

**PARENT CONTRACT**

1. I have read the parent package of West Vancouver Child Development Centre and agree to accept responsibility for its operation and development for time my child in the centre.
2. I will pay the non-refundable membership fee of \$100.00 at the time of registration.
3. I will pay 100% of the monthly fee; at the time of registration, to hold a space for my child. This will be reimbursed during the first month at the centre.
4. I understand that the hours of the Centre are 7:30 a.m. to 6:00 p.m. I agree to make certain that my child is sent and picked up from the Centre within those hours. I also agree, if I am late for any reason, to pay a late fee of \$2.00 per minute payable to the staff.
5. I agree to bring my child to the teacher, not just in the door at arrival time and sign in before my departure.
6. I agree to notify the Centre of the regular time and person who will call for my child and to notify, in writing, on occasions when there is a change of plan.
7. I understand that my child will not be released to an unauthorized individual or anyone failing to produce photo I.D.
8. I understand that the Centre is closed on all statutory holidays, Easter Monday, and between Christmas and New Year.
9. I agree to pay my child's fees for enrolment promptly and to abide by the following rules concerning the payment of fees:
  - a. I will submit to the Centre, upon acceptance for enrolment of my child at the Centre, six post-dated cheques for the current enrolment fee dated for the first day of each successive month, commencing on the month next following the date hereof and to provide a further series of six post-dated cheques on each 6 month anniversary thereafter.
  - b. If I have not paid my monthly fee by the 3<sup>rd</sup> working day, I acknowledge the late charge of \$15.00 will be added. After 10 working days have passed and no payment has been paid by me, I understand my childcare privileges will be suspended without prior notice.
  - c. If any cheques of mine fail to clear the bank, I agree to forthwith reimburse the daycare for the full fee plus a \$25.00 service charge by way of a certified cheques, money order, or cash.
10. If my child is unable to attend the Centre due to illness or holiday and a space is being kept for him/her I will pay full fees.
11. I will not send my child to the Centre ill, and if my child is absent, I agree to notify the Centre stating the reason. If my child contracts a communicable disease, I will notify the Director immediately.
12. I will adhere to the Centre's Health Policy. I agree to keep my child at home for a minimum of 36 hours following recovery to ensure against any set-backs.
13. I agree to pick up my child when informed of my child's illness at the Centre or make immediate alternate arrangements.
14. I authorize the Centre to arrange for my child to receive whatever public health services are available and, in case of emergency, to call a qualified physician, my family doctor or an ambulance. I will supply the Centre with my child's B.C. Medical Plan Insurance Number.
15. In case of injury to my child while in care, custody or control of the Centre, I hereby waive all claims against the Centre in excess of public liability insurance carried by the Centre.
16. I give permission of my child to take part in local outings. I understand that I will be notified if any outings involve transportation. I understand there will be a nominal fee to cover expenses.
17. I give permission for the centre to take photographs of my child while in the Centre and when on outings. These photos will be displayed within the daycare.
18. I will attend the parent meeting (1 per year- AGM) and three work parties (spring, fall and winter) and I will participate in fundraising events held during the year.
19. I agree to pay a fee of \$100.00 for each work party missed.
20. I will keep the Director informed of any event or change of routine at home that might affect my child's behaviour.
21. I understand that, if in the opinion of the Director, the environment of the Centre proves to be unsuitable for my child and the he/she cannot cope, I will be requested, at the discretion of the Director (within 30 days notice) to find more suitable facility to meet my child's needs. (Please refer to Withdrawal of Services Policy.)
22. If it becomes necessary for me to withdrawal my child from WVCDC for any reason, I understand I must give a minimum 30 days written notice (minimum 45 days notice for children who start on the middle of the month) of my child's departure from the Centre to the Director, prior to first of the month. Or if it becomes necessary to change my child's enrollment schedule (i.e. full-time to part-time), I understand I must give 30 days written notice, prior to first of the month.
23. I understand that failure to meet any of the aforementioned conditions may result in my membership being revoked and my daycare privileges suspended without prior notice.

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

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

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

On Behalf of W.V.C.D.C \_\_\_\_\_