



# City Hall Child Care Society

A NON-PROFIT CENTRE FOR EARLY LEARNING & DEVELOPMENT

Child's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

## PARENT AGREEMENT

The City Hall Child Care Society (the "Society") is an incorporated non-profit organization that provides licensed childcare to employees of the City of Vancouver and members of the surrounding community. This agreement encompasses the terms of the parental responsibilities necessary for the Society to provide this service. The following regulations apply to all programs within the Society.

**AS A PARENT AT CITY HALL CHILD CARE SOCIETY AND A MEMBER OF THE SOCIETY, I ACCEPT, UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS OF ENROLLMENT:**

### FINANCIAL

1. a.) Upon enrollment of my child, I will arrange to make monthly fee payments via Automatic Debit. Forms will be made available to me and I will submit them to the Executive Director with all necessary information. All fees are due on the first day of each month. The monthly childcare fee for my child at time of enrollment is \$\_\_\_\_\_.
- b.) I understand that the Board of Directors will present the yearly Financial Statement at each Annual General Meeting of the Society.
- c.) If by the 5<sup>th</sup> working day of any month, I fail to pay my childcare fee, the Society has the right to terminate my childcare space without any notice to me. The Society may then commence legal proceedings against me for any arrears of my account together with the cost of securing payment of my account.
- d.) The Executive Director reserves the right to charge a late payment fee of a penalty of \$1.00 for each day of which payment is in arrears.
- e.) Fees will not be reduced for Statutory Holidays, family vacations, sick time or otherwise.
- f.) A fine of \$25.00 will be charged on each cheque returned NSF.
2. I will provide the Society with a pre-enrollment deposit, consisting of one half of the monthly fee. This deposit will be refunded within six (6) weeks after my child ceases to attend City Hall Child Care Society. The Society will apply the deposit to any outstanding fees or monies owing to the Society.
3. I will give two (2) month's written notice, (dated the 1<sup>st</sup> day of the month) of withdrawal to the Executive Director. Failure to give one month's written notice will result in forfeit of my pre-enrollment deposit. DEPOSIT \$\_\_\_\_\_
4. The Society will make all reasonable efforts to issue official tax receipts for childcare fees by February 28 of each year.

**THESE RECEIPTS MUST BE RETAINED AS DUPLICATES WILL NOT BE GIVEN**

## CHILDREN'S RECORDS

1. I have completed and will keep updated the following:
  - Registration Form
  - Two (2) Emergency Cards
  - Immunization Record
  - Fieldtrip Permission Forms
  - Sunscreen/Lotion Permission Forms
  - Medication Forms (if necessary)
2. I have read and understand that the Staff of the Society will implement the following:
  - The Health Policy
3. I have listed all names of persons who are legally restricted in access/contact with my child due to a Court Order/Separation Agreement etc.

NAME \_\_\_\_\_ AGE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME \_\_\_\_\_ AGE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

A copy of the relevant Court Order or Agreement must be attached and any changes filed with the center, in writing, immediately.

## ORIENTATION

At time of enrollment, in accordance with the recommendation of the Staff of the Society, I will participate in the orientation of my child to the Society for a minimum of 5 days prior to his/her attendance. I have read and understand the Gradual Entry process as outlined by the Staff of City Hall Child Care Society.

## HEALTH & SAFETY

- All children attending City Hall Child Care Society are to be fully immunized based on the schedule developed by the Provincial Ministry of Health. <http://healthlinkbc.ca/immunization.stm>
- A copy of each child's immunization schedule is to be provided to the Daycare and is to be updated as necessary.
- To attend the center, my child must be well enough to participate in all aspects of the program including outdoor play.
- In order to safeguard the health and well being of all children, I understand that Caregivers have the right to exclude my child from the center based on Vancouver Coastal Health Authority Guidelines. As requested in the Health Policy Handbook I will provide medical clearance from a physician before my child is readmitted.
- I will advise the staff of any changes in my child's health and update records immediately upon any changes occurring.
- I have read the "HEALTH POLICY HANDBOOK" and I agree to follow the guidelines stated within such policies.
- Only medication, prescribed or recommended for my child in writing by a physician and provided in its original packaging with full instructions and precautions, will be administered to my child by Society staff. The Society staff will only administer the medication if I have completed a "Permission to Administer" form and have provided this form to the staff.
- I will sign my child in and out each day on the Sign/Out sheet posted in the Society
- I will notify the Society in writing or by phone if someone other than those persons authorized by me on the EMERGENCY CONSENT CARD will be picking up my child.
- The Society will not release your child to anyone under the age of 14 even if you designate such a person to pick up your child.
- If after 1 hour (60 minutes) from center closing time, the staff have been unable to make contact with me or the designated emergency contacts, my child will be turned over to Emergency Services of The Ministry for Child and Family Development

## SCHEDULING

- a.) I will abide by the Daily Schedules of the Society my child attends. I understand that the staff has a Daily Program, which they follow to ensure a stimulating environment I will ensure my child arrives at Daycare no later than 9:30 to avoid disruption. If I will be later than 9:30 or absent I will phone the daycare to make them aware of the changes
- b.) I understand that the Society operates within the teacher: to child ratio set out by Community Care Facilities Licensing. Should I arrive at the center late to find that a group of children and a staff are on a walk I will need to stay with my child until their return, unless the remaining staff are within the staff: child ratio.
- c.) City Hall Child Care Society opens at 8:00 and your child may be admitted from 8:00 onward. I agree to arrive prior to 5:45 to prepare my child to go home, collect belongings and sign them out. I understand that if I arrive at 5:45 to pick up my child, I will be considered late and late charges will apply. I will pay an overtime fine of \$20.00 and \$1.00 per minute if I exceed the agreed upon time. The amount is due and payable to the City Hall Child Care. I understand that if I am late 3 or more times the agreement for childcare may be terminated.  
As noted in the Parent Manual should snow or other events hamper your punctuality, it is requested that you leave work earlier to pick up your child, as Late Fines will be charged regardless of situation.
- d.) The Society will be closed for the following Statutory Holidays each year.
- \*New Year's Eve @ 1:00
  - \*New Year's Day (or subsequent day should it fall on the weekend)
  - \*Christmas Eve Day
  - Christmas Day (or subsequent day should it fall on the weekend)
  - Boxing Day (or subsequent day should it fall on the weekend)
  - Family Day
  - Good Friday
  - Easter Monday
  - Victoria Day (or subsequent day should it fall on the weekend)
  - Canada Day (or subsequent day should it fall on the weekend)
  - B.C. Day
  - Labour Day
  - Thanksgiving Day
  - Remembrance Day (or subsequent day should it fall on the weekend)
- e.) The Society may need to close the Daycare operation for any number of extraordinary issues including, but not limited to, weather conditions, collective bargaining or agreement matters (including job or strike action), health concerns (including epidemics, Health Authority or Licensing closures etc.) There is no guarantee of refund for any such closures. The Board of the Society will review any closures of a week duration or longer and determine on a case by case basis, whether a refund, partial refund or reimbursement (up to the cost of per diem childcare at the Society) for alternate childcare will be offered.
- f.) The Society does not refund for days missed by a child whether for holidays, health reasons or to hold a space in a program.

## AGE GROUP TRANSFER

- It is not guaranteed that a space will be available for my child in the next Age Group. Licensing Restrictions and limited spaces may hinder my chances of continuum of care. It is my responsibility to have dialogue with the Executive Director at least 3 months prior to my child's expected move to the next program.
- The Society recommends I put my name on other Childcare Waitlists for caregiving, or make back up/alternative plans for child care as the Society cannot guarantee care beyond the age limit of the current Program my child attends.

## PARENT INVOLVEMENT

- I will take an active interest in my child's Program by fulfill parent tasks by contributing a minimum of twelve (12) hours or six (6) hours (for part-time children) of my personal time per year per child towards; Board Membership, general cleaning & maintenance of the daycare, work parties, or committee involvement.
- Should I be unable to fulfill my contribution of 1 hour (1/2hour for part-time) of personal time per month per child to the Society, I will pay an hourly fee based on an hourly rate of as determined by the Board for the hours I have not yet

contributed. Should my amount owing to the Society exceed my parent deposit the agreement for child care may be terminated unless the outstanding invoice is immediately paid. **THE CURRENT HOURLY RATE IS \_\_\_\_\_per hour**

- As a member of the SOCIETY I will attend the Annual General Meeting and will take an active interest in the affairs of the Society.

**MISCELLANEOUS**

- Should my child's possessions and/or clothing become stained, damaged, broken or lost.. I will not hold the Society, any individual Society member, or any staff of the Society responsible in any manner.
- Should I forget to supply a lunch for my child, the staff will provide a lunch from our snack supplies and I will be billed \$5.00 for my child's lunch. Should this happen on a regular basis, the agreement for childcare may be terminated after two written warnings.

**OUTSIDE CARE**

- I understand and agree that, if I choose to engage any current or former employee of the Society to provide child care or other services outside of the Society's hours, premises and/or operations (the "Outside Care"), that I do so at my own risk. The Society is not responsible or liable for any damages, including personal injury and property damage that may be caused or contributed to by any act or omission of any current or former employee of the Society, which is related to or occurs in the course of Outside Care.

**I HAVE READ UNDERSTAND AND HEREBY AGREE TO ABIDE BY THE PRECEDING CONDITIONS OF ENROLLMENT, FURTHER, I UNDERSTAND THAT THE SOCIETY MAY WITHDRAW CHILDCARE SERVICES FOR MY CHILD UPON ONE MONTH'S WRITTEN NOTICE TO ME**

\_\_\_\_\_  
**Signature for the Society**

\_\_\_\_\_  
**Signature for Parent(s) or Guardian**

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_