

**Contract**  
**Sunshine Group Daycare Centres Inc**  
**Mailing: 5570 Sooke Road**  
**Sooke BC V9Z 0C7**

This is an agreement between Sunshine Group Daycare Centres Inc. and PARENT(s),

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Parent(s) Telephone Number: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

It is mutually agreed that Sunshine Group Daycare Centres Inc, will provide childcare services to the following children: \_\_\_\_\_ of said parent(s) \_\_\_\_\_.

The childcare spaces will be held for the above mentioned child(ren), provided there has been no defaults of payments owed the provider from said parent(s).

The Parents or Guardian hereinafter called the "parent" AGREE TO THE FOLLOWING CONDITIONS:

To pay the monthly fee of \$\_\_\_\_\_. This must be paid in full on the first working day of the month. Post-dated cheques are encouraged and greatly appreciated.

If we are required to close for a short time period due to power outages, extreme snow days, or any other extreme unforeseen circumstances, we will not be reimbursing fees for that day. If the closure lasts for more than one week, we will reimburse 50% of fees.

When we have huge amounts of snow we follow the guidelines set-out by the sooke 62 school district, in that if the Langford and Colwood schools are closed we will be closed as well. So please listen to news media for this information on questionable snow days in the morning before you drive to our centre.

Please make your cheques payable to: **Sunshine G.D.C. Inc** . Should we receive any cheques marked NSF, an extra charge of \$15.00 plus any costs that we receive from our bank. Receipts for tax purposes, will be given upon payment each month. Please don't lose your receipts as they are what you need for your year-end taxes!

Sunshine Group Daycare Centres Inc and/or parents reserve the right to request that a child be withdrawn if he/she is unable to adapt or adjust within the first month, or in the educators' opinion has social, emotional, or physical needs that the centre feels unable to provide for. During this period, two weeks notice will be required by either the centre or the parent. After this period of time, the caregivers and/or parents will be required to give **one month's written notice**.

In the event that notice is given, payment for that month must be made in full regardless of whether or not the parents choose to withdraw their child immediately, or remain for the final month. Notice of withdrawal is only accepted on the 1<sup>st</sup> day of each month when payment for services are due.

### **Covid-19 Financial Policies:**

If our government puts our facility in a quarantine for 10 days or more, then we will resume care once we are directed by them that we can reopen our doors. If all staff fall ill with the covid-19 virus simultaneously, then we will be closing for the 10 day duration and then reopening as soon as possible. If we were to close our doors due to a mandated quarantine, then fees would be required to be paid for the first 10 days of the closure, any longer duration of a closure, will not require fees to be paid further. Your spot will be held for when we reopen.

With the announcements of the future direction of possible individual SD62 schools closing randomly, we will be operating all of our programs as scheduled on a regular school day, regardless of what happens with each individual school. Our 7-5 and 9-2:15 programs for 3-5yr olds will all be in session daily. Our doors are always open to all of our K-gr 5 students 2:30pm-5:00pm daily, even for those that maybe experiencing a school closure, for the duration of this school year.

OSC students, if a district wide closure occurs, then full day fees will be required to be paid, regardless if your child is in attendance or not with us. This is due to needing to accommodate all of the school age children to have care as needed and the classroom being made available for their use.

Children enrolled in our 4yr old Orca adventure program 9:00-2:15 daily, this program will operate so long as SD62 specifically Colwood, Sangster, and Wishart Schools are in attendance for all students 5 days per week. If the above mentioned schools, in a District wide closure, occurs then our Orca 9-2:15 preschool program will be canceled until such a time as they fully return to school 5 days per week. No fees will be charged if care is canceled.

The SD62 plans have no effect on care for children enrolled in our full day 7-5pm 4 yr old program in the Seadragon class, and the full day 7-5pm and 9-2:15pm 3yr old program in the Seahorse class.

### **Hours of operation:**

7:00-5:00 pm Monday-Friday. Late charges are \$10.00 per each 15 minutes per child, starting at 5:00 pm. If late pick-up becomes an ongoing problem, the late fee rate will be upgraded to \$1.00 per minute, and if a reasonable effort has not been made to resolve it, then notice of termination of services may be given. We prefer clients are not late to pick up their children.

The centre will not charge the Parent(s) for any breakage or damage to property. Educators are legally bound to report suspected or disclosed abuse or neglect.

### **Closure For Holidays:**

Christmas Eve Care (December 24) ends at 4:00pm

Christmas Break (December 25 – January 1)

Good Friday and Easter Monday

All Statutory Holidays

The monthly rate does not change for statutory holidays, flex days, Christmas break, or summer holidays, illness of you or your child, or absence from the daycare for other various reasons.

### **Arrival/Departure**

The centre opens at 7:00 AM and closes at 5:00 PM, Monday to Friday. Please call the centre before 10:00 AM if your child will be absent or late. If you are planning to pick your child up early, please let us know so we can have them ready for your arrival. After arrival, please do not leave the centre until your child has been greeted by an educator. Please notify the centre if your child is going to be picked up by anyone other than yourself. We will require picture I.D. from this person upon arrival along with a physical description from you. We will not release your child without written pre-approval from you. If difficulties arise from a non-authorized person arriving to pick-up your child, all reasonable efforts will be made to ensure the safety of all the children. If necessary, the police will be called for assistance.

It is our responsibility not to release a child to an authorized adult who is unable to adequately care for a child. Therefore, a child will not be released to a guardian who is

intoxicated unless they are with another sober adult, via taxicab. We are required by regulation to call police if any difficulties arise, or if the child is in need of protection. If a custody or court order exists, a copy of the order is required for our files.

**OPEN-DOOR POLICY:** Parents are welcome to arrive unannounced and spend time in the centre observing and taking part.

**CoVid-19 Entrance Policies:**

We are maintaining a very strict cleaning, bleaching and disinfecting regime throughout the day. We are completing a quick health check upon sign in to ensure every child is healthy prior to classroom entry. There is a strict hand washing policy in place. We require everyone to stop in at our entranceway washrooms and wash hands thoroughly upon arrival at the centre before entering any of our classrooms, or please use the hand sanitizer stations located outside the entrances into our buildings, or send the children directly to the washroom to wash. At this time, everyone 5+, is to be masked while indoors. Parents are to stay in the cubby/coat room areas in each classroom during drop-offs. Thank you for your support in keeping our environments clean. Our best defence is washing our hands, keeping a clean environment, attending only when healthy, and getting vaccinated!

**SICK POLICY: Healthy Children and staff Only!** NO children or staff with any form of sickness and especially the following symptoms; green runny/stuffy noses are not ok, Sore throat, fever, chills, muscle aches, cough or worsening of chronic cough, shortness of breath, loss of sense of smell or taste, headache, unusual fatigue, diarrhea, loss of appetite, nausea and vomiting, pink eye, abdominal pain are not allowed to attend! Healthy children only to attend!

Children and staff that are sick, must stay home until 48 hrs clear of all symptoms. A return to care cannot occur until 48 hours clear of all symptoms. This may take up to 14 days depending on your child's rate of recovery. The child/staff must be symptom free without fever reducing medications, for 48 hours following the last symptom in all scenarios, in order to return. A Covid positive for a child or direct family member, is a minimum 10 day isolation as well as being 48 hrs clear of all symptoms required before a return to care.

If your child regularly suffers from a clear, runny nose for other medical reasons that are not communicable, then please provide a Doctors note for their file for the year.

If you have travelled outside of Canada then please self isolate as mandated by the Canadian Government, and no entry to daycare allowed for 14 days if child is NOT fully vaccinated. We are following the guidelines given to us by VIHA and Health Canada.

Families need to understand the risks and follow our sick policy.

When dealing with communicable illness, the centre follows the guidelines set out by VIHA. If your child has a communicable illness, please advise the centre immediately, to help prevent further spread.

All medicine must be signed in, using the permission to administer form, and placed in our locked medicine box, which is stored in the fridge.

## **Meals**

Parents are asked to provide their children with enough nutritious food for lunch and two snacks, each day. All of the food provided needs to be prepared and in ready-to-serve, microwavable dishes. Any foods that may be choking hazards need to be cut-up appropriately to prevent choking. Juice, milk, and prepared bottles need to be sent on a daily basis. A variety of fruits, vegetables, yogurt, crackers, cheeses, and leftovers are some excellent choices for your child's lunches. Please refer to Canada's food guide when preparing your child's lunches. We discourage the following treats: candies, gum, chips, chocolate bars, and pop.

**PLEASE LABEL** all Tupperware containers and cups otherwise we may lose them, or send them home to the wrong home!

## **Child's Personalized Items:**

We need you to label, bring, and keep at the centre as applicable:

- Two (2) sets of clothing, which include: socks, shirts, pants, underwear
- Outside shoes/boots
- Rubberized rain coat and "muddy buddies"
- Blanket and stuffed toy for rest-time for children 3yrs of age who require a nap.

## **Earthquake kit supplies:**

Please send in:

- 1 box of cereal bars.
- 1 family photo.
- 1 tin of canned fruit
- 1 emergency contact person out of area written on the photo

## Field Trips

During the year, the children will be taken on local field trips, to the library, local parks, nature walks, and other places of interest.

Supervision will adhere to licensing regulations. Signed permission must be given for your child to participate on these trips.

I allow my child \_\_\_\_\_ to participate in field trips under the care and supervision of Sunshine Centre Staff.

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian

## Photo Consent

I allow my child \_\_\_\_\_ to have his/her picture taken while in attendance at Sunshine Group Daycare Centres Inc.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/ Guardian

## Medical Consent

For my child \_\_\_\_\_ Personal Health No. \_\_\_\_\_

It is our policy to immediately notify a parent when a child is ill or needs medical attention. Occasionally we cannot contact parents and we need to get immediate help for your child.

I authorize the staff of Sunshine Group Daycare Centres Inc to call a physician, take my child to the nearest emergency centre, or summon an ambulance for emergency medical aid, should, in the opinion of the person(s) in attendance, feel such services are required and I cannot be contacted by phone. If such an emergency should arise, I shall be notified as soon as possible. I agree that any cost incurred for such services shall be the sole responsibility of myself.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Witness

## **Liability Statement**

While under the care of this facility, the staff will take all precautions in providing a safe and healthy environment for your child. Staff and ownership will not take responsibility for injuries resulting from circumstances beyond the control of staff members.

Parents/Guardians acknowledge the policies listed here and in the parent handbook and are willing to comply with each of these conditions.

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Date                              Signature of Parent/Guardian                      Witness

**We, the undersigned, are in agreement with this contract.**

Signed:

\_\_\_\_\_ Dated: \_\_\_\_\_  
Centre Staff

\_\_\_\_\_ Dated: \_\_\_\_\_  
Parent/Guardian

Are you an essential service worker? Place of Employment: \_\_\_\_\_