



**Child's
World
Day Care
Centre**

**Fairview
Family
Homes**

**Child's World
Program
for School
Aged Children**

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Fairview, Alberta
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AGREEMENT FOR CHILD CARE SERVICES – Day Care & Out-of-School Care

Parent/Guardian		Parent/Guardian	
Name:		Name:	
Phone(c):		Phone(c):	
Phone(w):		Phone(w):	
Email:		Email:	
Address:		Address:	
Child #1.			
Name:		Birthdate:	
School:		Grade:	
Days & Hours of Care			
Type of Care: <input type="checkbox"/> Full Time Day Care <input type="checkbox"/> Daily <input type="checkbox"/> Out-of-School Care			
Days of the Week: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Differs weekly/Monthly*			
Drop off time:		Pick up time:	
Shifts/Schedules/Additional Information:* must provide a monthly calendar by the 15 th if days differ			
Start date:			
Child #2.			
Name:		Birthdate:	
School:		Grade:	
Days & Hours of Care			
Type of Care: <input type="checkbox"/> Full Time Day Care <input type="checkbox"/> Daily <input type="checkbox"/> Out-of-School			
Days of the Week: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Differs weekly/Monthly*			
Drop off time:		Pick up time:	
Shifts/Schedules/Additional Information:* must provide a monthly calendar by the 15 th if days differ			
Start date:			
Child #3.			
Name:		Birthdate:	
School:		Grade:	
Days & Hours of Care			
Type of Care: <input type="checkbox"/> Full Time Day Care <input type="checkbox"/> Daily <input type="checkbox"/> Out-of-School			
Days of the Week: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Differs weekly/Monthly*			
Drop off time:		Pick up time:	
Shifts/Schedules/Additional Information:* must provide a monthly calendar by the 15 th if days differ			
Start date:			

ACKNOWLEDGMENT & AGREEMENT

I/We _____ & _____ will be enrolling my/our child/children in the Child's World Day Care Centre and/or the Child's World Program for School Age Children(OSC).

I/we acknowledge and agree to the following:

1. I have completed an application and child profile for my child(ren) supplying all information that is required to ensure that my child receives the best quality care possible.
2. I have received a copy of the *Child's World Day Care Centre and Child's World Program for School Age Children Policy and Procedure Handbook* ("Policy and Procedure Handbook"), which details the policies and procedures relating to the care of my/our children.
3. I have read and understood the Policy and Procedure Handbook in its entirety and agree to all the provisions therein.
4. I understand and will comply with all provisions of the *Parent Code of Conduct*, attached hereto.
5. I am familiar with and understand the fee schedule for Child's World Day Care Centre and the policies regarding billing and collection of fees.
6. I understand that fees are payable for all days that my child(ren) are scheduled to attend. I understand that if my child is absent on any scheduled day, I am required to pay the fee for that day as if my child attended.
7. I understand that fees are subject to change with 30 days notice from the Executive Director of the Child's World Day Care Centre and the OSC.
8. I understand that monthly childcare fees are billed by the 5th business day of the month following child care. If fees are not paid by the 15th of that month, a fee of \$ 10.00 will be added to the amount owed. If fees remain outstanding on the last business day of the month, an additional late fee of 20% of the principal amount will be added to the total amount owing. For every month thereafter, a fee of \$10.00 will be added if fees are not paid by the 15th and additional 20% of the principal amount will be added at the last day of the month. I understand that after 60 days of unpaid fees, childcare will be cancelled.
9. I understand that any amount remaining outstanding on an account for 90 days or more will result in the account being sent to collections. A fee of 40% of the amount owing will be added to the account. I understand that in the event my account is sent to collections, this agreement will be terminated and my contracted space will be discontinued with Child's World Day Care Centre or OSC. I further understand that should I wish to re-enroll my children, I will be required to pay any outstanding amount owing on the account and my child(ren) will be placed at the bottom of the waitlist. I agree that if I am offered a space, I will pay a \$200.00 deposit that will remain on my account until my child(ren) are no longer enrolled.

10. I understand that a Charge Back fee of \$20.00 will be charge to my account in the event that a cheque is returned due to insufficient funds.
11. I understand that if my child/ren remain at the Child's World Day Care Centre or OSC after closing time, a surcharge of \$20.00 per child for every 15 minutes (or portion thereof) will be levied on my account.
12. I understand that any child(ren) remaining at the Child's World Day Care Centre or OSC at 7:00 p.m. will be considered abandoned and appropriate measures will be taken.
13. I understand and agree that I will be required to pay a holding fee of \$300.00 per child per month in the event that I temporarily remove my child from care for the summer (July 1st to August 31st). The holding fee ensures the child(ren) a space upon return and up to \$300.00 per month of childcare based on the current casual childcare hourly rate.
14. I understand that in order to have my child(ren) enrolled in Child's World Day Care Centre or OSC, I am required to be a voting member of the Fairview Day Care & Playschool Society. I acknowledge and agree to pay the annual cost of twenty-five (\$25.00- July) dollars.
15. I understand that in order to have my child(ren) enrolled in Child's World Day Care Centre or OSC, I am required to pay an annual performance bond to Fairview Day Care & Playschool Society. I also understand that I will have the opportunities to work off the performance bond throughout the year via fundraisers. I acknowledge and agree to pay the annual performance bond less any amount I have worked off throughout the year. Currently \$200 a year, charged on your bill for 10 months (September-June) of the year at \$20.
16. I understand that I must notify Child's World Day Care Centre and OSC of changes in workdays or hours, as well as changes to personal contact information.
17. I understand that it is my responsibility to deliver my child to their assigned room and to sign them in and out each day.
18. I understand that Child's World Day Care Centre and OSC staff may use developmental screening tools to assess the healthy development of my child.
19. I understand that Child's World Day Care Centre and OSC is responsible for providing children with nutritional content in accordance with the Canada Food Guide. It is my responsibility to inform you of any special nutritional requirements. (for example: infant formula/foods, specialty foods due to allergies etc.).
20. I understand that outdoor play occurs on a daily basis; I agree to bring seasonally appropriate outdoor clothing for children each day and must ensure that their child(ren) have an extra set of indoor clothes every day.
21. I understand that it is my responsibility to provide diapers and wipes.
22. I understand that termination of this Agreement requires 30 days written notice be provided to the Executive Director ex. Email or hand delivered letter
23. I understand that the Child's World Day Care Centre and OSC reserves the right to terminate the contract at any time for non-payment of fees or non-compliance with any Child's World Day Care or OSC policy or procedure.

23. I understand that the Child's World Day Care Centre and OSC will comply with the requirements of Child and Family Services Authority – Northwest Region and the policies outlined in the Policy and Procedure Handbook.

Parent/Guardian Signature

Date

Program Co-Ordinator/Executive Director

Date

Parent/Guardian Signature

Date

Program Co-Ordinator/Executive Director

Date

24. Emergency Medical Waiver

I, _____ (parent/guardian), authorize Child's World Day Care Centre and Child's World Program for School Aged Children to give/arrange for emergency medical care (and transportation) to my child in the event that I cannot be contacted immediately.

I consent to pay for all medical expenses incurred in cases of emergency.

Parent/Guardian Signature

Date

25. Chronic Medical Conditions

It has been disclosed to the Child's World Day Care Centre and the Child's World Program for School Age Children that _____ (child) has:

- _____ (condition), and it is agreed that the Child's World Day Care Centre and the Child's World Program for School Age Children will be required to administer _____ (medication):
 - on a daily basis, when required.
- no chronic medical condition known at this time.

The Child's World Day Care Centre and the Child's World Program for School Age Children has received instructions and/or a demonstration of the required care and is able to carry out the procedure/administration of medication. I (parent/guardian) will immediately advise the Child's World Day Care Centre and the Child's World Program for School Age Children updated on any changes to the child's condition or medication.

Parent/Guardian Signature

Date

26. Health Care Consent

I, _____ (parent/guardian), authorize Child's World Day Care Centre and Child's World Program for School Aged Children to provide any health care deemed necessary.

Parent/Guardian Signature

Date

27. Casual Fieldtrip Consent

I, _____(parent/guardian), give my permission for my child(ren) to participate in routine activities such as walks in the neighborhood, walking to and from school, or walks to nearby community playgrounds or facilities. Bickell Heights Park: 10408-106 Ave, Beaver Ridge Park: 12mr-2-795-2481, E.E. Oliver School: 11204-103 Ave, St. Thomas More School: 11412-102 Ave, Kinsmen Park: 10604-111 St, Splash Park: y-572E0, Hemstock Park: 10301-110St. Staff will ensure that they review and are familiar with the field trip policy. At all times during off-site activities, there will be two primary staff present, meeting the child care licensing ratio requirements at all times. Staff will ensure they are familiar with and adhere to section 4(1)(a)(b) and (2)(a). Staff will have the portable records on hand.

Parent/Guardian Signature

Date

28. Photograph/Video Waiver

I, _____(parent/guardian), give my permission for my child to be photographed and/or videoed as specified below:

- NO pictures whatsoever.

- In-house for classroom use only, for the purposes of programming

- For the purposes of programming and for the promotion of the Child's World Day Care Centre and Child's World Program for School Aged Children in the community, including in the local newspaper.

Parent/Guardian Signature

Date

29. Social Media Waiver

Child's World Day Care Centre and Child's World Program for School Aged Children is in the process of transitioning to a paperless system. At the present time, this will begin with our daily sheets. To do this, we will require children's information, as well as parent's email addresses, to be input into a website that is linked to a child care app. By using this app, parents and child care teachers will be able to better connect with each other about how their child/children's days have proceeded, and allow the parent's access to their child/children's personal daily sheets through the parent app at their own convenience.

I, _____(parent/guardian), give my consent to Child's World Day Care Centre and Child's World Program for School Age Children to use my email and my child(ren)'s information in conjunction with an online-based childcare application.

Parent/Guardian Signature

Date

30. Sunscreen Consent

I, _____ (parent/guardian), authorize Child's World Day Care Centre and Child's World Program for School Aged Children to apply sunscreen to my child before taking him/her outside.

I understand that it is my responsibility to supply the sunscreen, if requested.

Parent/Guardian Signature

Date

31. Insect Repellent Consent

I, _____ (parent/guardian), authorize Child's World Day Care Centre and Child's World Program for School Aged Children to apply insect repellent to my child before taking him/her outside.

I understand that it is my responsibility to supply the insect repellent, if requested.

Parent/Guardian Signature

Date