



## PARENT/GUARDIAN AGREEMENT (updated September 2013)

**We have provided 2 copies of this agreement. Please read carefully and sign and date both copies. One copy will be kept in your child's file, the other is for your own records. All parents/guardians of children enrolled at Jericho Kids' Club are considered to be members unless excluded by court documents.**

Jericho Kids' Club Child Care Society is a non-profit organization that provides licensed child care for children 5 through 12 years of age. This Agreement encompasses the terms of the parent/guardian responsibilities necessary for Jericho Kids' Club to provide this service. Fees and policies are established by the Parent Advisory Committee. The following regulations apply to all programs within Jericho Kids' Club. Conditions may change from time to time. As a parent/guardian at Jericho Kids' Club, I accept, understand and agree to the following conditions of enrollment:

### **A. Financial**

- (1) That there is a \$150.00 (\$50.00 for drop-in only registration) parent/guardian deposit to be paid at time of the initial registration. This will be refunded without interest after withdrawal if the obligations outlined in (7)(8) are met. Deposits not asked for 18 months after the termination of registration will be deemed to have been a donation to Jericho Kids' Club. There is a non-refundable \$25.00 annual membership fee to be paid each September or at the time of registration.
  - My child(ren)'s monthly child care fee shall be paid by pre-authorized payment from October through June. September deposits and fees for Winter, Spring and Summer care shall be paid by cheque. There will be a \$15 charge for any payment rejected by the bank.
  - Fees are due on the first of the month. My child will not be considered registered at Jericho Kids' Club unless payments have been issued. Where this is not feasible, I will contact the Executive Director, to request, in writing, alternate arrangements for the payment of fees. I will provide a current subsidy form if applicable, plus payments for the balance of the monthly fee.
  - Fees for full days of care during Summer, Winter Break and Spring Break are in addition to the regular monthly fee and will be set annually. Monthly fees take these periods into account and are averaged out and equalized from Sept.- June.
  - All monthly fees include professional days and district closure days that fall on a day that your child is regularly registered.
- (2) If I am unable to meet any of the requirements as outlined in previous steps I will contact the Executive Director immediately to make alternate written arrangements.
- (3) That if I have not contacted the Executive Director by the 5th of the month and not paid fees by the 15th, a \$10.00 late payment will be applied to the amount owing.
- (4) That continued late payments (without contact with the Executive Director), missed payments, or if fees are in arrears beyond 2 months, we reserve the right to terminate services.
- (5) That it is my responsibility to know when fees need to be paid and subsidy forms renewed.
- (7) That to decrease or terminate the number of hours my child(ren) will require care, I will give one month **written** notice on or before the last calendar day of the month prior to my child(ren)'s final

month of enrollment. (e.g. if you would like to decrease or terminate child care hours effective May 1st, notice of this change or termination must be received on or before March 31st) If the change is to be effective mid month (ie... May 15) notice is still required on or before the last calendar day of the month prior to my child(ren)'s final full month of enrollment (as in the above example... March 31st). If the required notice is not given then I will pay one month fee in lieu of notice.

- (8) That in order for my child(ren) to attend on a day he/she/they are not regularly scheduled for, I will complete and return the drop-in form and the required payment prior to the date the drop-in is intended. Cancellation of a registered drop - in must be received 36 hours prior to the intended date in order to receive a refund (e.g. if a drop-in is scheduled for Friday, cancellation must be received by Wednesday at 6:00 p.m.).
- (9) That official receipts for child care fees will be issued at the end of January. Requests for additional receipting may be subject to administration fees.
- (10) That Jericho Kids' Club is unable to give refunds if your child is absent. In order to reserve my child's child care space, the full fees must be paid for any period of time in which my child is away from the center, including vacation, sickness or other absence. Our staffing and operational expenses are arranged on the basis of our enrollment levels and must be met on a continuing basis. Few of the operating costs of the facility are eliminated when a child is absent. To assure that we can provide the highest quality of services, we are fully prepared for each child each day whether the child attends or not.
- (11) In the event that Jericho Kids' Club is not able to operate at any of its regular locations due to issues out of its control (labour disruption, natural disaster, safety concerns etc.), attempts will be made to operate a full or modified program at alternate locations.  
If alternate programming is available, fees for additional hours of care may be charged. If Jericho Kids' Club is unable to operate, the following refund policies will be in effect:
  - 1. There will be no refunds if the closure is limited to 2 days.
  - 2. Thereafter, refunds of the parent portion of the fee will be given for non-operational days, based on the actual daily rate for the level of registration (daily rates will be calculated based on 20 days per month for full -time).

**B. Children's Records**

- (1) That I consent to the collection, use and disclosure of personal information on a "need to know" basis for the sole purpose of the operation of Jericho Kids' Club.
- (2) That I have completed and will keep updated the following:  
(i) Registration & Health Form (ii) Emergency/Field Trip Consent Card (iii) Immunization Record
- (3) That I have listed below all names of persons who are legally restricted in access/contact with my child due to a Court Order/Separation Agreement.

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

A copy of the relevant Court Order or Separation Agreement must be attached and any changes filed with Jericho Kids' Club immediately.

**C. Health & Safety**

- (1) That to attend the center, my child must be well enough to participate in all aspects of the program including outdoor play.

- (2) That I will advise the staff of any changes in my child's health and update any records immediately upon any changes occurring.
- (3) That in order to safeguard the health and well being of all children, I understand that the supervisor has the right to exclude my child from the center and I will provide, upon the supervisor's request, written medical clearance from a physician before my child is re-admitted.
- (4) That only medication, prescribed or recommended for my child in writing by a physician and provided in its original packaging with full instructions and precautions, will be administered to my child by center staff. The center staff will only administer the medication in the event that I have completed a "Permission to Administer Medication" form and have provided this form to staff.
- (5) That I will sign my child out each day on the Sign In/Out sheet posted in the center.
- (6) That I will notify center staff in writing if someone other than those persons authorized by me on the Emergency Consent card will be picking up my child.
- (7) That I will phone to notify center staff when my child will be absent from the center.
- (8) That if, after a half an hour (1/2) hour from center closing time, the staff has been unable to make contact with me or the designated emergency contacts, in accordance with licensing regulations, the Emergency Care Office at the Ministry of Children and Families will be notified. They will deal with the situation accordingly. Their number is 660-4927.
- (9) That photos and video recordings may be taken of my child as they take part in center activities throughout the year.

**D. Scheduling**

- (1) Jericho Kids' Club is open from Monday to Friday from 7:30am to 6:00pm. **Please note:** Due to school board restrictions our **Southlands** location closes at 5:45 pm and is not available during school breaks. I will abide by the center's hours of operation and, if I exceed the hours the center is open, will pay an overtime fine of \$10.00 for the first 15 minutes and \$1.00 for every minute following. This amount is due and payable to the staff person on duty.
- (2) That, during school holiday periods, Jericho Kids' Club at General Gordon School, Bayview School and Southlands School may amalgamate and operate at Bayview and/or General Gordon School.
- (3) That Jericho Kids' Club will be closed for the following days: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Eve, Christmas Day, Boxing Day and the days between Christmas Eve and New Year's Day.

**E. Family Involvement**

- (1) That I will take an active interest in Jericho Kids' Club by participating in parent meetings, annual general meetings, fund raising events and general work parties.

\_\_\_\_\_  
Signature for Jericho Kids' Club

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Child's name: \_\_\_\_\_

School: \_\_\_\_\_