



## Parent Agreement

\_\_\_\_\_  
Child's Name

Kidz In The Rockies Ltd. is a licensed program for children from 0 months to 6 years of age. This agreement encompasses the terms of the parental responsibilities necessary for Kidz In The Rockies Ltd. to provide this service. The following regulations apply to all programs within the childcare center. Conditions may change from time to time. As a parent at Kidz In The Rockies Ltd., I accept, understand and agree to the following conditions of enrollment:

### A. Financial

- (1) That there is a deposit due of  $\frac{1}{2}$  of a month's fee at the time of registration, to be applied to your first month of fees (where registration occurs prior to the beginning of a new month). If for any reason I do not proceed with care after registering, I will then forfeit the deposit. I understand that Kidz In The Rockies Ltd. does not accept cheques but does accept Interac, Visa, Master Card, money orders and cash as payments. My Child(ren)'s childcare fees shall be paid on or before the 1<sup>st</sup> of each month and that upon registration I will provide Kidz In The Rockies Ltd. with a credit card imprint and will keep my account paid up to date. The monthly childcare fee at the time of this enrollment is:

Fee \$ \_\_\_\_\_ per month

I understand that there will be fee changes from time to time. My child **will not be considered registered at Kidz In The Rockies Ltd. unless a credit card imprint is taken and/or other arrangements have been made.** I will provide a current subsidy form if applicable and understand that I am solely responsible for any fees not covered by subsidy. However due to changes in the subsidy office your first month is to be paid in full until we receive a letter of approval. If I am unable to meet any of the requirements as outlined in previous steps I will contact the Owner or Director immediately to make alternate written arrangements.

- (2) That if I have not contacted the Owner or Director by the 5<sup>th</sup> of the month the payment of fees will be processed on the credit card number I have provided, otherwise if no credit card is on file or if payment is declined we reserve the right to terminate childcare immediately and forward the account to collections.
- (3) That it is my responsibility to know when fees need to be paid and **subsidy forms renewed.**
- (4) That in order to reserve my child's childcare space, the **full fee must be paid for any period of time in which my child is away** from the center, including vacation, sickness or other absence.
- (5) **That to terminate the child(ren)s care, I will give one month written notice on or before the last calendar day of the month prior to my child(ren)s final month of enrollment.** (For example... if you would like to terminate child care effective May 1<sup>st</sup>, notice of this change or termination must be received on or before March 31<sup>st</sup>.) If the change is to be effective mid month (ie... May 15) notice is still required on or before the last calendar day of the month prior to my child(ren)s final full month of enrollment (as in the above example... March 31<sup>st</sup>). **If the required notice is not given then I will pay the one-month fee in lieu of notice. The penalty fee will then be processed on my credit card.**

- (6) That the daycare will issue official receipts for child care fees at the end of January for the previous year. I am responsible for updating my information as changes occur. (i.e.: phone numbers, addresses etc.)

## B. Children's Records

- (1) That I have completed and will keep updated the following:
- (i) Registration forms
  - (ii) Subsidy information (if applicable)
- (2) That I have listed below all names of persons who are legally restricted in access/contact with my child(ren) due to a Court Order/Separation Agreement.

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

A copy of the relevant Court Order or Separation Agreement must be attached and any changes filed with Kidz In The Rockies Ltd. immediately.

## C. Health & Safety

- (1) That to attend the center, my child must be well enough to participate in all aspects of the program including outdoor play. **If my child has a fever of 100.4 or higher parents will be notified, if child is well enough to participate they will be permitted to stay till the end of the day otherwise parents will be expected to pick them up. I also understand I will be called to pick-up my child should he or she be experiencing vomiting or diarrhea.**
- (2) That I will advise the staff of any changes in my child's health and update any records immediately upon any changes occurring.
- (3) That in order to safeguard the health and well being of all children, **I understand that the supervisor has the right to exclude my child, due to illness, from the center** and I will provide, upon the supervisor's request, written medical clearance from a physician before my child is re-admitted.
- (4) That **medication prescribed or recommended for my child must be provided in its original packaging with full instructions and precautions.** That the center staff will only administer the medication in the event that I have completed a "Permission to Administer Medication" form and have provided this form to staff.
- (5) That I will punch my child in and out each day using our punch clock system situated in our entrance at the center (as this is a licensing requirement).
- (6) That I will notify center staff in writing or by telephone, if someone other than myself will be picking up my child.
- (7) That **I will phone to notify center staff when my child will be absent** from the center.
- (8) That photos and video recording may be taken of my child as they take part in center activities throughout the year. That photos and video recording may be displayed at the center but will not be displayed outside the center (i.e.... in a newsletter) without my written consent.)

## D. Scheduling

- (1) That I will abide by the center's hours of operation (6:30am to 6:00pm) and, if I exceed the hours the center is open, will pay an overtime fine of \$15.00 for the first 15 minutes and \$1.00 for every minute following. This amount is due at the time of pick-up.

