

## **Childcare Agreement**

A deposit of 1 weeks dues is due upon signing the childcare agreement to hold your child's space. This deposit is used for your child's last week of care with us. Your rate pays for your child's spot in our program whether they attend daycare or not. This helps ensure that we are able to run a quality program and that your child's spot is saved for them. Discounts are not given for early pick-up or missed days unless prior arrangements have been made.

### **Hours of Operation**

Monday – Friday 7: 30am – 5:00pm

Pick up past 5:20 will be subject to a 5.00 late pick up charge for every 10 min you are late unless arranged and approved beforehand in which case regular overtime fees apply. Early drop off and late pick up is available but must be scheduled and approved, early drop off and late pick up fees are posted on the website.

### **Vacation Policy**

50% of regular rate is to be paid the Friday before the vacation time. Two months notice must be given for vacation rates to apply. No more than 3 consecutive weeks may be taken at a time at the reduced rate. Regular rates will apply for any weeks taken past 3 weeks. No more than 6 weeks a year may be taken at the reduced rate. Single days off or sick days do not qualify for the reduced rate and your regular weekly dues apply. The daycare will be closed for 1 week between Christmas and New Years' and 2 nonconsecutive weeks in the summer. You will not be charged fees for these weeks and dates will be given to you in advance.

### **Notice of Termination / Cancellation**

I require 4 weeks notice if you plan on withdrawing your child from our daycare program. Your deposit will be used for your child's last week of care. There is a trial period of two weeks starting the day your child starts daycare, during this period you may withdraw your child without notice. I may also terminate care during this time if your child is not adjusting well or is refusing to follow our house rules, but this is very rare. Any money paid prior will not be refunded.

### **Personal Property**

I ask that younger children leave all toys at home. You may keep a blanket/pillow here for your child to use during nap/quiet time. If your child needs a soother we ask that you leave one here so that it isn't forgotten at home for nap time. Bottles and sippy-cups must be provided by the parent and must be labelled with their child's name. Older children may bring portable game players but must be responsible for their own property. The daycare is not responsible for lost or damaged property.

### **Meals**

We provide all meals and snacks while your child is in care. Meals are based on Canada's current Food Guide and are balanced according to those standards. Special diets must be provided by the parents and sent to daycare with your child. Formula is not provided by the daycare and must be supplied. Sample meal: grilled cheese on whole wheat bread with broccoli and apple slices for dessert. All juice is watered down 50% and water is given throughout the day.

### **Nap/Quiet Time**

We provide a quiet time after lunch for children still requiring an afternoon nap. All other children must do a quiet activity such as looking at books or watching a movie quietly.

### **Personal Hygiene and Dress Code**

All children must come to daycare bathed and ready for the day. Diapers and wipes are not provided by the daycare and must be supplied. Potty training children must wear a pull up diaper until they are accident free. In warmer months please apply sunblock to your child before they come to daycare. Please ensure your child is properly dressed for the weather, this means neither too hot or cold with the proper provisions for the weather. Sun hat, mittens, winter hat, boots, jacket etc. Please do not dress your child in “dress clothes” or special items. We often paint or play outside where there may be mud and little ones tend to get dirty. Please pack an extra outfit including underwear for your child. Splash pants are great for spring and fall as we do go to the park early in the morning and sometimes the grass and sand is still damp during the cooler months.

**Initials** \_\_\_\_\_

## Health Policy

I follow the daycare health policy that has been established by the government of Ontario. This is strictly adhered to and all parents are required to follow this guideline or their child will be terminated immediately from care. This is to ensure the health and safety of all of our children, yours included. Please help us keep everyone healthy. The government of Ontario allows each parent to take 10 sick days a year for family illness. Please use these when your child(ren) are sick to help stop the spread of infectious diseases like influenza and rotavirus, both serious and life threatening illnesses.

### **Children Should not come to care or will be sent home if they have the following symptoms:**

- Fever over 100 degrees
- Green discharge from nose, eyes or ears
- Vomiting
- Diarrhea
- Unknown skin rash (you must supply a dr's note for any suspicious rashes before your child will be allowed back to daycare)
- Evidence of head lice
- Severe coughing, wheezing or difficulty breathing
- Conjunctivitis (pink eye)
- Abnormal behaviour (lethargy, irritability, persistent crying)

### **OR if :**

- They require more care than the childcare provider can provide without compromising the needs to the other children in the group.
- Keeping the child in care poses a risk to the other children or childcare provider

### **General Guidelines:**

- The child's response to fever reducing medication does not help in deciding how sick the child is.
- Please inform the daycare if your child has been exposed to an infectious disease.
- Please inform the daycare of your child has been diagnosed with an infectious disease so that we can inform other parents that their child has been exposed.

### **Children may return to daycare:**

- After they have been symptom free without the use of medication for 24 hrs.
- If antibiotics have been prescribed they must be given for a full 24 hours before readmission.

## Late Payment / NSF Fees

A late payment fee of 5.00 per day is charged for any dues not paid on time. Dues are to be paid weekly on Thursday and will be deposited the next day. Cheques returned NSF will be subject to a 40.00 NSF fee and payment will be due immediately upon notice of the cheque being returned. If payment is not made we reserve the right to not admit your child into care until the full balance is paid.

## My Promise to you:

Your child will always be treated with dignity and respect. Physical or corporal punishment will never be used against your child. I will not allow your child to be bullied by any other child in our care. We will provide a fun and safe environment for your child. We will never withhold food or water from your child for any reason. Name calling or putdowns are not tolerated from other children and are never used as punishment or motivation. We strive to provide a positive, stable environment in which your child can grow and thrive in. Communication between the daycare and parents is encouraged and we like to involve parents as much as possible.

I agree to the terms outlined on the above two pages of this contract for childcare, dated this \_\_\_ day of \_\_\_\_\_ between myself and Tara Suceska.

X  
Signature of Parent / Guardian

X  
Tara Suceska (Daycare Provider)