

This Agreement is between:

And:

Diane Townsend, Early Childhood Educator
Capital Park Preschool
421 B Powell Street
Victoria, BC (250) 727-2197
Cell (250) 634-2197
dtownsendsmith@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:

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

Parents are to call or text the daycare 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 daycare 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 daycare before we leave or drop off your children when we return home for lunch. Please arrive at daycare in time to pick up your child, discuss your child's day and leave before 5pm.

Tuition and Payment Schedule:

Full-Time (Monday- Thursday)

\$ 1000 per month (2 - 3 yrs or not potty trained)

\$ 850 per month (3 - 5 yrs and potty trained)

Daily

\$ 70.00 per day (2 - 3 years or not potty trained)

\$ 65.00 per day (over 3 years and potty trained)

Fee Reduction

Capital Park Preschool has opted into the fee reduction Program, the above fees are reduced for every family. This program can end at any time. Currently the fee reduction program reduces the cost for children under 3 years old by \$160 a month and children over 3 by \$48. After fee reduction Over 3 \$802 a month, under 3 \$840 a month

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 daycare 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 deposit will be required to secure a space in the daycare. This will be used for the final month of childcare if proper notice is given.

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 daycare 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 daycare I will terminate our daycare arrangement and provide 1 month's notice. Late fees are payable the next daycare day.

Days of Closures and Notice of Closure:

Statutory Holidays: Capital Park 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.

Capital Park Preschool is closed between Christmas Eve and New Year.

Caregiver Holidays: In addition to the above mentioned holidays the daycare 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: Capital Park 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 Capital Park 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/\$70.00 and any excess fees will be refunded. Parents still pay Capital Park Preschool when their children do not attend because of their own illness. Daycare 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 daycare the arrangement can be terminated. The trial period starts on the first day that the child attends daycare 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 Capital Park Preschool if no longer requiring childcare services. Capital Park Preschool agrees to give one month's written notice to the parent if no longer providing daycare. 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.

Food: **FOOD & DRINK POLICY**

Currently this policy is superseded by the Pandemic Policy and an optional food program can be provided for an additional \$60 a month. This is a temporary and optional program

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 for their child. As there is not enough space for lunches in my refrigerator, lunches should contain an ice pack if required. 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.

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 daycare if they have received pain relieving medicine (example Tylenol or Advil) before daycare.

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 daycare. All children play outside every day and it is important that they be provided with adequate clothing for each weather condition. The daycare 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 daycare. I will let you know when you need to provide more. It is required that children come to daycare 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 daycare. 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 daycare immediately if there are any changes in this information. Parents also agree to disclose any health information that effects the daycare, 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 daycare, 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.

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 daycare 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 daycare 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 Capital Park 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 daycare 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 daycare. 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 DAYCARE

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 6:00 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

Please Note that this Wellness/Illness policy is superseded by the current Pandemic Policy

Conditions for Children to be Excluded from Daycare

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 daycare centre staff as soon as they are diagnosed. The duration of the child's treatment and exclusion from daycare 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 daycare if they require any over the counter medication(ie Tylenol) in the morning before daycare

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

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

Frequent hand washing especially when they first enter the daycare, 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. Capital Park 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 Capital Park 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: Capital Park 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 Capital Park 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 \$65.00/\$70.00 and any excess fees will be refunded.

Parents still pay Capital Park 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