



PARENTS AGREEMENT

READ CAREFULLY. THIS IS A LEGALLY BINDING DOCUMENT

1025704 B.C. Ltd., dba Hellokids Childcare Centre is a Licensed Group Daycare. This Agreement encompasses the terms of the parental responsibilities necessary for Hellokids Childcare Centre to provide this service. The following regulations apply to all programs within Hellokids Childcare Centre. Conditions may change from time to time and Hellokids Childcare Centre reserves the right to change the term of this agreement upon 30 days written notice to parents. Additional requirements for programs will be arranged by the supervisor when the child is enrolled. As a parent at Hellokids Childcare Centre, I accept, understand and agree to the following conditions of enrolment:

A. FINANCIAL

1. That my child's childcare fee shall be paid in full by closing time the first day of each month. If I do not pay my fees in full, a late payment fee of \$25.00 will be applied on the 2nd of the month. Also, additional fee of \$20.00 will continue to accrue for each day of delinquent payment. The childcare fee at time of enrolment is: _____
2. That in order to reserve my child's childcare space, the full fees must be paid for any period of time in which my child is away from the program, including vacation, sickness or other absence.
3. The failure to pay childcare fees by the 5th day of the month will result in cancellation of my childcare services forthwith. If outstanding fees have not been paid and if a payment schedule acceptable to Hellokids Childcare Centre has not been made and adhere to, Hellokids Childcare Centre a) may give notice of withdrawal of childcare services and/or b) commence legal proceedings against me. My account may be turned over to a Collections Agency and the cost of securing payment of my account will be borne by me. If there is a dispute of amount owing, the amount Hellokids Childcare Centre must be paid first and then disputed. If there is an error, a credit will be posted to the account. Refunds will NOT be issued.
4. That I agree to abide by the Centre hours of operation and will pay Hellokids Childcare Centre the overtime fine of \$20.00 for the first 15 minutes and \$1.00 per minute period after that. This amount is due and payable to Hellokids Childcare Ltd. dba Hellokids Children Centre immediately. More than three "late pickups" may result in cancellation of Child Care Services. I acknowledge that undue stress may be caused to my child by a late pick-up and agree that late pick-ups will only occur under extraordinary circumstances.

Child Name:

Date of Birth:



5. That a child care Subsidy is responsible for the parents. I agree that Hellokids Childcare Centre will do childcare subsidy claim only when my child is enrolled in the program.

B. CHILDREN’S RECORDS

1. That I will complete and will keep updated the following prior to start date:
 - Registration & Health Form
 - Emergency/Field Trip Consent Forms
 - Child Information Form
 - Immunization Record or Immunization Agreement
2. That I will provide copies of all documents of persons who are legally restricted in access/contact with my child due to a Court Order/Separation Agreement if I want Hellokids Childcare Centre to enforce this. A copy of the relevant Court Order or Separation Agreement must be provided and any changes filed with the program and the childcare Office immediately.

C. HEALTHY & SAFETY

1. That to attend the program, my child must well enough to participate in all aspects of the program including outdoor play.
2. That I will advise the staff of any changes in my child’s health and update any records immediately upon any changes occurring. I will keep the staff informed of any event or change of routine at home which may affect my child’s behavior. I will accept the judgment of the Centre Staff and the Director if a behavior problem develops which cannot be dealt with at the Centre and which necessitates cancellation of Child Care Services.
3. That I have read and understand “Health Policies and Procedures” and I agree to follow the stated rules as outlined in this agreement.
4. a) That in order to safeguard the health and safety of all, I understand that the Director has the right to exclude my child from the program temporarily or permanently without notice .
b) That in order to safeguard the health and safety or all, I understand that the Director and childcare staff have the right to exclude my child from the program temporarily without notice should my child appear unwell. Upon the childcare staff request, I will provide written medical clearance from a physician before my child is re-admitted.

Child Name:

Date of Birth:



5. That I understand that the staff has the right to request that I, or my designate, promptly pick up my child from the Centre if my child is ill. I agree to inform staff of any communicable diseases my child may have contacted or been in contact with. In the case of an outbreak of a communicable disease the Centre will adhere to the guidelines of the Public Health Unit.

6. That only medication prescribed or recommended in writing by a physician to my child (must be in its original packaging with full instructions and precautions) will be administered to my child by the program staff. Medication will only be administered after I have completed "Permission to Administer Medication Form" and have provided this form to staff.

7. That in the case of sudden illness or accident, I authorize the staff of the Centre to have my child treated at the Emergency Clinic, as authorized on the medical release card.

8. That where required, I will sign my child in and out each day on the Sign in/out Sheet posted in the program.

9. That I will notify program staff verbally and in writing if someone other than those persons authorized by me on the Emergency Contact Form will be picking up my child. Picture I.D. may be requested.

E. SCHEDULING

1. That I will only bring my child to the program on the days contracted. Any request for permanent changes to my contract must be directed in writing to the Director and can only be accommodated if space is available.

2. That Hellokids Childcare Centre will be closed on the following days: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day. There are early closures on Christmas Eve and New Year's Eve. Hellokids Childcare Centre will be closed due to adverse weather conditions, power failure, lack of heat or water or other emergency conditions (Hellokids Childcare Centre will be closed in conjunction with the Ecole Porter Street Elementary School). Your child will not be entitled to alternate days in lieu of absence or statutory holidays. The monthly fee will not be reduced upon the program being closed for these days. ***We will be closed end of year for Winter break***

Child Name:

Date of Birth:



I have read, understand, and hereby agree to abide by the preceding conditions of enrolment. Further, I understand that non-compliance with this contract may be reviewed as sufficient cause for withdrawal of childcare service. Please note that information collected is used to meet contract and licensing guidelines.

Program:

Signature of Parent/Guardian _____ **Date:** _____

Signature of Director _____ **Date:** _____

Information used solely by 1025704 B.C. Ltd., dba Hellokids Childcare Centre

The **Registration fee of \$125 is Non-Refundable**. Also, our policy for **deposit** is that we will hold your child's space you are requesting at an agreed upon time, if the registration fee and security deposit are paid in full. If you wish to withdraw and **two full calendar months' notice** from the 1st of the month are given then this fee will be refunded to you **within 30 days** after your child's last day at Hellokids. If no two full calendar months' notice is given or if you cancel the care service before starting date then the security deposit will be withheld (**No Refund**). This will be in effect whether or not care has taken place. Hellokids only accept the Withdraw form after starting my childcare service (**Minimum 3 months' enrollment is required**).

Signature of Parent/Guardian _____ **Date:** _____

Child Name:

Date of Birth:

