



Childcare Contract

Child's Name: _____

Child's Birth Date: _____

Family Address: _____

City _____

Postal Code: _____

Income Tax receipts to be issued to the following: _____

Start Date for care: _____

(Please note that with projected start dates that are more than two weeks away from contract signing the client accepts that if the space comes available sooner than anticipated they must start payment for the space at the time to continue securing it or forfeit the space and return to waiting list status. If a space does not come available by the desired start date than the 'security deposit' would be refunded in that case only)

Hours of Care Committed to:

- Fees are based on up to nine hours of care from 7:30 am ~ 4:30 pm on the following days (please circle)

Monday Tuesday Wednesday Thursday Friday

- Extended hour care from 7:00 – 7:30 am and/or from 4:30-5:00 pm is contracted at a rate \$5/half hour on the following days:

Monday Tuesday Wednesday Thursday Friday

- Weekly fee of _____ Extended hour fee: _____ Total Weekly Fee: _____

- Payments to be made weekly bi-weekly monthly in advance of care. (please circle)

Payment Fees

- I have provided a security deposit of \$_____, equal to two weeks fees, at the time of enrollment to confirm a space within the program. I am aware that this deposit is non-refundable should I change my mind and not enroll in the program. I understand that the security deposit can be applied towards my end of service notice period provided I give proper written notice. If I do not give 10 business days written notice of my intent to withdrawal from the program I acknowledge that the security deposit will be kept in lieu of written notice and any outstanding fees due to changes in fee structure during enrollment or other fees will still be owed and are my responsibility to pay to the provider for services rendered.
- I understand that fees are due **in advance** of care by noon on Fridays as per my payment schedule. I acknowledge that a late payment fee will be charged if fees are not paid by the close of program on the Friday of my scheduled pay day.
- The suggestion of supplying post dated cheques to ensure timely payments has been explained to me and I understand that a late fee of \$10.00 will apply to all late fees. A service charge of \$25.00 will apply to any NSF payment. *After a NSF cheque I will be required to pay cash/money order before care can continue.* I understand that if my accounts were to be 3 days in arrears or if I were to have two NSF payments in a row that my space in the program will become forfeit and no longer secured.
- I am aware that I am paying for the space contracted and therefore fees are due for all days committed to, as directed above, regardless of my child's actual attendance, including all public statutory holidays, inclement weather or illnesses where my child cannot attend the program.
- I understand that for **every** child not picked up by the scheduled time of this contract there is an additional charge of \$5.00 in first 5 minutes \$1.00/minute for every minute after. I acknowledge I will be required to sign a late fee form and that payment for these fees will be due with my next scheduled payment.
- I acknowledge that from time to time the provider may need to raise program fees in order to meet the changes in cost of providing service. It has been explained that a minimum of one month's written notice will be given prior to any such increase and a new contract signed to reflect these changes. In the absence of changes this contract is ongoing until notice is given.

This contract replaces any previously dated contract.

Created 2007 Revised 2009, 2011, 2015

Vacation / Time off Policies

- Fees are based on the 'space' being occupied. In lieu of COL increases and avoiding raising fees in 2009 and 2011 directly all clients have committed to provide fee payment for all statutory, public and civic holidays, the two weeks of the provider's vacation plus up to 10 personal days throughout the year. If the program is closed more than these agreed upon times than payment would not be required and client fees would be prorated accordingly.
- I have been notified that the program is closed for the Christmas holiday period as per the schedule of the Thames Valley School Board and reopens on the first business day after the New Year unless otherwise notified in writing. All statutory holidays payments are due during this closure period and any statutory holidays that take place on a weekend will be taken on a weekday in lieu. If the provider has any unused 'personal days' they will be taken during this time frame as well. Provider will provide clients with a reminder of fees due leading up to the Christmas closure – all fees or posted dated cheques for fees are to be provided before the Christmas closure.
- If families choose to take additional vacation, at other times of the year aside from program closures, payment to secure space will be required in advance of vacation leave.
- In addition, there may be an odd occasion throughout the year where the program is required to close early to accommodate provider appointments, a written notice will accompany early closures and I understand I will need to make arrangements to pick up my child beforehand.
- If the provider cannot offer care due to medical or family emergency, and an alternative provider cannot fill in, all families will be given as much possible notice to arrange alternate childcare themselves. Family support during this times is greatly appreciated as emergencies are stressful enough without having to be concerned with the guilt of unconvincing clients ☺
- Alternate provider options are the providers spouse or who has a clear criminal reference check as well as first aid and CPR training.

Parent Handbook Received

- I have read the current hard copy of the Added Advantage Home-based Early Learning Parent handbook, last revised in 2014, outlining what the provider is offering in way of service for the fees committed to within this contract as well as what is expected of me as a client accepting said services within this contract.
- I am also aware that the Parent handbook should be reviewed at least annually as policies and procedures may need to be revised by the provider as required to meet the changing needs of the program.
- I am aware that in an effort to save on paper as well as to ensure parents always have access to the most recent copy of the Parent Handbook it is available in a PDF format in the password protected Parent Portal at www.addedadvantagehomecare.com. A memo will be sent to current clients whenever the handbook has been 'updated' to help them stay up to date on policy/procedures. The current parent portal password for my family is _____.
- I know my responsibilities as a client and I hereby agree to abide by all areas outlined within the Parent Handbook and any updates that might be made to it.
- I understand that failure to comply with the policies/procedures may result in immediate termination of this contract and forfeiting of my security deposit. If at any time a change to the handbook or service being offered occurs that I do not feel I can work within I understand I will need to provide proper notice of termination of this contract to the provider as per policy or forfeit my security deposit in lieu of notice.
- Client acknowledges that the contract entered into here within is a private self regulated arrangement between the client and provider and is not overseen by the government and is therefore considered 'unlicensed childcare'. As a result each party bears the sole responsibility to ensure that the program meets the minimum standards for health and safety as per the Child Care and Early Years Act, 2014. A checklist of health and safety standards typically used during 'licensing' is available for clients to help check for themselves.

Parent/Guardian
Signature

Parent / Guardian
Signature

Date

Witnessed by Provider _____

Date _____