



## **Britters' Critters Daycare**

### **Child Care Contract Agreement**

Brittnie Schwab, Owner/Operator of Britters Critters Daycare  
4661 Wilson Rd, Duncan, BC, V9L 6L6  
(250) 746-5538

**Before a child may attend the program, all registration forms and supporting documents must be completed and returned to Brittnie Schwab.**

The child care provider, Brittnie Schwab, hereinafter called the 'provider' undertakes to provide responsible and nurturing child care for (child name) \_\_\_\_\_ and encourages the parents/guardians to discuss any suggestions or concerns with regards to the child care program.

The parents/guardians hereinafter called the 'parent' AGREE TO THE FOLLOWING CONDITIONS

#### **Attendance**

Child care at Britters' Critters Daycare will begin on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_. Hours the child(ren) will be in care are \_\_\_\_\_ AM to \_\_\_\_\_ PM.

M \_\_\_ T \_\_\_ W \_\_\_ T \_\_\_ F \_\_\_

Parents must give ones month's noticed to request a change to the agreed-upon times.

The parent will inform the provider as soon as possible when scheduling holidays and of when the child(ren) will be absent for an extended period of time.

#### **Registration Deposit**

The parent agrees to pay a deposit of \$ \_\_\_\_\_ within 7 days of being offered a space. If the child is enrolled, this deposit will be applied to the last month's fee when the required one month's written notice is provided. The only event where a deposit will be refunded is if care is cancelled during the Trial Period, or if the provider cancels care without notice.

#### **Fees**

The parent is to prepay the child care provider the monthly child care fee of \$ \_\_\_\_\_ on the 1st of each month. Payment is accepted as cash, cheques made out to Brittnie Schwab, or e-transfer to [info@britterscrittersdaycare.com](mailto:info@britterscrittersdaycare.com). There will be a \$25 charge for any cheques returned to my bank for Non-Sufficient Funds.

If fees are not paid in full but the 5<sup>th</sup> of the month, you will receive a late payment notice and will be charged a \$50 late fee. If fees are not paid by the 15<sup>th</sup>, your child's space will be suspended until the monthly fee and late fee are paid in full.

### **Child Illness and Vacation**

Each child is entitled to 5 sick days and 10 vacation days in a calendar year (January – December) that will be credited to the following month's fees.

### **Affordable Child Care Benefit**

If the parent has applied for Affordable Child Care Benefit and authorization has not been processed by the Affordable Child Care Benefit office before the child care begins, the family is responsible for the entire fee listed on page 1. Once the ACCB contribution has been approved and the provider receives payment, if applicable, the provider will reimburse the amount of the subsidy portion of the monthly fee to the parent. Parents are responsible for any difference between monthly child care fees and the Affordable Child Care Benefit, payable on the first day of the month. In any event where all or part of the ACCB contribution is not paid, families are responsible for ensuring the full month fee is paid.

### **Late Pick Up Fee**

The parent must notify the provider immediately in the case of a late pick up. A late pick up fee of \$10 will be charged for every 15 minutes past 6:00pm and payment is due within 48 hours.

### **Invoices and Receipts**

Invoices will be sent out monthly through email, and receipts for the deposit and monthly fees will be issued annually.

### **Trial Period**

The first four weeks in the child care setting will be an adjustment or trial period. During this time, either the parent or the provider may cancel the contract immediately, without written notice. If the contract is cancelled during this four-week trial period, the parent will be refunded the deposit and for any days of care left in the month that the child does not attend.

### **Notice of Withdraw**

After the Trial Period, both the provider and the parent agree to give one month's written notice on the first of the month, if the child(ren) is/are to be withdrawn from the child care. If the safety of children in care are a concern, the provider may cancel care without notice, and the parents will be refunded for any days of care left in the month.

### **Child's Illness**

The health and well-being of all the children in the child care is an important concern. The parent agrees to abide by the Health and Illness Policy and the guidelines regarding when a child is too ill to attend the child care. The parent will notify the provider the night before or no later than 8:00am

The parent must notify the provider if their child(ren) comes in contact with any communicable disease and/or head lice.

All children in care must be up to date with their vaccinations, and a copy of vaccination records must be submitted along with the registration documents.

**Provider Illness**

If the provider is sick, an attempt to arrange a substitute provider will be made. If care is not provided, the provider is entitled to 5 sick days in a calendar year. After that, parents will be credited on the following months fees. **(see Refund and Credit Policy)**

**Vacation / Closures**

The child care will be closed on the following days:

- All Statuary Holidays                      1 Week in March
- 2 Week in the Summer                      2 Weeks in December/January

Fees are payable for all Statuary Holidays, March and December/January closures. These closure dates will be provided at the beginning of each calendar year. For the two-week closure in the summer, parents will pay a reduced fee. Parents will be notified of this closure date before the end of April that same year.

**Emergency Evacuation**

In case of emergency or a need to evacuate the child care setting, the provider will contact the parent as soon as possible. If the group needs to leave the property, the location where the provider will take the child(ren) is the Cowichan Community Centre 2687 James St, Duncan, V9L 2X5. The out of town emergency contact number for the child care is 250-715-5234 (Brendan)

**Safe Drop Off and Pick Up**

The parent must accompany children into the child care setting every day. Children will only be accepted and released in the presence of the provider or substitute provider and the parent or person authorized to pick up the child. **Children must be signed in and out each day.**

The parent shall notify the provider if the child is to be picked up by anyone other than those listed on the child’s registration form.

It is understood that this agreement is for the benefit of the children, parent(s) or guardian(s), and the provider. The parent(s) or guardian(s) and the provider further agree to the other provisions of this agreement as follow

The terms of this agreement are subject to review after 12 months. Any changes and additions must be signed by both parent(s) or guardian(s) and provider

**The undersigned have read, understood, and agree to the terms and conditions of this agreement in addition to the policies and procedures set out in the Family Handbook, consent and permissions**

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

_____	_____	_____
Parent/Guardian	Parent/Guardian	Date of Acceptance
_____		_____
Child Care Provider		Date of Acceptance