



March 2018

POLICY AGREEMENT

TUITION — Please note all tuition must be paid within the first three days of the month. Failure to do so could jeopardize your child’s childcare space. Tuition for full time or part time children will be the daily rate multiplied by the number of days registered including holidays and sick days. We prefer payments by E-transfer, but do accept cash or cheque.

Number of days per week for enrolment: Full days 2 ___ 3 ___ 4 ___ 5 ___
Half days 2 ___ 3 ___ 4 ___ 5 ___
B/A 2 ___ 3 ___ 4 ___ 5 ___

To ensure staff/child ratio are in accordance with the Child Care and Early Years Act, 2014 we request the following:

I will bring my child to school at ___ a.m. I will pick him/her up at ___ p.m.

Half day A.M. is before 12:00 p.m. and Half day P.M. is after 12:00 pm.

Hours are based on parent’s work/school schedule.

Daily Rate: \$ _____

Registration Fee: \$40.00 per child or \$60.00 per family is payable when you enroll your child(ren).

Swipe Fee: \$5.00 each. Anyone coming on a regular basis must purchase a swipe key.

Deposits: All tuition deposits are non-refundable.

Hospital: If your child is admitted into the hospital there is no charge for the days missed while in the hospital. A doctor’s note will be required.

Vacation: Children enrolled for 12 consecutive months are allowed a 2 week vacation period. VACATION FORMS MUST BE FILLED OUT AND SUBMITTED 2 WEEKS PRIOR TO VACATION.

Pick up: No child will be released to a person not authorized for pick up by the parent. We must have written or verbal authorization for changes in this respect.

Medication: Any medication that has been prescribed by a doctor and brought in the original container OR over the counter medication will be administered. A Consent for Drug Administration form must be filled out completely by the parent/guardian. Fever reducer will only be administered while your child is in the infant and toddler rooms.

Withdrawals: A two-week notice is needed for a change in schedule or withdrawal. Parents will be charged two weeks for early withdrawal without notice.

Late Fee: There will be a \$10.00 late fee for every 10 minutes after hours.

NSF Cheques: There will be a \$20.00 charge for any returned cheques.

Notices: It is a parent's responsibility and **extremely important** to read all memos and notices that are sent through HiMama and posted throughout the centre.

Your child should be dressed appropriately for outdoor play. All clothing must be labeled e.g. sweaters, jackets, snow pants...

All toys and food should be left at home.

Allergies: We are a nut and latex free facility. Due to children in our care with extreme allergies no snacks or drinks are to be left in your child's locker/bag. If any food is brought in to the child care centre please label the container with your child's name and the date.

Accident Reports: If a child is injured an accident report will be filled out. The parent will be required to read and sign upon picking up their child and a copy will be given to the parent.

Sign in and out: Please remember that all children must be signed in upon your arrival and signed out upon departure. **THIS IS A MUST!** For safety reasons, no child will be released to anyone we feel incapable of transporting or caring for them: e.g. intoxication, under the influence.

Please read thoroughly The Parent Manual Child Care Policies and Procedures. The manual is available on our ABC website: <https://www.abcchildcarewindsor.ca>
Click on programs-and-locations tab at the top of the page, and then click on Parent Manual tab at the bottom of the page. Or go to our Facebook page ABC Day Nursery and click on the Parent Manual tab on the left.

If any change occurs that should be noted on your child's records, it is your responsibility to notify the centre.

The school **will be closed** on the following holidays:

New Year's Day
Victoria Day
Labour Day
Boxing Day

Family Day
Canada Day
Thanksgiving Day

Good Friday
Civic Holiday
Christmas Day

I have read the above agreement and accept the school policies.

Parent/Guardian's Signature

Supervisor

Date