in October annually for professional development for staff.

### **PART-TIME VACATION ENTITLEMENT**

#### **(TODDLER, PRESCHOOL PROGRAMS ONLY)**

- I understand that my absent day allotment is prorated to the number of days that my child/ren uses and the time of year that my child is enrolled.
  - If I withdraw my child(ren) part way through the year I will be responsible for paying the Centre for those days which I have used over the allotment.. I must give at least a two week notice prior to taking vacation.
9. I understand the Centre is closed Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day and two days during the summer at the main site for cleaning (dates will be determined annually) as well as one day in October annually for staff professional development.

**JSK/ASK ABSENT DAY PROCEDURE**

- I understand that I do not receive absent days and are responsible to pay for any days that my child is enrolled in the centre.
- I understand that I can use an absent day credit form 5 days in advance and be credited that day for appointments etc.

PARENT'S SIGNATURE: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_