

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. There will be a \$10 late fee for all late tuition payments. (Non-base fees)

NSF Cheques: There will be a \$20.00 charge for any returned cheques. (Non-base fees)

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 into 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.

Drop off and pick up: Please notify your teacher when you drop off and pick up your child. 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.

It is important to keep all contact information updated in case of an emergency situation. It is your responsibility to notify the centre of any changes.

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

New Year's Day	Family Day	Good Friday
Victoria Day	Canada Day	Civic Holiday
Labour Day	Thanksgiving Day	Christmas Day
Boxing Day		

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

Parent/Guardian's Signature

Supervisor

Date