

Full Name of Child:  
Date of Birth:  
Date of Enrollment:  
Home Phone Number:  
Home Address:

Mother / Guardian Full Name:  
Home Address:  
Home Phone:

E-Mail address:  
Work Address:  
Work Phone:

Place of Employment:

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Father / Guardian Full Name:  
Home Address:  
Home Phone:

E-Mail address:  
Work Address:  
Work Phone:

Place of Employment:

Child Lives With:  
Mother \_\_\_ Father \_\_\_ Both \_\_\_ Other \_\_\_

Name of responsible person(s) who can be contacted if parent / guardian cannot be reached and who are authorized to pick up child from the day care home.

Name:  
Relationship to Child:  
Phone:

Name:  
Relationship to Child:  
Phone:

**FEES/DEPOSIT (*\*all fees subject to change*)**

Deposit of \$250 per child refunded at the termination of service.

The monthly rate is \$550 per child, per month, included afternoon snack. Discount for added siblings, \$500 per child, \$1,000 for 2 children. This is a flat rate and stays the same amount regardless of attendance or hours.

\$750 per child for September, included afternoon snack. The tuition for September is due to the public school gradual entry program for Kindergarten children.

Optional:

4 meals (Breakfast / Morning Snack / Hot Lunch / Afternoon Snack) additional \$250 per month. Occasional meals at \$25 per day.

Christmas Break, Spring Break, Summer Holidays weekly fee: \$220, 4 meals included additional \$100 per week. Pro-days fee: \$80 per day per child (4 meals included).

All payments are due in advance. Payment is due in full 1<sup>st</sup> of each month in advance for the following month (unless special arrangements are made).

## **HOURS**

The before school day care is open from 7:45 a.m. to 5:30 p.m. Monday through Friday. You may use any or all of these hours. The day care is CLOSED at 5:30 p.m. After 5:30 p.m. late charges will be added at the rate of \$20.00 for every fifteen minutes per child, added at the BEGINNING of each quarter hour. All times in and out are taken from the clock at the day care. The day care will be closed on all major holidays and notification will be given well in advance of any other closed days, such as personal vacation time etc. It is the parent's responsibility to find alternate care if needed during those times.

Please call and let us know by 7:30 a.m. if your child will be late or absent for the day. This helps us know how many students to plan for at lunch, activities etc.

## **PROGRAM CLOSURES**

We are closed during all statutory holidays in a School Year: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; BC Day; Labour Day; Thanksgiving; Remembrance Day; Christmas Day; Boxing Day.

We may also be cancelled due to poor weather conditions. Listen to local radio station CKNW AM 980 for further information. Closures are based on the Marlborough Elementary School Closure dates and public transit cannot operate.

## **ILLNESS**

While we are sensitive to the stress that illness may cause for families, we are not licensed to care for children when they are ill.

Children who are not well enough to participate in all program activities, either indoors or outdoors, should be at home.

If your child contracts a communicable disease, please notify center staff at once so that other families can be alerted. A doctor's written health clearance will be required before a child returns following a communicable illness. The centers comply with Simon Fraser Health Region requirements.

The following are definite indicators that your child should not be at the child care center:

- A developing or acute cold with fever, runny nose and/or watery eyes, coughing, sore throat. Once temperature, energy and well being are normal, coughing and runny nose may continue without the child being infectious.
- Fever over 38 degrees centigrade (100 degrees Fahrenheit) (24 hour clearance).
- Communicable disease, infected skin or undiagnosed rash – whether or not the child is infectious – requires verification by the child's doctor.
- Vomiting or diarrhea. (There is a 24-hour clearance from the child care center with the symptoms of diarrhea, vomiting and fever. The child must be without the above symptoms for 24 hours before returning to the child care center.)
- Has a contagious infection, including pink eye.

Because children often become ill rapidly, it is essential that families can be reached by telephone during child care hours. If the parent cannot be available, an alternate emergency contact should be designated. In the event a child becomes ill, Ruby will

isolate and care for the child until the parent arrives. While every effort will be taken to maintain a healthy environment, it is important for families to plan alternate arrangements in the event of their child's illness.

There must be **24 hours clearance after the initiation of antibiotic medication**. This allows the medication time to take effect, and the child the necessary recuperation time.

## **ILLNESS OR INJURY**

If your child becomes ill or injured at Ruby's place, you will be notified by telephone immediately. If necessary, your alternate contact person and/or family doctor will be called. **Children must be picked up as soon as possible to ensure their immediate comfort and care as well to minimize potential exposure to other children.** In an emergency, we will call an ambulance and a staff member will accompany your child to the hospital.

## **TRANSPORTATION**

We need to transport a child from Marlborough Elementary School. Also, I may need to transport a child in a medical emergency. I have taken the required car restraint system training. All children will be restrained in car/booster seats or seat belts (according to Motor Vehicle Act law and child care rules) and will not be transported without your written permission. Vehicle will be properly licensed and insured. Your child will never be left unattended in a vehicle. Our Vehicle are also used for field trips that are planned during Christmas Break, Spring Break, Summer Holidays, and pro-days.

## **DAMAGES**

Small repairs and accidents go with the territory when running a day care facility. However, parents / guardians will be held financially responsible for damages that cannot be classed as accident or fair wear and tear. (Such as deliberate breaking of toys, poking holes in furniture etc.).

## **NOTICE OF TERMINATION**

One month advance notice in writing is required to drop your child from the day care facility. Payment is required for this month even if the child is not here.

Ruby reserves the right to terminate this contract for any reason. Once month notice will be given under usual circumstances. However, we will approach collaboratively with the parents to ensure success in the program and reserve the right to immediate termination of services under certain circumstances. (i.e. children who are a threat to others, non-payment etc..)

## **HEALTH OF THE PROVIDER**

Each person working in the facility must be in good health with no communicable diseases. If the person working is sick, we will notify the parent(s) not to bring your child to the facility.

## **CHILDREN'S HEALTH**

All children must have a complete health evaluation form and up to date immunizations before enrollment in the day care facility. Do not attend if your child is sick.

## **SUPERVISION**

Children will be under direct supervision at all times.

Children under the age of 4 will be personally supervised while in the bathroom.

Children older than the age of 4 will be reminded and asked about toilet flushing and hand washing.

## **INFECTION CONTROL**

Provider and all children will practice good hand washing habits. Hand washing is required after using the bathroom and before and after handling food. Paper towels and liquid soap will be accessible in the bathroom.

## **FOOD SERVICE**

We provide afternoon snack after school. Hot lunch program is optional. Please complete the form of "All About Your Child".

I HAVE READ AND ACCEPT THE POLICIES AND PROCEDURES OF RUBY.THEY ARE PART OF MY CONTRACT. I UNDERSTAND THAT THIS CONTRACT MAY BE REVIEWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISIONS/CHANGES AT LEAST 30 DAYS PRIOR TO ANY CHANGES/REVISIONS TO THIS AGREEMENT.

(Parent / Guardian) \_\_\_\_\_ Date \_\_\_\_\_

(Parent / Guardian) \_\_\_\_\_ Date \_\_\_\_\_