

PARENT / GUARDIAN AGREEMENT

PLEASE READ THE FOLLOWING AGREEMENT VERY CAREFULLY BEFORE SIGNING:

The conditions of this Agreement provide protection for our parents/guardians and children, as well as our Centre. In order to assure that we can provide the services that your children are entitled to, it is essential that the financial status of the Centre be stable. The Centre's salaries and overhead expenses cannot be reduced because of "Absentee Losses" in income. In essence, this Agreement is a parental guarantee to the Centre that you will financially support the enrollment space guaranteed for your child.

AGREEMENT TERMS AND CONDITIONS

Registration Deposit:

The Parent/Guardian agrees to pay a deposit as specified in our Fee Payment Policy, amount depends on the option of care needed. This fee is payable when a spot has been confirmed and accepted and is non-refundable.

Fees:

The Parent/Guardian agrees to pay fees bi-weekly or monthly, in advance, by a series of post-dated cheques. The Parent/Guardian understands that there are no deductions for absence, including Government Holidays. Late submission of fees results in a \$10.00 per week late charge.

Withdrawal:

The Parent/Guardian agrees to provide, in writing, a two week notice of withdrawal and understands that failure to do so will result in having to pay the bi-weekly amount of fees after withdrawal without proper notification.

Receipts:

The Day Care agrees to provide, at the end of each calendar year (end of February of the following year), an official receipt for the total amount of fees paid during that year.

Absence:

The Parent/Guardian agrees to pay **full fees** if the child is absent and / or is on vacation.

Illness:

The Parent/Guardian and Harmony agree that if in the opinion of the staff, the child has a fever or communicable disease the child will not be accepted into the Centre that day or the next. This policy helps to control the spread of childhood illnesses to your child. The Parent/Guardian also agrees to keep the child at home for 24 hours after their temperature returns to normal. A 24-hour cycle of prescribed medication/antibiotics must be completed before a child can return to day care.

Vacation:

Parent/Guardian understand that there are 2 mandatory vacation weeks given when no fees apply. These weeks are the second week of the 2 week break at Christmas and the first week of July (Canada Day week- unless school is still in session- then it's the following week). Childcare fees are due for any additional vacation weeks or time taken.

Government Holidays:

The Parent/Guardian agrees to pay for all Government Holidays for which the Centre is closed. Days cannot be switched to avoid or make up for these days.

Medication:

Both Parent/Guardian and Day Care agree that medication will be given only in accordance with the Day Care Medication Policy.

Late Charges:

The Parent/Guardian agree that if a child remains in the Centre before or past the scheduled times of opening/closing, or beyond the time of the program the child is registered in, the Parent/Guardian will pay, at the time of pick-up, extended care charges at the rate of \$1.00 / minute.

Return Cheque Charges:

The Parent/Guardian agrees to pay for any additional service or bank charges incurred on all cheques returned NSF. If more than three cheques are returned NSF the Parent agrees to pay fees in cash or by certified cheque.

This Agreement is subject to change if deemed necessary and advisable for the best interest of the Centre, with two weeks' notice of change given to parents. If you have any questions, please feel free to contact the Director.

DATED: Month_____ Day_____ Year_____

I hereby acknowledge receipt of a copy of the Agreement and consent to the terms and conditions of the Policies and Procedures herein.

PARENT SIGNATURE: _____

YOUR CHILD/REN'S NAME (please print): _____

HARMONY COMMUNITY SCHOOL CENTRE AUGUST 2019