

This Agreement is between:

And:

Diane Townsend, Early Childhood Educator
Beckley Cottage Preschool
3- 427 Parry Street
Victoria, BC (250) 727-2197
Cell (250) 634-2197
beckleycottageschool@gmail.com

Parents/ Guardians

Address and Telephone

My role as a provider is to supplement your primary role as the parent. My aim is to develop a partnership of caring focused on your child. I will also be involved with you as a businessperson and in order to facilitate our relationship it is important to establish clear guidelines and maintain open communication.

Hours/Days of Operation:

Beckley Cottage Preschool is open Monday - Thursday from 8:00 a.m. - 4:30p.m.

Parents are to call or text the preschool by 9 a.m. if your child will not require care. We often leave for activities by 9am (or even 8:30 am some days). In order to leave on time children must arrive at preschool before the group leaves the house. It is not safe for parents to drop off after we have left the house or at our activities. Please make arrangements to be at preschool before we leave or drop off your children when we return home for lunch. Please arrive at preschool in time to pick up your child, discuss your child's day and leave before 5pm.

Tuition and Payment Schedule:

Full-Time (Monday- Thursday)

\$450 per month after the \$720 prorated fee reduction total \$1170 per month (2 - 3 yrs or not potty trained)

\$500 a month after \$436 prorated fee reduction total \$ 936 per month (3 - 5 yrs and potty trained)

Currently these fees include most outings and programs. Parents may be required to pay for some programming however these changes will be discussed and agreed to in advance if required. To reserve a space for your child a non-refundable deposit of 1 month's fees will be required. This deposit will be used for your child's last month of care. If you choose not to start care then your deposit will not be refunded. Fees can be paid by email transfer or cheque, either method must be made by the 1st of the month without reminders. Please make cheques payable to: Diane Townsend.

Parents who qualify for preschool subsidy are required to pay the caregiver the difference between the subsidy amount and their child's monthly fee. Prior to providing care I will require a Subsidy Authorization number. If an Authorization number is not received prior to the first day of care the parent will be responsible for paying the full monthly fee in advance. This will also apply if the authorization laps, parents are responsible for paying the full fees until a new authorization is received.

Deposit: A full months full fees (before the fee reduction program) deposit will be required to secure a space in the preschool. This will be used for the final month of childcare if proper notice is given. If this is a problem for your family we can discuss a payment plan.

Late Monthly Payment:

Fees are due on the 1st day of the month. A late fee of \$10 a day will be charged if fees have not been received by the 1st of the month.

NSF Cheque: There is an NSF charge of \$25.00 for each returned cheque. If 2 cheques are returned NSF I will require monthly fees to be paid in cash.

Late Pick-up: If your child is picked up later than 5:00 p.m. there will be a charge of \$30.00 for every 15 minutes or portion thereof. Parents must arrive at preschool with enough time to gather their child, discuss their day and leave

before 5pm. I do not wish to provide overtime care and the charge is to discourage parents from being late. If the parent continues to pick up their child late from preschool I will terminate our preschool arrangement and provide 1 month's notice. Late fees are payable the next preschool day.

Days of Closures and Notice of Closure:

Statutory Holidays: Beckley Cottage Preschool will be closed for all Statutory Holidays and Bank Holidays. These are paid holidays and include New Year's Day, Good Friday, Easter Sunday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day. When a holiday falls on a weekend it is observed the following Monday.

Beckley Cottage Preschool is closed between Christmas Eve and New Year.

Caregiver Holidays: In addition to the above mentioned holidays the preschool is closed for three weeks vacation. These are usually used for a two week holiday in the summer and a week at spring break but are not limited to these times. A calendar of holidays for the year will be provided but may be modified under exceptional circumstances.

Illness/ Personal Days: Beckley Cottage Preschool will close in the event of illness of my children or myself. The first 10 sick days in a calendar year are paid. These sick days can also be used as personal health or professional development days when required.

If Beckley Cottage Preschool is forced to close due to illness or personal reasons for longer than 10 days parents will be reimbursed. In such event the cost for childcare will be worked out at the daily rate of \$65.00/\$75.00 and any excess fees will be refunded. Parents still pay Beckley Cottage Preschool when their children do not attend because of their own illness. Preschool will follow School District 61 closures due to snow.

Trial Period and Refund of Fees: Both the parties agree to a two-month trial period. At any time during this trial period if it is felt that the child for what ever reason is not a good fit in the preschool the arrangement can be terminated. The trial period starts on the first day that the child attends preschool all day (i.e. after the integration period). Fees will not be refunded when a contract is terminated by either party during the trial period.

Notice of Termination/Withdrawal: Parents agree to give one month's written notice to Beckley Cottage Preschool if no longer requiring childcare services. Beckley Cottage Preschool agrees to give one month's written notice to the parent if no longer providing preschool. In the rare instance that I feel any child in my care has a serious discipline problem I reserve the right to terminate our contract with as much notice as possible in order to guarantee the comfort and safety of the other children in my care.

All food and formula or milk for children under 18 months or if a child requires a special diet must be supplied by the parents

Parents are to supply a healthy lunch and two snacks for their child. I am happy to heat food in the microwave although I am unable to put food into different containers or check the temperature of heated food with a thermometer. The children and I wash our hands before and after meals and snacks when available.

Beckley Cottage Preschool recognizes the importance of physical activity for young children. Physical activity supports the health and development of children, as well as establishing positive lifestyle habits for the future. It is our expectation that children will go outside everyday! If you feel your child is too sick to go outside then he/she is too sick to be at preschool. The purpose of this policy is to ensure that children in day care are supported and encouraged to engage in active play, develop fundamental movement skills and have limited screen time. In order to promote physical activity throughout the day Beckley Cottage Preschool will: Provide toddlers and preschoolers with at least 180 minutes of active play per day. We will increase indoor active play time so that the total amount of active play time remains the same if weather limits outdoor times and provide a variety of play materials (both indoors and outdoors) that promote physical activity

Medications: The caregiver will dispense medication if they are supplied by the parent, in the original container and only if the Permission to Administer Medication Form is filled out, signed and returned to me. Children can not attend preschool if they have received pain relieving medicine (example Tylenol or Advil) before preschool.

Clothing and Other Supplies From Home: Parents are to bring a complete change of clothes for their child. A small blanket for quiet time should be left at preschool. All children play outside every day and it is important that they be provided with adequate clothing for each weather condition. The preschool provides Muddie Buddies for wet weather. Rubber boots are recommended for wet days.

It is easier for me if parents provide a bag of diapers that can be left at the preschool. I will let you know when you need to provide more. It is required that children come to preschool with sunscreen on during the summer. Although I will reapply sunscreen throughout the day it is important to save time in the morning that sunscreen is applied in the morning before the children arrive at preschool. Please make sure your child has enough clothing for their day, we will go out no matter what the weather.

Registration Information: Parents agree to update all registration information as necessary, and in form the preschool immediately if there are any changes in this information. Parents also agree to disclose any health information that effects the preschool, including but not limited to Allergies, Asthma and Medical Conditions.

Pets: We have a dog named Stella. She is very friendly and loves children. She is up to date on her shots.

Screen Time Policy - Screen time is not regularly used at preschool, on a special occasion the children are allowed to watch TV, or a video but these times are noted in the log of non-reportable incidents and are less than 1 hour once a week except under exceptional circumstances. There is not a TV in the daycare so these times are extremely infrequently. Children under 2 years old will not participate in screen time.

Daily Outings and Field Trips: The parents agree to allow their children to participate in regular outings with the reassurance that supervision and safety conditions will continue to be appropriate. At present we visit local parks, kinder gym, kinder music, the seniors centre, beaches, the Museum and the Library. Please arrive at preschool ready to be outside no matter what the weather(bring warm clothes, boots, rain gear etc.). We leave the house by 9am on most days please arrive at preschool before this time.

Toys and Equipment: Please do not bring toys from home. You are encouraged to bring special blankets for your child's nap time. By signing this contract you are giving your child permission to use all of the toys and equipment at Beckley Cottage Preschool.

Special Permission: There are regulations in place that require me to obtain permission from you to use any products with DIN numbers on your children. These products include sunscreen, antibacterial hand wash and diaper rash cream. I currently supply diaper rash cream, sunscreen and Hand Sanitizer.

Permission is also required to photograph your children while in my care. I keep them on my home computer and from time-to-time e-mail the photos to you at home and make crafts/gifts with the photographs, I also use them to update our personal facebook page (just for preschool families) and website. By signing this contract you are giving permission for the use of these photographs.

By signing this contract you are giving me permission to photograph your child and apply sunscreen, diaper rash cream and antibacterial hand wash as needed.

Previous Care: If your child has previously been in childcare, please provide me with the name of the care provider so that I can call the last care situation to obtain information related to the care of your child.

Changes in the Home: Parents agree to inform me of any changes in the home which may affect the child's behaviour in my preschool. This includes but is not limited to; changes in family make up, moving, new allergies or intolerance's etc

POLICY FOR RELEASE OF A CHILD FROM THE Preschool

Late Pick Up: If a guardian has not picked up a child or called by 4:30 p.m. I will try to contact the family and then the alternative person from the authorized pick up list. If that person is unavailable and the parent has not contacted the caregiver by 5:30 p.m., the caregiver is required to notify the Ministry for Children and Families. A late fee of \$30.00 will be charged for every 15 minutes or portion thereof after pick up time. If late pick up is an ongoing problem, then notice of termination of services may be given.

Unauthorized Pick Up: The guardian is required to notify the caregiver in writing if someone else will be picking up the child. If the person picking up the child is not known to the caregiver, information about the person will need to be provided (name, phone number, physical description). The person will be asked to show photo identification. If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the caregiver. The caregiver will speak to the individual and explain the policy that no child will be released without written authorization from the guardian. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and other children. If necessary, the police will be called for assistance.

Alleged Impaired Pick Up: It is the caregiver's responsibility, to the extent that it is possible, not to release a child to an authorized person who is unable to adequately care for a child. If the caregiver believes that a child will be at risk, the caregiver will offer to call a relative or friend to pick up the person and the child, or offer to call a cab to pick them up. If the person is driving a vehicle, the caregiver will explain that driving while under the influence of drugs or alcohol is against the law and that the caregiver is obligated to ensure the safety and well being of the child. If the presumed impaired person chooses to get in the car with or without the child, the caregiver will immediately notify the police and provide description of the car and geographic vicinity. If the caregiver believes that the child is in need of protection, the caregiver will call the Ministry for Children and Families.

Custody and Related Court Orders: If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing accurate and up to date information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy on unauthorized persons will be implemented. The guardian will provide all consents.

WELLNESS/ILLNESS POLICY

Conditions for Children to be Excluded from Preschool

Please note that the criteria for exclusion are recommended by the Vancouver Island Health Authority. These criteria may differ in some respects from your physician's opinion, primarily because these criteria are designed for children participating in group care.

Acute cold: contagious with obvious discharge of thick mucus. Return when discharge has stopped.

Persistent or chronic cough. Child may return when coughing has stopped.

Fever: May return when fever has remained at 37C for 24 hours without the aid of medication, and the child has not developed a secondary infection

Vomiting: Return after 48 hours of last bout of sickness.

Diarrhea: Must be symptom free for 48 hours, i.e. solid (may be soft) bowel movement.

Antibiotic: Return after 24 hours since first taken to ensure that the child is responding to treatment without adverse effect.

Infected skin of eyes: A doctor must examine undiagnosed skin irritation, and medical clearance for return is obtained. Conjunctivitis (pink eye) is very contagious and must be treated and eyes cleared and symptom free before the child may return.

Ear infections can lead to hearing loss and are potentially infectious. We require children to see a doctor for direction and that children stay home for a minimum of 24 hours with antibiotic medication. This allows for the children to be monitored and assessed. Children may then return when symptoms such as fever and ear tugging have stopped.

Lice: Child may return once the child has been treated with an effective treatment and all lice and nits have been combed or picked out of hair. Follow up shampooing must be administered to complete treatment.

Communicable diseases: Communicable diseases like chicken pox and measles must be reported to the preschool centre staff as soon as they are diagnosed. The duration of the child's treatment and exclusion from preschool will depend on the VIHA's Communicable Disease department's recommendations which staff will be able to provide.

All unexplained rashes and open sores or wounds must be checked out by a medical doctor in order to prevent spread of infections. Doctor's notes will be required in order for the child to return with such symptoms.

All children must remain at home under parental care for at least 24 hours after any vaccinations to ensure that the child does not experience any adverse effects to the vaccine

Children are not will enough to attend preschool if they require any over the counter medication(ie Tylenol) in the morning before preschool

If the child is unable to participate in a regular preschool day because they are just not feeling well, they will be sent home.

Good health habits to prevent the spread of illnesses within my preschool include:

Frequent hand washing especially when they first enter the preschool, before eating and after toileting, after playing with pets and after outside play

Children are provided with naps or rest time daily

Children get daily fresh air and outdoor exercise

Children are provided nutritious snacks and meals

Care of an Ill Child and Notification of Parents: If your child becomes ill while in care I will notify you immediately. The parent or an authorized alternate must come to pick up the child. Beckley Cottage Preschool is responsible for the care and protection of ALL the children in the facility. While we are waiting for you to pick up we will do everything we can to make the sick child comfortable. In an emergency situation we will call an ambulance at the parents' expense.

Immunization records: Parents must provide Beckley Cottage Preschool with information about their child's immunizations including the date of immunization. It is required that children in my care receive a full course of immunization unless there is a medical reason otherwise.

In the event of my illness: Beckley Cottage Preschool will close in the event of illness of my children or myself. The first 10 sick days in a calendar year are paid. If Beckley Cottage Preschool is forced to close due to illness for longer than 10 days parents will be reimbursed. In such event the cost for childcare will be worked out at the daily rate of \$75.00 a day and any excess fees will be refunded.

Parents still pay Beckley Cottage Preschool when their children do not attend because of their own illness.

GUIDANCE AND DISCIPLINE POLICY:

I work on the belief that children are unique individuals who are continually learning through their interactions with others and with their environment. As children grow, it is normal for them to try a variety of behaviours in order to learn acceptable ways of interacting with the world outside of them. It is believed that quality child care uses a variety of methods to assist children to choose socially acceptable behaviours over "unacceptable" ones.

Environment- The physical environment is set up to encourage desirable behaviours and minimize conflict. Through observation I am continually aware of children's interactions within the setting, and will modify the environment as necessary to promote positive behaviours.

Routine- A daily schedule is kept so that the children know what to expect each day. The daily routine includes a balance between indoor and outdoor time, quiet and active play, and structured and unstructured activities.

Modeling- Staff members demonstrate respect, caring, cooperation, compassion, understanding and kindness in their every-day interactions with children and with each other. It is believed that children learn first and foremost from others around them, and that it is an adult's responsibility to model desirable behaviors so that children may learn from them.

Positive Reinforcement - Children are acknowledged for behaving in ways that are helpful, kind, considerate, respectful, etc. It is believed that if children are shown appreciation for making choices that benefit others, they are more likely to repeat these actions. We use positive reinforcement because we believe that the formation of a child's identity is impacted by positive feedback from those around them.

Choices - Children are provided with a variety of play items to choose from so that they may learn to make decisions, be self-directive, and make discoveries in their own, unique ways. When appropriate, children are given choices within imposed limits (i.e.: "would you like to put the blocks away or the dress up toys").

Limit Setting - When necessary, staff members explain limits to children so that they may learn reasons or rationale for these limits (i.e.: "it is unsafe to stand on a chair, you might fall"). Limits are presented in a way that is easy for them to understand, and that reinforces appropriate alternatives (i.e.: "inside, we walk").

When a child is in error, staff members state clearly what is expected (i.e.: "you may not hit Johnny, use your words to ask for what you want"). Limits are clear, simple and consistent. Children are not allowed to hurt themselves or others; children are not allowed to engage in unsafe activities. Logical and Natural Consequences - Children will be aware of the natural and logical consequences of their actions. (i.e.: "If you cannot keep the sand inside the table, then you will have to choose something else to do).

Conflict resolution -When conflicts arise we use a "Conflict Resolution Method" that involves the children in the process of resolving their problem. This method encourages the child to express his/her feelings; discuss the problem and brainstorm solutions.

Redirection- This is a strategy that I use which changes the circumstances that are causing unwanted behavior. Children's behavior is their way of expressing their needs so I try to re-direct them to activities that will better fulfill their needs.

Under no circumstances will physical punishment ever be used. In the rare instance that I feel any child in my care has a serious discipline problem I reserve the right to terminate our contract with as much notice as possible in order to guarantee the comfort and safety of the other children in my care.

The terms and conditions of this contract are subject to change without notice.

I/We d the above contract and agree to its terms and conditions.

Signatures:

Date

Parent

Date

Parent

Date