

MORNING GLORY FAMILY CHILD CARE CENTRE
Contract

1. This is a contract between _____ and the **Morning Glory Family Child Care Centre** for the care of _____. Care required will be full time from _____.
2. The monthly fee will be \$_____. The fee is to be **paid on the first of each month** by a series of **postdated cheques payable to Karen Walden**. There is an additional fee of **\$25.00 for late payment**. If the monthly tuition and the late payment are not received, the child will not be permitted back to the centre until such time it has been paid.
3. Caregiver is to supply am/pm snack and lunch providing there are no food issues.
4. The caregiver receives **1 (one) paid Professional Development Day** per year, (September – July), providing it falls on the day care day.
5. The caregiver receives **3 (three) paid Compassionate Days** per year, (September – July), for a death of an immediate family member.
6. The caregiver receives **3 (three) paid Sick Days** per year, (September – July), for personal sickness.
7. During the month of December the full-time fee is transferred to a part time rate to compensate the days that the centre is closed. Parent is to pay the lesser amount being charged at the part-time or full time rate. The centre closes at noon on the 24th and will reopen in January. The closing date varies from year to year.
8. There is a **\$20.00 charge on all NSF cheques**.
9. Day care **spaces will be reserved** by a **deposit of \$100.00 payable upon completion of the forms for September care**. If the child does not attend in September then the deposit is non-refundable. When the child attends, the deposit is deducted from the September monthly fee.
10. If the parent cannot pick up the child by 5:00 pm there will be an additional fee of **\$10.00 per hour overtime**.

11. The parent(s) are to supply appropriate indoor/outdoor clothing, a rest time blanket and mat cover for the child. Indoor slippers are optional.
12. There is a one month trial basis for all new participants. If the centre is unable to provide for the child's needs parents will need to find alternate care.
13. One month's written notice, (on the first of the month), is required prior to the child being withdrawn from the program. Two months notice is preferable. The full tuition is required if no notice is served.
14. If the child is absent due to illness, statutory holidays, or family vacations the full tuition is required.
15. The parent will inform the caregiver if anyone other than the parent will be picking up the child. Proper ID will be requested before the child will be released into an alternates care.
16. If the child will be absent, the parent must inform the caregiver the night before or by 8:30 am at the latest.
17. Regarding communicable diseases, the parent must provide a release from the doctor before the child will be accepted back into the day care.
18. The parent will provide dates of current immunizations for the child.

Agreed upon this day: _____ 20____.

Parents Name: _____

Parent Signature: _____

Caregiver Signature: _____