

**FAMILY AGREEMENT  
Preschool Program**

To be signed on both sides and returned along with a one-time only registration fee of \$20.00 per child.

**1. PRESCHOOL FEES:**

2 – ½ days per week	\$140.00 month
3 – ½ days per week	\$205.00 month
1 – ½ day per week	\$ 75.00 month

Initials

Any necessary increases will be implemented by June each year.

Parents will be notified no later than June of each year of any fee increase for September.

I understand that by enrolling my child in the Preschool Program I am reserving a space for my child, therefore fees are applicable regardless of statutory holidays, Christmas Break, Professional Development Days or my child's absence.

Prior to a child starting the Child Development Centre Preschool, the Centre must be in receipt of the preschool fees. Post-dated cheques or pre-authorized credit cards payments are requested for the September to December and January to June registrations. If fees are received from a parent/caregiver and a portion is subsequently paid by the Ministry of Human Resources (Daycare subsidy), the portion covered by subsidy will be reimbursed. Once a subsidy has been established the parent/caregiver is only responsible for the difference between the amount of the fee and the amount of the subsidy.

**2. TERMS AND CONDITIONS (*Read carefully*)**

Initials

- 1) Fees are on the 20<sup>th</sup> of the month prior to the month attending.
- 2) Payments can be made by cash, post-dated cheques or pre-authorized VISA or MASTERCARD
- 3) NSF cheques and declined credit card payments will be subject to a \$20 administration fee.
- 4) Parents/caregivers will be given a written notice from the CDC finance department as soon as it is known that a payment is late, a credit card payment has been declined or a cheque has been determined to be NSF.
- 5) Parents/caregivers are required to provide one **month's written notice or pay the month's fees** when withdrawing the child from the program. **(See Item #8 below)**
- 6) Late payments, NSF cheques or declined credit card payments must be made good along with any applicable administration fees no later than the 20<sup>th</sup> day of the calendar month, (or the next business day if the 20<sup>th</sup> falls on a non-business day), for which the payment was applicable. Failure to do so will result in a written notice from the CDC finance department that the child is being discharged from the program effective the first day of the month immediately following the month of arrears. **(See Item #8 below)**
- 7) Two late payments, two NSF cheques, two declined credit card payments, or any combination thereof from the first day of enrolment of any child under the care of the parent/caregiver will also result in a written notice from the CDC finance department that the child is being discharged from the program effective the first day of the month immediately following the month of arrears. **(See Item #8 below)**
- 8) If notice has been given by the CDC finance department of a child being discharged from the program for any of the reasons listed in item #5, #6, or #7 above, no future space will be available for any child under the care of the same parent/caregiver unless all arrears including administration fees are received and full payment of future fees are received in advance on a twice yearly basis for the periods September through December and January through June.



**3. ATTENDANCE PROCEDURES:**

- I will abide by the hours of operation of the Preschool, which are 9:00 a.m. to 11:30 a.m. or 12:30 p.m. to 3:00 p.m.; depending on the class my child is attending.
- I agree to pick up my child at 11:30 a.m. or 3:00 p.m. depending on the class my child is attending unless prior arrangements have been made with preschool staff.
- I understand that if a child has not been picked up by the designated time and the parent/guardian has not contacted the Centre to notify of their delay, the procedure will be as follows:
  - The staff member will immediately try to contact the parent/guardian at the number listed on the intake form. They would then call the parent’s home number and work numbers as listed on the child’s registration form.
  - If no contact is made, the staff member would call the emergency contacts listed on the registration form. The staff member would explain the situation and request that they come and pick up the child.
  - Only if calling the emergency contact has been unsuccessful, the staff member would contact the Ministry for Children and Families and turn the child over to them. The staff member would post this information at the entrance of the Centre for the parent/guardian should these events take place.

Initials

**4. HEALTH AND SAFETY PROCEDURES:**

- I understand that the NCDC Preschool participates in a minimum of ½ hour of outdoor play each class, in compliance with Community Care Licensing Regulations focussed on physical literacy.
- I will abide by the decision of the staff if they suggest my child is too ill to attend the program (i.e.: children who are not feeling well enough to participate in outdoor play).
- I understand that I must provide a record of my child’s up-to-date immunizations or sign a statement regarding my reasons for choosing not to immunize.
- I understand that the Child Development Centre and its staff cannot be held responsible for any illnesses that my child may contract while attending the program.
- I will keep the staff informed of events or changes of routine at home which may affect my child’s behaviour (i.e.: new sibling, move, change in bedtime routine, etc.)
- I will ensure the staff are aware when I am leaving or picking up my child. I will inform the staff when some other person will deliver or pick up my child, that person will be on the authorized pick up list (or inform staff of a change in writing) and I will identify that person to the staff.
- I understand the staff of the Centre are legally responsible to report any incidences of suspected abuse to the Ministry for Children and Families.
- I understand the staff cannot be held responsible for lost, missing or soiled toys or clothing.

Initials

***I have read and understood the Family and Caregiver Handbook.***

***I, the undersigned have read carefully and agree to all of the Preschool Fees and Terms and Conditions of this Family Agreement as listed above:***

.....  
**Signature**

.....  
**Date**

.....  
**Please Print Name**

.....  
**Deposit Received/Witnessed**