

## **GLEN CAMERON FOR KIDS SUMMER PROGRAM PARENT CONTRACT**

By signing this Parent Contract ("Contract"), parent members of Glen Cameron For Kids Co-Operative Childcare Centre ("Centre") agree to abide by its terms, statements of principle and the rules and regulations of the Centre, and the parental responsibilities under the program in which the child is enrolled.

### **Statements of Principle**

- A. The Centre is a non-profit, community based child care centre located in Cameron Public School (the "School").
- B. The Centre is a tenant of the Toronto District School Board in the School.
- C. The Centre is committed to providing high quality child care and offers programs that provide a unique opportunity for the children to develop skills in social, physical, emotional, cognitive and creative areas.
- D. The program components strive to meet the needs of each child and to create an atmosphere that fosters co-operation and responsibility.
- E. The Centre is governed by a Board of Directors comprised of parents, staff and community members.

### **Contract Terms:**

#### Personal Information

- 1. 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, which I acknowledge has been provided for my review and agreement.

#### Fees

- 2. A non-refundable registration fee and a non-refundable deposit per week are due at the time of registration. The deposit will be applied to each week accordingly.
- 3. Fees are due at the beginning of each month. Post dated cheques are required upon registration.
- 4. A \$15.00 processing fee is imposed for NSF cheques and is payable immediately. In the event of a second, subsequent NSF cheque, cheques payable for monthly fees must be certified.

5. No child is eligible for admission to a program offered by the Centre if fees are still outstanding from previous enrolment in a program offered by the Centre.

#### Days of Operation/Programming

6. The normal days and hours of operation for the Centre are Monday to Friday, 7:00a.m. to 6:00p.m. The Centre will be closed on all statutory holidays.

#### Hours of Operation

7. The Centre opens at 7:00 a.m. The Centre assumes absolutely no responsibility or liability for children left in or near the premises of the Centre prior to the opening at 7:00 a.m. Parents who leave children on or near the premises of the Centre prior to this time will be considered in breach of this Contract, at minimum, and the Contract may be terminated. Police or other authorities may also be alerted.
8. The person dropping off the child shall sign the child in on the Sign-In/Out Form upon drop off. The only exception to this requirement is when the child enters his/her program at the Centre directly from attending class at the School.
9. The Centre closes at 6:00 p.m.. If the child is picked up after 6:00 p.m., a late charge of \$2.00 per minute, per family will be levied. At 6:05 p.m. the Centre will call the child's home, parents' work and/or emergency contacts. If the Centre is unable to reach either the parents or a designate within one hour of the designated pick up time, the Children's Aid Society and the Police will be notified.
10. **Parents who breach this provision will be documented and second or subsequent breaches are a cause for termination of this Contract.** At the discretion of the Executive Director, and as reported to the Board of Directors, the above procedure may be waived by the Executive Director in cases of bad weather, which causes **significant** delays on major traffic routes, or in the event of catastrophic circumstances on major roadways leading to blockage of the roadway(s). In such an event, the parent shall keep the Centre regularly updated on their progress towards having their child picked up and no record shall be kept of the late pick up. Irrespective of the above, the Executive Director may advise the Board of Directors and recommend action to be taken in any instance where the parent failed to keep the Centre apprised of efforts to pick up the child or where the parent was not impacted by the traffic or weather circumstances and action, including termination of this Contract, may ensue.
11. Only pre-authorized persons designated on the pupil information form ("escorts") may pick up the child. An escort who has not been designated on the pupil information form may pick up the child only if prior specific written or verbal consent to a staff member of the Centre for that particular escort to pick up the child has been given. If the staff member is not satisfied that the person picking up the child is the authorized escort, he/she will refuse to release the child to the person. All escorts must be 14 years of age or older (12 years of age or older if the escort is a sibling).
12. The person picking up the child shall sign the child out on the Sign-In/Out Form upon pick up. The only exception to this requirement is when the child exits his/her program at the Centre to directly attend class at the School.

13. In the event that the person picking up the child arrives in an intoxicated state or under the influence of drugs, in the opinion of the staff or as noted by another parent or adult person, or appears to the staff or other adult to be under the influence of or to have consumed any drug or alcohol, even if not impaired, in the opinion of the staff member, the senior staff member on the premises of the Centre at the time will use his/her discretion to determine whether the child can be safely released to the pick up person. Staff are strictly prohibited from releasing a child to any person who appears to be under the influence of drugs or alcohol if the pick up person is operating a motor vehicle. An emergency person and/or the police may be contacted by the staff person to ensure the safe release of the child from the Centre. The parent will be given a warning that such behaviour is not tolerated by either the Centre or the Toronto District School Board. Any violation may result in termination of this Contract.

#### Medical, Allergies, Illness

14. The parent shall submit an, immunization record and pupil information form for the child prior to the first day of attendance in the program. The parent shall keep the immunization record on file with the Centre up to date. The Centre can require that the parent update such a record at any time. Failure to comply with this requirement may result in termination.
15. The Centre may, at any time and in any circumstances, require a medical note or other authorization from a health care professional that a child has been found to be free of any illness or disease or other condition of a communicable or other nature and may return to the Centre. Children who have been sent home the previous day(s) will only be re-admitted to the Centre if the child is symptom-free. This includes, but is not limited to, instances of head lice.
16. In the event that the child has food or other allergies, such information must be disclosed to the Centre and the parent must provide a current treatment plan and medication. In the event of food allergies, in addition to the foregoing, the parent is required to provide alternate snack/lunches if the child cannot consume the snack/lunches provided by the Centre.
17. In the event the child is anaphylactic, it is mandatory for the parent to train the staff on the use of the Epi-Pen and assist in planning an individual emergency plan for their child. The parent must also provide the child care with an up-to-date auto-injection kit and ensure that their child's file is kept up to date.
18. All medication must be prescribed by a doctor. Medication must have an up-to-date label with the child's name on it and prescribing doctor and pharmacy contact information. Staff will only administer prescribed medicine in the original bottle provided. Children are forbidden to administer their own medicine. Medication forms must be completed and signed or medication will NOT be administered. Under no circumstances will non-prescription medications be administered or will children, regardless of age, be allowed to self-administer such medications.

19. Upon the determination or suspicion that the child has developed or is developing the symptoms of any illness, the parent or emergency contact, depending on the circumstances, will be notified immediately. The child must be picked up from the Centre within one hour of such notification. If the child is not picked up within the hour, the Executive Director must report the occurrence to the Board of Directors for review and consideration of action, ranging from a warning to termination, in the opinion of the Board.

#### Accidents

20. An accident report will be completed and a copy provided to the parent for accidents that do not require medical attention. In case of a serious accident a staff member will accompany the child to the hospital. The parent consents to the transportation of the child to the emergency department of the nearest hospital, by ambulance if necessary, with no liability to the staff of the Centre. In the event of an emergency, if the parent is not immediately available, an attending physician may hospitalize and/or secure treatment as deemed necessary.

#### Required Attire

21. Children who are not dressed according to the weather for outdoor play negatively impact the ability of the Centre to fulfill programming requirements. As a result, parents will be contacted to pick up their child in the event that the child is not properly attired for the program. The contact will be in the same manner as if the child were sick.
22. The child will have an extra change of clothing left at the Centre, labelled with his/her name.

#### Parent Volunteers

23. A completed and duly executed "Access to Information Waiver" and Confidentiality Agreement are required from each parent, guardian or other adult prior to volunteering in the classroom or on field trips. Only those who have complied with the Centre's Criminal/Vulnerable Reference Check Policy will be permitted to have direct contact with the children, including field trips.
24. Any breach of the Confidentiality Agreement by a parent volunteer or their designate will result in appropriate sanctions and consequences, to be determined by the Board of Directors, including but not limited to a prohibition on any further participation or termination. The Board will consider a statement from the affected staff member or other person (victim) in determining the consequence of the breach; however, the statement is merely one factor in that determination.

#### Pictures, Videotapes

25. Pictures and/or videos of a child may be posted and/or shown in the various classrooms of the Centre as part of the various activities of the program. It is expressly prohibited for the Centre to sell or use the pictures or videos for any other purpose.

26. The Centre may email parents pictures and videos of children participating in various activities in the Centre and on field trips. These will only be shared with families enrolled at the Centre. It is expressly prohibited for the Centre to sell or use the pictures or videos for any other purpose.
27. During “Special Occasions” such as holiday parties, graduation, children’s performances and field trips, staff, parents and volunteers may take pictures of the event that may include my child.

#### Notice of Cancellation

28. Weeks may be cancelled with refund (minus non-refundable deposit) up to May 31st. Any cancellations after this date will result in forfeiture of weekly fee.

#### Suspensions and Other Consequences

29. The Executive Director may determine in any instance that a child cannot adjust to the program, or that a parent has breached the parental responsibilities under the policies and procedures of the program, in which event the provision of child care services will be terminated. The Executive Director will provide two weeks written notice of termination unless the circumstances warrant more immediate removal of the child/termination.
30. A 1 to 3 day suspension will be imposed on the child if he/she causes injury to property, staff or children.
31. All parents, guardians, family members and escorts shall conduct themselves in the manner set forth in the Centre’s Code of Behaviour. Any breach of the Code including, but not limited to, abusive behaviour on the part of any of these persons towards the children, staff or premises of the Centre will be grounds for immediate termination of child care without prior written notice.

#### Shared Custody

32. If the child is involved in a shared custody arrangement or if custody is in issue, the Executive Director must be immediately advised in writing, confirming who has custody, and provided with a photocopy of the custody agreement or other legal document pertaining to the custody. The Centre’s relationship will be with the parent who executes this Contract and the Centre assumes no responsibilities with regard to any other parent or party. In the event that the situation becomes unmanageable, in the opinion of the Executive Director, or in the event that the Centre cannot address the resource implications in any given situation, the Centre may terminate this Contract.

#### Grievances, Exemptions

33. Any grievance or request for exemption from any of the requirements of this Contract must be brought to the attention of the Executive Director, who is responsible for presenting the matter to either the Executive of the Board of Directors or the Board as a whole in a timely fashion and in writing. The Board’s response will be noted in the minutes of the meeting posted on the Centre’s bulletin board unless the matter is

of a confidential nature in which case the parent shall be notified in writing of the decision and the matter will not be set forth in the minutes. If the parent is dissatisfied with the Board's response, the parent may fill out a grievance form and the matter will be referred for arbitration to an outside person selected by the Board at the Board's discretion and expense. The decision of the arbitrator is binding on both the Board and the parent, and represents the final appeal of any issue.

#### Lost or Stolen Items

34. The Centre is not responsible for lost or stolen clothing or any other lost or stolen items.

## SUMMER PARENT CONTRACT AGREEMENT

This Parent Contract Agreement must be signed, witnessed and returned prior to date of admission.

I/we hereby make application for membership in the Glen Cameron For Kids Co-operative Child Care.

I wish to enrol my child in the following Summer Program:

Preschool \_\_\_\_\_  
Kindergarten \_\_\_\_\_  
Schoolage \_\_\_\_\_

I enclose the applicable non-refundable registration fee of \$15.00 per child and the deposit of \$50.00 per child, per week.

I/we the undersigned, have read and understood this Contract and agree to abide by its terms, statements of principle and the rules and regulations of the Glen Cameron For Kids Co-operative Child Care Centre, and the parental responsibilities under the program in which the child is enrolled.

SIGNATURE \_\_\_\_\_ WITNESS \_\_\_\_\_

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

PLEASE PRINT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

HOME: (    ) \_\_\_\_\_

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**(For office use only)**

DATE RECEIVED \_\_\_\_\_

DATE OF ADMISSION \_\_\_\_\_

PAYMENT RECEIVED \$ \_\_\_\_\_

DATE OF WITHDRAWAL \_\_\_\_\_

DIRECTOR'S SIGNATURE \_\_\_\_\_