

YCS CHILD CARE PROGRAMS –PARENT/CAREGIVER AGREEMENT

Child care facility _____

Name of child; _____

The following points are taken from the Yellowhead Community Services Society Licensed Child Care Programs handbook and highlight some pertinent policies and procedures you need to be aware of. Please read the program handbook so that you are familiar with all expectations and responsibilities.

1. **Registration;** All registration forms and fees must be complete before your child attends a YCS child care program for the first time.
2. **Fees and Payments;**
 - a. Child care fees are calculated on a monthly basis depending on how many days the program is operational each month.
 - b. Contracted days are not transferrable but may be changed on a permanent basis if there is space available.
 - c. Fees for the upcoming month are due by the end of the previous month, cheques will not be cashed until after the first of the month.
 - d. Drop in fees are payable at the time of request.
 - e. Full payment of fees is due when children are absent due to ill health or holidays etc.
 - f. Child care will be suspended if fees are not paid in full.
 - g. A late collection fee of \$1.00 per minute, per child will be charged after the session your child is registered for has ended.
 - h. Families accessing BC Child Care Subsidy are responsible for all applications and renewals. If a Benefit Plan has not been approved then fees must be paid, the subsidised portion will be refunded once a Benefit Plan is in place.
3. **Arrival and Departure;** No child will be released to any person not listed on the child's registration forms.
4. **Service Termination;** Parents will provide written notice two weeks before withdrawing their child from the child care program to avoid full payment of fees.
5. **Health Hygiene and Safety;** Parents will not send their children to the program if their child is unwell and will keep their child at home if not fully immunised should an outbreak of communicable disease occur.

By signing below I acknowledge that I have received and read a current copy of the program handbook and understand all the terms and conditions therein.

Parent/guardian name

Parent/guardian signature

Date