

York Professional Care & Education hereinafter referred to as the **"AGENCY"** and Parent/Guardian completing this enrollment package hereinafter referred to as the **"PARENT"**.

Whereas the **PARENT** has requested that the **AGENCY** arrange for services including but not limited to: licensed full-day child care, before and after school care, summer camp and licensed home childcare; hereinafter referred to as the **"SERVICES"** for their child(ren); hereinafter referred to as the **"CHILD"**.

And whereas the **AGENCY** has agreed to arrange for the **SERVICES** to be provided on a monthly basis.

And whereas the **AGENCY** is licensed by the Government of Ontario as a non-profit corporation to provide such **SERVICES** and is accountable to the Ministry of Education.

And whereas the **PARENT** acknowledges and agrees to the Rules, Regulations, Policies and Procedures of the **AGENCY**.

The Parent therefore understands and agrees to the following terms:

1. To pay a non-refundable Family Registration Fee upon confirmation of space, that permits movement within the Agency; covers all children within a family, and entitles a family to return to services after withdrawing, when space allows. *\*Not applicable for families registering only for Exploration Camp.*
2. To register for Direct Withdrawal of fees prior to commencing SERVICES, for the first working day of each month; in the amount established for the SERVICES requested. Any changes to this amount must be made in writing to the supervisor/Child Care Consultant, ten (10) days prior to the first working day of each month to prevent processing.
3. To provide a \$50.00 deposit per child by June 30<sup>th</sup>, to guarantee space for Before & After School care, for the following September. This deposit shall be dated for July 1<sup>st</sup> and will be deducted from the September fees.
4. To pay the fee for PA days, winter break, march break and summer camps that the parent has pre-registered for.
5. To be advised that there is no reduction in fees for children who are absent for any reason other than illness that exceeds five (5) days of regularly scheduled care and that is substantiated by a medical certificate.
6. To be advised that there is no reduction in fees for unforeseen centre closures up to five (5) days per year.
7. To be advised that a part-time program is available only when a space is not required by a full-time child; and/or should my part-time space prohibit another family from receiving full-time care; that I will be offered the opportunity to take the full-time space or be provided with thirty (30) days' notice to find alternate care.
8. To give a minimum of two (2) weeks written notice prior to the withdrawal of the CHILD from SERVICES, or in lieu of notice, to pay full program fees for two (2) weeks. For any withdrawal made mid-month, the refund owing will be calculated on the daily rate. All refunds will be made by Direct Deposit to the account on file unless specifically requested by the PARENT at the time of withdrawal.
9. To pay an automatic penalty of \$50.00 for any payment, returned Non-Sufficient Funds and to pay interest on outstanding accounts.
10. To be advised that five (5) days of failing to make payment will result in immediate termination of services.
11. To pay a late fee if the CHILD is not picked up by closing time. If the PARENT does not make contact or cannot be reached by 7:00 p.m., it is understood that the Police and the Children's Aid Society will be notified.
12. To an adjustment of fees with thirty (30) days notice. A minimum 1% increase can be anticipated annually in January.
13. To cooperate with parent/guardian responsibilities and understanding pertaining to the Canada Wide Early Learning Child Care System – CWELCC.
  - Fees are partially funded by CWELCC in addition to regional incentives intended to lower childcare fees for families.
  - CWELCC is administrated by Regional Municipalities who have the right to access the records of families benefiting from funding.

- Families shall be responsible for 100% of their fee should CWELCC funding be discontinued.

- Purchase of Service - If receiving a Child Care Fee Subsidy through the Region; to advise the Child Care representative of any changes in circumstance.
- To the closing of services on the following days:
 

New Year’s Eve (half day)	Good Friday	Canada Day	Thanksgiving
New Year’s Day	Easter Monday	Civic Holiday	Christmas Eve (1/2 day)
Family Day	Victoria Day	Labour Day	Christmas Day / Boxing Day
- To inform the Agency in writing if the CHILD is involved in a custody dispute, and to provide the supervisor/Child Care Consultant with a copy of the court order custody papers.
- To respect the childcare environment and cooperate with parent/guardian responsibilities as it pertains to Accessible Education for Children with Disabilities & the “Duty to Accommodate.”
- To be withdrawn from SERVICES with verbal and written notice, if the supervisor/HCC provider, after discussion with the PARENT, determine that the CHILD is not benefitting from the program; or that the centre cannot meet the needs of Accommodation: or that the PARENT has not fully carried out the terms of this Contract.
- To the age-appropriate supervision of children as established in the Child Care & Early Years Act (CCEYA).
- To allow engagement in outdoor activity involving the child care playground, school playground and any activities in The Beyond (off premises).
- To submit completed immunization records or a Statement of Conscience or Religious Belief form or Statement of Medical Exemption form if applicable, prior to the child commencing care.
- To the administration of medication on the conditions stated in the “Policy and Procedures for Administration of Medications”, a copy of which is contained in the Parent Handbook.
- To give the supervisor/HCC provider permission to transport by ambulance or taxi cab the CHILD to a nearby physician or hospital, and to authorize medical treatment necessary for the CHILD’S welfare and good health, including ordering the administration of medication, injections, anaesthesia, surgery, or any other medical procedures deemed necessary in the circumstances by the treating physician. I understand and agree that where possible, the supervisor/HCC provider will attempt to notify me before seeking and obtaining medical attention. However, if I cannot be contacted or in the event of an emergency, I authorize the Agency to obtain immediate medical treatment for the CHILD and to notify me as soon as possible.
- To reimburse the Agency for any additional expenses that may result from provision #23 regarding medical care and/or transportation for medical care. I also confirm that the CHILD is covered by the Ontario Health Insurance Plan or equivalent medical insurance.
- To release York Professional Care & Education Inc. individually and together hereinafter referred to as the Agency, its trustees, directors, related corporations, employees, staff and agents) from any liability for any loss, personal injury, accident, misfortune or damage to the CHILD or his/her property, with the understanding that reasonable precautions shall be taken to ensure the health and safety of the CHILD. I acknowledge that the CHILD selected services described herein and participate in activities at his/her own risk.
- The PARENT acknowledges that the terms of this Child Care Contract may change since the original signing date and to refer to those changes as advised by the Agency through means of electronic and hard-copy notification in order to avoid an annual resigning need.

Parent /Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Adm	S	1	ss	1.2 Enrollment	Revised/	03/15/23	home
Adm	S	1	Ss	1.3.2 exploration camp	Revised	03/15/23	shortcut