

**CANADA PLACE CHILD CARE SOCIETY
ADMISSIONS AGREEMENT**

Revised February 2005

I. SOCIETY OBLIGATIONS

The Canada Place Child Care Society agrees to provide child care during the hours beginning no earlier than 7:00 a.m. and ending no later than 6:00 p.m., Monday to Friday, statutory holidays/other holidays as identified by the society and/or other circumstances forcing closure, which beyond the reasonable control of the Society excluded. The Society agrees to provide snacks at 8:00 a.m. and 2:30 p.m. and lunch at 11:00 a.m. and overall staff ratios consistent with or better than Provincial regulations. The Society agrees to:

- 1.1 use it's best efforts to keep parents informed of all witnessed accidents concerning children and any developmental concerns
- 1.2 be open to information and/or concerns from parents, and
- 1.3 review the Policies and Procedures and Bylaws of the society with parents upon a child's commencement. The Society agrees to provide where reasonably possible, thirty days notice of any changes to fees, policies and procedures and to issue receipts for all payments

II PARENTAL OBLIGATIONS

In return, the parent(s) or guardian(s) who execute this Agreement (hereafter called "The Parents") agree to the following:

1. Regarding Fees

- 1.1 Fees are paid in full, in advance, the first day of the month according to the current fee schedule. Fees as used in the Agreement shall include all amounts from time to time due to the Society from the parents for whatever reason.
- 1.2 Any exception to 1.1 is made in writing to the Executive Director and must be approved by the Board of Directors of the Society.
- 1.3 Fees not paid by the 7th day of the month and for which there are no advance arrangements accepted by the Society will result in a phone call to the parents.
- 1.4 Any fees outstanding at the end of the month with no prior approval may result in immediate terminations of enrolment at the sole discretion of the Society.
- 1.5 Fees in arrears upon a child's termination will result in a further 30% of arrears charge for administration cost and will be turned over to a collection agency by the Executive Director immediately.
- 1.6 An amount equal to that charged by the bank for any NSF cheques will be paid in cash or certified cheque and will be resubmitted for the total amount owing within five (5) days of being advised of the NSF charge.

2. Regarding Notice of Termination

- 2.1 No less than a full calendar month's notice of withdrawing a child in writing will be provided to the Executive Director.
- 2.2 Withdrawing a child without such notice will result in the loss of the pre-registration fee.
- 2.3 All fees resulting from days reserved and remaining in a month will be paid when a child has been withdrawn with insufficient notice.
- 2.4 Withdrawing a child prior to the end of the month will not result in a refund of childcare fees for days not used during that month.

3. Regarding Pre-registration Fees

3.1 A \$100.00 pre-registration fee will be paid upon commencing a child at the Society's childcare facility.

3.2 The Society agrees to refund the pre-registration fee provided a full calendar months written notice of termination is forwarded to the Executive Director and all other fees and obligations have been paid or satisfied in full.

4.1 Regarding Subsidy

4.2 If a child attends less than the hours per month agreed to in the subsidy contract, the subsidy payment to the Society will be reduced and parents are responsible for paying this reduction upon demand by the Society. Notice in writing of such adjustments will be provided to the parents by the Executive Director and arrangements made for repayment within a minimum of one calendar month.

4.3 For parents on subsidy, payment of the pre-registration fee may be scheduled over a period of time, if agreeable pre-arrangements are made with the Society.

4.4 For parents on subsidy and social assistance, the pre-registration fee can be reduced to \$50.00 and payment may be scheduled over a period of time, if agreeable, pre-arrangements are made with the Society.

5. Regarding Part-time Status

5.1 Part-time fees are payable according to the same terms and conditions as full-time fees.

5.2 Days used in addition to days reserved on a monthly basis will be charged according to the current per diem fee schedule and will be payable the last banking day of the month in which they were used.

5.3 The Society will strive to meet the need for part-time spaces throughout the Child Care facility. Parents using a full-time space and requesting a change to a part-time space will be placed on a waiting list on a "first come - first serve" basis. Part-time spaces will only be granted at the discretion of the Executive Director

5.4 Parents requesting a change from a part-time to a full-time space will be given the first available appropriate full-time space.

5.5 Days reserved but not used or days reserved which fall on days during which the facility is closed, will result in no reimbursement of child care fees to parents from the Society.

6. Regarding Information

6.1 The Society will be provided with all pertinent health, emergency contact and behavioral information regarding the child and to update such information as necessary and/or requested from time to time by the Society.

7. Regarding Society Membership

7.1 The parents will hold membership in the Society upon enrolment of a child and will adhere to the obligations and rights of membership as detailed in the Bylaws of the Society.

III ADDITIONAL CLAUSES

1. Regarding Holidays

1.1 The Society does not reimburse or reduce fees for a child's absence due to holiday or vacation time; parents are paying for reserving a space.

2. Regarding Notice

2.1 Any notice or other communication referred to in the Agreement shall, unless the Agreement provides otherwise, be in writing and will be deemed to have been delivered to the parents upon placement in the cubby of the parent's child. Otherwise address for delivery to parents is:

3. Regarding Termination

3.1 The Society may, on thirty days notice, terminate this Agreement without cause.

3.2 The Society may terminate this Agreement without notice if the parents fail to perform any of their obligations under this Agreement.

4. Regarding Term

4.1 This Agreement shall continue from month to month until terminated by either of the parties, but such termination shall not relieve a party from financial or other obligations arising as a result of the Agreement.

5. Regarding Release from Liability

5.1 The Society is not responsible or liable for costs, injuries, etc., either direct or indirect, arising as a result of anything including but not restricted to, the acts or omissions of the Society or its employees/agents; except to the extent that current liability coverage provides.

5.2 The parents are not responsible or liable for costs injuries, etc., resulting from their child's behavior while in the premises occupied by the Society while under the supervision of the Society's personnel.

Regarding:

Child's name

Date of Commencement

The parties below have read and agreed to the contract as stated.

Signature of Parent

Signature of Society Representatives

Parent/Guardian Printed Name

Printed Name and Position/Society

Date

Date

