

Contract of Agreement

This Agreement dated for reference the ____ day of _____ 20____ .

Between: Fraser Montessori Daycare Inc.

And: _____
(Name of parent/guardian)

Whereas:

Fraser Montessori Daycare Incorporated (“F.M.D.”) is a privately owned and operated organization that provides a licensed daycare program and the parties wish to set out terms of parental responsibilities and conditions of enrolment necessary for F.M.D. to provide this care in the program.

In consideration of mutual promises contained in this agreement, the parties agree to the following.

Financial:

1. In order to secure a space for my child at F.M.D., I will provide the following items:
 - ✓ A non-refundable deposit of ____ and a non-refundable registration fee of \$75.00.
 - ✓ The monthly fee must be paid via e-mail transfer on the 25th of each month. Example January fee is due on December 25th
 - ✓ A valid government subsidy authorization form with the parent’s portion of the fee must be paid. Parents are responsible to renew their subsidy at least one month prior to its expiration. In the event that the subsidy is refused partially or in full, or it is not renewed on time the parent must pay the full monthly fee. The parent will be reimbursed by F.M.D. for the amount that is equal to the government subsidy once it has been received by F.M.D.
 - ✓ Day Care deposit is only refundable after the child has started the daycare year and is used for a tuition guarantee for the first month of school. The deposit will be applied to the child’s last month tuition with two calendar months written notice.
2. I will not be entitled to a refund for the time when my child is away from F.M.D Program due to a vacation, sickness, or other absences including labour disruptions.
3. The deposit is non-refundable prior to the start date, and will be applied to the last month of attendance provided that a minimum two month notice will be given. If I do not give two month’s written notice of withdrawal, I will forfeit two months’ tuition fee to F.M.D. There will be no exception to this rule. I consent to F.M.D. taking payment of the one month’s tuition fee from my deposit.
4. F.M.D may withdraw my child from the F.M.D. program without any notice if I fail to comply with the terms of this agreement.
5. F.M.D will only issue a tax receipt once per fiscal year unless paid by cash.
6. I will obey F.M.D. hours of operation, and will pay an overtime fine of \$1.00 per minute within 24 hours if I do not pick up my child by the time required each day. I will make sure that my child will attend the program for a maximum of 9 hours per day according to agreement.
7. I will make all payments required under this agreement via email transfer on the 25th of each month

Child's Records

8. I have completed and will keep updating the following F.M.D. forms:

- ✓ Registration Form
- ✓ Emergency Consent Card
- ✓ General Medical Release Form

9. I have listed all the names of persons below who are legally restricted from contact with my child due to a Court Order or Separation Agreement. I will attach a copy of the relevant Court Order of Separation Agreement to this Agreement. I will notify F.M.D. staff immediately of any changes to the Court Order or Separation Agreement.

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Health & Safety

10. To attend the F.M.D. Program, my child must be well enough to participate in all aspects of the programs, including outdoor programs. If my child is unable to participate in all aspects of the programs I will not deliver my child to the care of F.M.D. For the safety of others, children with a fever, any kind of infection, or head lice cannot attend F.M.D.
11. In order to safeguard the health and well being of all children I will advise F.M.D staff members of any serious medical condition my child may have.
12. I will advise F.M.D. staff of any changes in my child's health and immediately update medical records when changes occur.
13. In order to safeguard the health and well-being of all children, F.M.D. staff members have the rights to exclude my child from the program if he or she is ill. I will provide, upon a staff member's request, written medical clearance from a physician before my child can be readmitted to F.M.D.
14. I will notify the staff immediately if someone other than those persons authorized on the Registration Form will be picking up my child from F.M.D.
15. I will obey parking regulations at F.M.D. at all times.
16. Due to requirements in the Child Care Licensing Regulation, I acknowledge F.M.D. cannot instruct or otherwise coerce my child to eat where my child refuses to do so.

Late Administration Charges and Overdue Accounts

17. I understand that if fees are not paid one week in advance by the 25th of the month, Late Administration fee will be charged as follows:
 - a. If paid within 15 days past the due date, the late administration fee is \$30.
 - b. If paid within 30 days past the due date, the late administration fee is \$60.
18. If payment is not received within 30 days past the due date, your child care space may be terminated and Fraser Montessori Daycare Inc. will charge a 26.9% annually for the outstanding balance.

Termination of Services

19. I understand that F.M.D. may terminate this Agreement for any of the following reasons:

- a. The fees for services are not paid according to the financial policies in the Parent Contract and suitable arrangements for payment cannot be agreed upon.
- b. My family does not follow the terms and conditions of F.M.D. contract and successful resolution of the differences is not achieved.
- c. The child is no longer in the custody of the enrolling parent/guardian.
- d. A family member makes negative comments about our program to the staff or other parents, harasses, threatens or commits a violent act toward F.M.D. staff, children or other families involved in the program.
- e. F.M.D. is unable to satisfactorily resolve problems of late pickups of my child.

Terms of Agreement

I acknowledge that conditions of enrolment may change from time to time and I further acknowledge F.M.D. may set additional requirements that will form part of this Agreement upon written notice.

(in witness where of the parties have executed this agreement in Vancouver, British Columbia)

F.M.D. Staff signature

Witness signature

Date

Date

Parent/Guardian's signature

Witness signature

**All forms signed and completed along with the deposit, registration fee. .
Payment is due on the 25th prior to the following month.
For example, the fee for February must be paid on January 25th.
Late payment will constitute a fine of \$20.00 per day**

General Release

I hereby expressly acknowledge that my child, _____, here in after “my child”, upon being accepted as a student at F.M.D., is being accepted on a conditional basis. If at any time from the date of conditional acceptance, the staff form the opinion in their sole discretion that the parent(s) and/ or my child, by his/ her behaviour while present in the program, caused or created a disruptive effect on the discipline, education, conduct of the other students and staff, or is not suited for the program, then I hereby agree, without protest or complaint to F.M.D. and other parents, or any court or government body, on the request of the staff, to withdraw my child from enrolment in the program. If I am asked to withdraw my/our child, my post-dated cheques will be returned to me.

Parent/Guardian signature: _____

Date: _____

Medical Release

I hereby expressly authorize F.M.D. staff, or any person authorized by F.M.D. to act in their place, to administer to my child, _____ . While he/she is attending the program, F.M.D. staff may administer any medication that is physician prescribed for my child, or administer any First Aid in the event of an accident or emergency involving my child, and expressly absolve and hold blameless F.M.D. staff or any duly authorized person acting in their place, or F.M.D., including its owner the daycare, staff, from any legal liability or action or action which may arise directly or indirectly from the administration or any such First Aid to my child while attending the program.

Parent/Guardian signature: _____

Date: _____

Email: _____

Photo Consent Form

Dear Parent,

Fraser Montessori would like your consent to use pictures of your child to showcase “Fraser Montessori Daycare” on our website, mailing cards and our Facebook page.

Please check the following boxes to indicate that you give “Fraser Montessori Daycare” permission to use your child’s images:

- Fraser Montessori Daycare Website
- Fraser Montessori Daycare Facebook page
- Fraser Montessori Daycare Mailing cards

Declaration

I give permission to use images of my child in the formats that are mentioned above.

Child’s Name: (Surname / First Name) _____

Parent’s Name: (Surname / First Name) _____

Signature of Parent / Guardian

Date

Thank you,

Fraser Montessori Daycare

Materials required – Ages 1 to 2.5 years old

Please bring the following from home on or before the first day of attendance:

- | | |
|---|--|
| <input type="checkbox"/> Four identical pictures of your child (4" by 6") | <input type="checkbox"/> Bedding incl. fitted sheet for the play pan |
| <input type="checkbox"/> Muddy-Buddies (a waterproof coverall) | <input type="checkbox"/> Snacks |
| <input type="checkbox"/> Diapers | <input type="checkbox"/> Lunch |
| <input type="checkbox"/> Wipes | <input type="checkbox"/> Drinks |
| <input type="checkbox"/> Slippers | <input type="checkbox"/> Pillow |
| <input type="checkbox"/> Diaper rash cream | <input type="checkbox"/> Two blankets |
| <input type="checkbox"/> Face cloth | <input type="checkbox"/> Toothbrush/toothpaste |
| <input type="checkbox"/> Tissue box | <input type="checkbox"/> Earthquake kit |

Materials required – Ages 3+ years old

Please bring the following from home on or before the first day of attendance:

- | | |
|---|--|
| <input type="checkbox"/> Four identical pictures of your child (4" by 6") | <input type="checkbox"/> Scissors |
| <input type="checkbox"/> Tissue box | <input type="checkbox"/> Two glue sticks |
| <input type="checkbox"/> Color pencils | <input type="checkbox"/> Plastic school supply box |
| <input type="checkbox"/> Two pencils | <input type="checkbox"/> Indoor slippers |
| <input type="checkbox"/> Eraser | <input type="checkbox"/> Earthquake kit |
| <input type="checkbox"/> Water color markers | <input type="checkbox"/> Helmet |

If your child attends the daycare all day, please also bring the following items:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Pillow | <input type="checkbox"/> Toothbrush/toothpaste |
| <input type="checkbox"/> Two blankets | |

List of Earthquake Kit Supplies

The Kit must be provided to the centre no later than on the first day of attendance.

In a large see through zip-lock bag please provide:

- 12 protein bars and four 500 ml. bottles of water.
- Emergency out of town contact
- Family picture
- Thermal blanket (Walmart carries them in the camping section)

Just a reminder:

- ✓ Please pack a change of clothing for your child on a daily basis.
- ✓ Please label all your child's belongings with his/her name on it.
- ✓ Please provide healthy food and water for your child every day.
- ✓ Please sign your child in and out every day.
- ✓ Please close the front door firmly.
- ✓ Please avoid entering the classroom to minimize the disruption of other students that are already engaged in their activities.
- ✓ Please use our communication book to communicate with the teachers instead of talking to them to allow them to focus on the students at all the time.
- ✓ Please wash your child's bedding every Friday.
- ✓ Please do not ask the staff not to allow your child to participate in outdoor activities.
- ✓ Please do not ask the staff to make sure that your child eats all of his food.
- ✓ Please do not ask for a refund or reduced rate in case your child will be away.
- ✓ Please arrive at least 15 minutes prior to closing of the centre to pick up your child.
- ✓ Please do not deliver the child if he has communicable disease, fever, vomiting, green or yellow mucus, pink eye the night before or the morning of attending the daycare.
- ✓ Children must show no symptoms of being sick for 24 hours prior to returning to the centre.
- ✓ Please do not ask the staff to administer medication for fever. Children must be fever free for 24 hours prior to returning to the daycare.
- ✓ You will be notified immediately to pick up your child if the staff notices any of the mentioned above symptoms. Doctor's note will be required upon return.

Field Trip Permission Slip

Parents will be notified 1 week in advance as to the nature and cost, if any, of the field trip.

Field trips may include the following:

- ✓ Local Libraries
- ✓ Local Parks
- ✓ McDonald's
- ✓ Grocery Store
- ✓ Movie Theatre
- ✓ Boston Pizza
- ✓ Local Bowling Center
- ✓ Dentist Office
- ✓ Bug Lab
- ✓ Science World
- ✓ Museum
- ✓ Local Fire Department
- ✓ Farm
- ✓ Local Police Station
- ✓ Skating Rink
- ✓ Etc.

Declaration

I give permission to Fraser Montessori Daycare Inc. to take my child on field trips.

Child's Name: (Surname / First Name) _____

Parent's Name: (Surname / First Name) _____

Signature of Parent / Guardian

Date

Drop-off and pick-up confirmation

Dear Parents/Guardians:

We would like to ask for confirmation of your child's drop of and pick up time.

Please indicate it below:

Drop-off time _____

Pick-up time : _____

Please note that it is very important to be consistent.

Signature of Parent / Guardian

Date

Before And After School Care Drop-Off And Pick-Up Permission Slip

Declaration

I give permission to Fraser Montessori Daycare Inc. to transport my child on the school bus.

Child's Name: (Surname / First Name) _____

Parent's Name: (Surname / First Name) _____

Signature of Parent / Guardian

Date

Students Dress Code

Dear Parents,

Effective January 4th 2016, all of our students are expected to wear plain white and navy blue outfits, and black shoes. The ladybug patch is to be ironed on the left hand side on the blouse, cardigan, jacket, etc. at the level of your child's armpit.

We should receive the patches within two weeks, and they will be available directly at the center for a fee of \$5.00.

Please email any questions that you may have regarding the school attire to ediths_childcare@hotmail.com.

Please visit Fraser Montessori Daycare on Facebook for updates.

Kind regards,
Edith Ziolkiewicz

