

## Parent Contract

In consideration of Lonsdale Creek Daycare Centre Society (the "Society") agreeing to enroll my child at Lonsdale Creek Daycare (the "Daycare"), I agree as follows:

1. When I/we enroll my/our child at the Daycare, I become a member of the Society, and I/we agree to accept responsibility for its management and operation in accordance with the rules and regulations made from time to time by the Board of Directors of the Society (the "Board").
2. I/we agree to meet with the Director or Head Supervisor before my/our child first attends the Daycare to exchange information and complete necessary forms and I/we agree to promptly notify the Head Supervisor of any change of address, telephone number, or employment in the future.
3. I/we agree to pay my/our child's fee for enrollment, which is determined from time to time by the Board, promptly and to abide by the following rules concerning the payment of fees and other amounts owing to the Society:
  - a) I/we will submit to the Daycare upon acceptance for enrollment of my/our child at the Daycare a void cheque with a pre-authorized payment authorization form, and when necessary will update the amount of fees owing, or to update my account information.
  - b) If I/we have not paid the enrollment fee for any month by the third working day of such month, or such other amounts owing to the Society by the time specified for payment, I/we acknowledge that at the discretion of the Board, I/we may be terminated as a member of the Society and my/our child care privileges suspended with or without prior notice, in which case I/we will be responsible for any charge which may be due pursuant to section 13 hereof; and
  - c) If no funds are available in my account at the time of pre-authorized payment is to be withdrawn, I/we agree to promptly reimburse the Daycare for the full fees then owing to the Society plus a service charge equal to the greater of \$25.00 or the amount actually charged by the Society's financial institution, by a certified cheque, money order or cash.
4. I/we understand that before or on completion of the initial meeting with the Director or head supervisor, a non-refundable deposit of \_\_\_\_\_ is required to guarantee a space for my child at the Daycare and that this deposit will be applied toward the first month's fee due in respect of the child's enrollment.
5. I/we agree to arrive with my/our child at the Daycare no later than 9:30 a.m. each regular school day and to deliver my child to a supervisor. I/we will depart with my/our child no later than 6:00 p.m. in the 3 to 5 program and at 5:30 in the Under 3 program.
6. I/we agree to notify in writing the Head Supervisor of the usual time and person who will call for my/our child and to notify the Head Supervisor in advance if there is a change of plan.
7. I/we acknowledge that Daycare policy does not permit supervisors to release children to parents who appears to be emotionally distraught and /or if alcohol or drug consumption is suspected.
8. I/we give permission for my/our child to take part in local outings. I understand that I will be notified in advance if any outing involves transportation.
9. I/we will not bring my child to the Daycare if he or she is ill. If my/our child is going to be absent, I/we agree to immediately notify a supervisor and advise the reason for the absence. I/we agree to promptly pick up my/our child, if so requested by the Head Supervisor if, in their discretion, my/our child is ill and should not remain at the Daycare for the duration of that day.

10. I/we understand that any supervisor may be required in their judgment to carry out health inspections of my child, seek advice or information from public health personnel and, in case of an emergency, call a qualified person, my family doctor, or an ambulance.
11. If my/our child is unable to attend the Daycare due to illness or holidays, and a space is being kept for him or her, I/we will pay full fees as and when due.
12. I/we understand that no medication can be administered by the staff of the Daycare unless **under a doctor's prescription**. Non-prescription medication (such as Tylenol, decongestant and other over-the-counter medications along with naturopathic medicine must be accompanied by a doctor's note; setting out **specific instructions**, with respect thereto (creams and ointments will be accepted and applied at the discretion of the Head Supervisor or Director). Staff will follow the instructions of the Poison Control Centre if accidental poisoning is suspected.
13. If it becomes necessary to withdraw my/our child, I/we agree to give two months prior written notice on the last day of the month, for the last day of the second month, to a supervisor or to pay two month's fees in lieu of notice.
14. I/we understand that if in the opinion of the Head Supervisor the environment of the Daycare proves to be unsuitable for my/our child, I/we will be required, at the discretion of the Head Supervisor (with two months' notice), to find a more positive facility to meet my/our child's needs.
15. One of the undersigned will attend all parent meetings (max of 2 per year, one of which shall be the AGM of the Society) and the semi-annual work parties (which are held on Saturdays in the spring and fall), and will participate in fund raising events held during the year. If one of the undersigned cannot attend any of the above mentioned meetings or work parties, I/we understand that it is our responsibility to appoint a representative who is not otherwise obligated to attend the meeting or work parties, to attend in our place, and will advise the Society of the identity of my representative. While it is desirable for each child in the care of the Daycare to be represented by one parent or representative at each meeting/work party, one parent may represent their multiple children in care. **I/we understand that the Society was founded and functions, both philosophically and economically, in reliance on parent participation as described herein.** Accordingly, I/we acknowledge that at the discretion of the Board, in the event that I/we fail to comply with the provisions of this section 15, I/we may either:
  - (a) Pay to the Society such amounts as determined by the Board from time to time, as liquidated damages suffered by the Society by reason of our non-compliance with this section 15, and the costs of enforcing same, or
  - (b) be terminated as a member of the Society and my/our child care privileges suspended with or without prior notice, in which case I/we will be responsible for any charge which may be due pursuant to section 13 hereof.
16. If more than one parent signs this Contract, then each parent agrees to be jointly and severally responsible for abiding by the terms of this Contract and that failure to comply with the terms of this Parent Contract will, at the discretion of the Board, result in termination of Daycare privileges.
17. The Society may change the terms and conditions of this Contract upon the approval of the Board and sixty (60) days' prior notice to me.

Date: \_\_\_\_\_

**On Behalf of Daycare**

*Signature:* \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Parents:**

*Signature:* \_\_\_\_\_

**Print Name:** \_\_\_\_\_

*Signature:* \_\_\_\_\_

**Print Name:** \_\_\_\_\_