Little Giants Childcare Centre
Beginning of greatness starts here.

Parental Contract

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Part 1—FINANCIAL RESPONSIBILITIES

The conditions of this agreement provide protection for parents as well as for our program. In order to assure that we can provide these services, it is essential that the program be financially stable. Salaries and overhead expenses cannot be reduced because of absentee losses. This contract is a commitment that you will financially support the enrolment space guaranteed for your child. Failure to meet your financial commitment may result in termination of child care services.

1.1 There is a $40 non-refundable administration fee and a family security deposit of $200 upon confirmation of enrolment. The family security deposit will be applied toward the first month of care.

1.2 Fees in the form of monthly pre-authorized payment or etransfers will be debited or made on the 1st working day of the month. One (1) payment is preferred. If two debits per month are negotiated the debits will be made on the 1st and the 15th of each month. Cash will not be accepted as a payment fee.

1.3 All payments returned from a financial institution will be subject to a processing fee as determined by Little Giants Childcare Centre. If the processing fee is not reimbursed with a money order or certified cheque, within 20 business days, the child's care may be suspended.

1.4 A receipt of payment will be issued after the year end for income tax purposes.

1.5 Refunds will not be made for statutory holidays or any absent days (including vacations or illness). Before & After School Program parents are responsible for paying their monthly base rate if their child does not attend over the winter or March breaks. Refunds will not be made for missed days that result from the inability of the centre to open (or early closure of the centre) due to circumstances beyond the control of Little Giants (including, but are not limited to, natural disasters, emergency situations, inclement weather, denial of access to the school by the school board, and/or other health and safety concerns).

1.6 A late payment fee of $5.00 per week will be charged if payment is not received according to the agreed upon schedule.

Part 2—WITHDRAWAL PROCEDURES

2.1 Signed, written notice of permanent withdrawal by you must be given 4 weeks in advance. If the required notice is not received, full program fees will be charged.

2.2 Signed, written notice of permanent withdrawal by the centre must be given 4 weeks in advance. Behaviour that poses a safety hazard will not be accepted and may result in immediate withdrawal.

2.3 The provision of our service is conditional upon compliance of both you and your child to our Code of Behaviour.

2.4 Should the supervisor of the program determines that a child cannot adjust to the program, or if the parent has not upheld the contract, the child will be withdrawn and this agreement will be terminated. The process of termination for all children will include any or all of the following steps:

- Documentation of incidents
- Counselling and/or consultation with outside agencies
- Notification to the appropriate government bodies
- Referral to an outside agency
- Meeting with appropriate parties
- Suspension
- Removal from the program

Part 3—CODE OF BEHAVIOUR

The safety of all children is our primary concern. The following expectations are necessary to promote a happy, comfortable, safe atmosphere. The child and the parents at all times shall:

3.1 Be courteous to others;

3.2 Use acceptable language;

3.3 Conduct themselves in a manner which allows others to feel safe from verbal and physical abuse;

3.4 Resolve conflict in a peaceful manner;

3.5 Respect the building and equipment as well as the personal property of others; and

3.6 Show personal respect for all individuals through behaviour and language.

Part 4—ADDITIONAL OPERATIONAL POLICIES

4.1 The forms listed below are required upon application and before admission. This information must be reviewed annually and revised as necessary to ensure that we have the correct information on file. Parent must sign off that information has been reviewed.

- Application Form
- Parental Contract
- Publicity Consent Form
- Child Health & Immunization Record
- Information Sharing Consent Form
- Emergency Contact Form

4.2 The hours of operation are posted. A late pick-up fee will be charged for time that a staff member is required to stay with your child after closing. The late pick-up fee rate schedule is posted. This late pick-up fee is paid immediately to the staff member in charge at the time. If we are unable to reach you or your emergency contact by 7:00 p.m., the Police and Children's Aid Society will be contacted.

4.3 Our exclusionary policy, due to illness, is established by Public Health Services.

4.4 Regulations require daily outdoor play for each child. Our policy states that children too ill to play outdoors should remain at home. If a child becomes ill during the day, temporary care will be provided until you can be contacted and your child taken home.

4.5 The centre will administer prescription drugs to children, in accordance with provincial legislation as follows:

4.5.1 Parents must provide written medical authorization, including the dosage and times any drug is to be given.

4.5.2 Medication must be received in the original container, clearly labelled with the child's name, name of the drug, dosage, the date of purchase, and instructions for storage and administration of the drug. Ask the pharmacist to divide the dosage into two containers so one can be left at the centre until the dosage is finished. Non-Prescription medications must be accompanied by a doctor's note.

4.5.3 Medication is to be handed directly to a staff member (not to be left in child's bag etc.)

4.5.4. If medication has expired staff may refuse to administer it.

4.6 If your child will be absent from childcare due to sickness, holidays, etc., please inform the staff in person or by phone.

4.7 If your child is involved in a custody dispute, please inform the supervisor in writing and provide a copy of the legal custody papers.

4.8 Children will be released to the care of authorized persons listed on the child's Application Form.

4.9 Centres may go on field trips throughout the year. Parents will be notified in advance and be required to sign a parental permission form prior to each trip.

4.10 Activity fees may be charged for optional specialized programs (e.g. skating).

4.11 Once you have picked up your child at the end of the day, please note that your child's well being is now your responsibility. Should your child be injured on centre property, while in your care, you are responsible.

4.12 Your child should be dressed in clothing suitable for physical activity, the weather, and the season. A second set of clothes, labelled, should be in your child's bag in case of accidents. Clothing should be such that it encourages self-dressing. All clothing and personal articles should be labelled with your child's name. The centre is not responsible for lost clothing and articles.

4.13 Daily contact with parents and staff will be supplemented by individual interviews, group meetings, and workshops. Parents are encouraged to visit and participate in our program, in special events, and/or in field trips. Parents are also encouraged to assist the child care centre in ways which reflect their interests and talents (e.g. fund raising, making or repairing equipment). Information of interest to parents (activities planned for children, menus, names of staff, activities and resources in the community, articles on child raising, etc.) is accessible to parents on a bulletin board or in a resource library.

4.14 Staff encourage children to act in a respectful manner, appropriate to their developmental age and stage. Self-Discipline is promoted and logical consequences are the preferred methods of encouraging appropriate behaviour. Staff, volunteers, and students sign the Child Guidance Policy upon hiring, and annually thereafter. The child guidance actions of staff, volunteers, and students are monitored and guidance is given to ensure that child guidance requirements are met.

4.15 Child Abuse Policy: In accordance with the Child & Family Services Act, it is the responsibility of every person in Ontario to immediately report to a Children's Aid Society if she/he suspects that child abuse has occurred, or if a child is at risk of abuse. This includes any person who performs professional duties with respect to children, any operator, or any parent. An individual's responsibility to report cannot be delegated to anyone else. The centre does not investigate or lay blame; it simply reports and follows the directions of the Children's Aid Society. If a parent, staff, or other accuses a staff member of abuse, it is the duty of the individual making the allegation and the centre to report the accusation to the Children's Aid Society and follow the direction given.

4.16 Ongoing communication between the child care centre and the school provides consistency, compatibility, and enhances a student's educational experience. Please be aware that the child care centre and the school that your child attends will communicate about your child with your signed consent below. (The boards of education in some regions may have additional requirements for the sharing of information between the child care centre and the school).

4.17 Please be aware that information that is in the best interests of your child will be shared among the staff at the centre.

4.18 We observe the following holidays:

- Christmas Day
- Boxing Day
- New Years Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Family Day

Part 5—EMERGENCY MEDICAL ATTENTION

I hereby grant permission for staff to take whatever steps may be necessary to obtain medical care, if warranted. These steps may include, but are not limited to, the following:

5.1 Contacting a parent or guardian

5.2 Contacting the child's physician

5.3 Contacting the emergency contacts

5.4 Contacting another physician

5.5 Calling an ambulance

5.6 Taking the child to a hospital

5.7 Administering reasonable First Aid measures

Part 6—PERMISSION TO ENGAGE IN CHILD CARE ACTIVITIES

6.1 I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the child care centre including field trips and bus trips.

6.2 I hereby grant permission for my child to leave the centre under supervision of a staff member for neighbourhood walks and field trips. I also grant permission for my child to use the climbing structure at a nearby school or park.

6.3 I hereby grant permission for my child to engaged in activities in the outdoor second storey play space. I understand there is a playground evacuation plan in place as well as playground policy which include the safety precautions as recommended by the Ministry of Education.

Part 7—PRIVACY INFORMATION

I hereby consent to the collection, use, and disclosure of my parental and my child(ren)'s personal information by the centre for the purposes of providing child care services to my child(ren) enrolled in centre programs. I understand that the centre protects the privacy of all personal information in its possession in compliance with prevailing privacy legislation and in accordance with the centre's Privacy Policy.

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY ALL POLICIES

Signature of Parent/Guardian	Date
Signature of Parent/Guardian	Date
Supervisor's Signature	Date