



## PARENT CONTRACT

The terms and conditions of this Parent Contract ("Agreement") provide protection for our parents, as well as our program. By signing this Agreement, you acknowledge that you have read, understand and agree to abide by our policies which are outline in the Parent Handbook and in this agreement, and are incorporated by reference. You further agree that you will financially support the enrolment space guaranteed for your child. In order to ensure that we can provide the services that the children are entitled to, it is essential that the financial status of our program be stable. The program's expenses cannot be reduced because of absentee losses.

The registration form and Parent Contract with its signatures will remain in effect from the date of admission, until your child is withdrawn from our program and a withdrawal date is documented on his/her registration application.

### **I agree that:**

- Upon registration, I will provide two month's fees (one dated the day of registration and one dated the first day of program commencement) and a \$35.00 per child or \$50.00 per family non-refundable registration fee (if applicable);
- I will provide, at the time of registration, a signed preauthorized debit payment consent form and void cheque.
- A service charge of \$25.00 will be charged for any NSF, returned cheques or late payment.
- I will provide a minimum of four weeks advance written notice prior to the withdrawal of my child from the program. If such notice is not given, I understand the last month's deposit will be retained;
- I will pick up my child by the end of the program or pay a late departure fee of \$1.00 per minute to the childcare staff within **one working day**. I understand that if the Centre cannot reach me by 7:00pm, the Police and Children's Aid Society will be contacted. I acknowledge that this policy is designed as a deterrent and that abuse of the policy will be considered a violation of this contract which may result in termination of child care services.
- My child may be withdrawn, and services may be terminated without notice in pursuant to, and in accordance with, the terms of the Rippleton Roadsters Child Care and Satellite Program Withdrawal Policy.
- If my child is enrolled in the FDK program and is not in the school district, I agree that I will continue to use the childcare services as long as I attend the school. If I should withdraw my child from Rippleton Roadsters Child Care and Satellite Program I understand that I may be asked to withdraw from the school as well.
- I will submit my parent contract and all necessary forms to confirm my registration each year. Signing the Parent Contract confirms that you agree with all the policies for Rippleton Roadsters Child Care as opoutlined in the Parent Handbook. It is the responsibility of each parent to review the Parent Handbook annually.
- If my child requires an epi-pen, I will provide a complete anaphylaxis emergency plan upon registration. I will also provide two epi-pens before my child's first day.
- I will allow only pre-authorized persons designated on my registration form, to pick up my child. I agree to provide written notification to the Executive Director or Designate if changes occur;
- I will inform the Centre in writing, if my child is involved in a custody dispute, and will provide the Executive Director or Designate with a copy of the legal custody papers;
- I will notify the Centre, in writing, of all address changes at home and work and also to provide up-to-date telephone numbers where parents may be reached in the case of an emergency;

Parent contract continued..

- I will comply with parents' responsibilities as outlined in the Parent Handbook and comply with the program policies. **The Parent Handbook is available online at [www.rippletonroadsters.ca](http://www.rippletonroadsters.ca)** if you do not have internet access please call us and we will provide a copy for you. **Changes have been made for 2020-2021. Please ensure that you have read the parent handbook and are aware of the changes.**
- A complete registration package, including all supporting documentation and required fees, is necessary before this application can be processed.
- Upon registering my child with Rippleton Roadsters Child Care and Satellite Program, I give consent to information sharing between the child care and the school that my child is enrolled in. I also give my consent to information sharing with outside agencies should my child require additional supports.
- I understand that my child's file may be reviewed by Rippleton Staff and/or outside agencies; in such an instance I will be informed, and the time and date my child's file was reviewed will be documented.
- **The Centre is closed on the following days:**

New Year's Day	Thanksgiving
Good Friday	Christmas Eve closed at 1:00pm
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Labor Day	New Year's Eve closed at 1:00pm
Family Day	

The Centre will notify me in advance, if the Child Care Centers must close for additional days due to Board of Education policies. In such unforeseen circumstances, refunds will not be granted.

All part time programs will be closed on PD Days, Winter Holiday and March Break

**Parents or Guardians who are enrolling their child(ren) in the program, must read and sign the above contract.**

**I have read, understand and agree to abide by the terms and conditions set out in the registration form and in the Parent Contract above and in all Centre policies including those set out in the Parent Handbook.**

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

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date