

Kids in the Grove

Parent Agreement September 2012/13

- (1) Required upon registration of your child, is post-dated cheques for September 2012 to June 2013. If you are a "New Parent" to the Facility; Kids in the Grove requires a \$50.00 non-refundable annual registration fee along with your post-dated cheques.
- (2) My child(ren) registration is **NOT** complete without my post-dated cheques & forms filled completed!!
- (3) My monthly child care fee at the time of this enrollment is:
Fee \$_____. Days/Times per week_____
- (4) **If my cheque is returned to the bank; a \$50.00 NSF is applied!**
- (5) **If my cheque is returned the second time; services are terminated immediately!**
- (6) I understand that there will be fee changes from time to time.
- (7) While waiting on Government Subsidy Approval, I, (the parent(s)) MUST enroll and compensate Kids in the Grove the amount of the registration until approval and subsidy payment is received, once Kids in the Grove has received the funds, a reimbursement cheque will be issued to the parent.
- (8) ***It is my, (the parents) responsibility to know when fees need to be paid, and subsidy forms renewed.***
- (9) I understand that 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 absences.
- (10) ***If I am to decrease my child's attendance or withdraw from the facility for any reason; I must give one months written notice on or before the last calendar day of the month prior to my child (ren)s final month of enrollment.*** (I.e. if you would like to decrease or terminate child care hours effective May 1st, notice of this change or termination must be given to Facility on or before March 31st) **If the required notice is not given, then I will pay one month fee in lieu of notice.**
- (11) ***I am aware, that Kids in the Grove is unable to give out refunds; this clause applies to: child's absence, any kind of school closures*** (I.e. Weather, labor disputes, power outages...). Our staffing and operational expenses are arranged on the basis of our enrollment levels and must be met on a continuing basis. To make sure that we can provide the best service, we are always prepared for each child each day whether the child attends or not. I understand if my child(ren)s program should be cancelled due to low enrollment; that Kids in the Grove will provide at least 2 weeks notice without retribution.
- (12) My child will be enrolled subject to 30 days of probation at either parent or Kids in the Grove's discretion, and may terminate this agreement without notice.

Child's File

I give consent to the collection, use and disclosure of personal information on a "need to know" basis for the sole purpose of the operation of Kids in the Grove.

I have completed and will keep up to date the following:

A: Registration & Health Form B: Emergency Consent Card

I have listed 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 most recent Court Order or Separation Agreement must be attached and any changes filed with Kids in the Grove immediately.

Health & Safety

- (13) That to attend the facility, my child must be well enough to participate in all aspects of the program including outdoors play.
- (14) That only medication, prescribed or recommended for my child in writing by a Doctor and provided in its original package with full instructions & precautions, will be administered to my child by Kids in the Grove Staff. The facility Staff will only administer the medication once I have completed a "Permission to Administer Medication" form and have provided this form to the staff
- (15) That I will sign my child in and out each day on the Sign In/Out sheet posted in the facility.
- (16) That I will notify staff by phone or in writing if someone other than those persons authorized by me on the emergency consent card will be picking up my child.
- (17) That I will phone and notify staff when my child will be absent from the facility.

Scheduling

- (18) That if after a half an hour (1/2) from the facility's closing time, the staff has been unable to reach me or the designated emergency contacts; in accordance with licensing regulations, the Ministry of Children and Families will be notified. They will deal with the situation accordingly. Their number is 660-4927.
- (19) That photos and video recordings may be taken of my child as they take part in field trips and events at the facility throughout the year.
- (20) That I will abide by the facility's hours of operation and if I exceed the hours of the facility is open I 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 who is on duty.
- (21) That Kids in the Grove is closed: Labor Day, Thanksgiving Day, Remembrance Day, Christmas Eve & New Year's Eve, Good Friday, Easter Monday, Victoria Day, Canada Day, and BC Day.

I, Kimberly Wishinski, Owner of Kids in the Grove; hereby approve of this registration/parent agreement and welcome you and your child/ren to attend Kids in the Grove facilities.

Signature of Kimberly Wishinski

Signature of Parent(s)/Guardian(s)

Date:_____

Date:_____

Child's Name:_____

Child's School:_____