

ENROLLMENT POLICY AGREEMENT

Child's Name: _____ Birth Date: _____

Parent's Name: _____ Daytime Phone#: _____

Programme: _____ Date of Commencement: _____

(part time programme please specify days & times)

PAYMENT OF FEES - FEES MUST BE PAID IN ADVANCE AND ARE SUBJECT TO INCREASE AT ANY TIME. ADVANCE NOTICE WILL BE GIVEN.

- weekly fees are due one week in advance
- biweekly fees are due one week in advance for the following two weeks.
- Monthly fees are due on or before the first scheduled school day of each month.

Should payment not be received at least by the first scheduled school day of each week/month a late fee of \$5.00 a day will be added to your outstanding fees. Please refer to the Parent Handbook for details. Should fees become (1) week delinquent, the child will be withdrawn until the entire balance is paid in full. Please always give payments to a staff member to ensure that the money can be accounted for. Never leave loose cash or change in a classroom or in the office.

RETURNED CHEQUE POLICY

If a cheque is returned, a \$25.00 processing fee will apply. A returned cheque must be replaced immediately. Should at any time a second cheque be returned, then D.P.C has the right to only accept cash payments in the future.

REGISTRATION FEE

Unlike most child care centers, Deer Park Childcare does not request that a registration fee be paid upon enrolling your child.

DEPOSIT POLICY

A deposit of one week's fee is to be paid upon enrollment of your child.

WITHDRAWAL

Deer Park Childcare requires two (2) weeks advanced written notice of your intention to withdraw your child. Should you be unable to give two weeks notice payment for the two weeks must still be made. In the event that our programme is not suitable for the child, and your requirements are other than D.P.C. is able to provide, D.P.C. reserves the right to terminate your child's enrollment at anytime.

CHARGES FOR LATE PICK UP

A late fee will apply if your child remains at school past the scheduled closing time of 6:00pm. The fee is \$1.00 for the first five minutes and \$1.00 for every minute after. This amount is due in cash to the Staff that had to stay late with your child. Should a parent(s) be late to pick up 3 times they will be asked to find alternate care for their child.

ABSENCES / ILLNESS

All children are required to partake in outdoor play according to the DNA. A doctor's note is required if you would like your child to stay indoors. If your child should be absent, we require that you telephone in the morning to notify us of the reason. If your child is not in attendance at Deer Park Childcare by 11:30am, we will assume that they will be absent for the day. The cut off time will be waived if we are informed prior to 11:30am as to when your child will be coming in.

A doctor's note will be required for readmission to the center:

1. Should your child be absent for five(5) or more consecutive days due to illness.
2. Upon request of the center(i.e. unidentified rashes,etc.)
3. Should your child be absent with a communicable disease(i.e. chickenpox)

HOLIDAYS

Deer Park Childcare will be closed on the following holidays:

New Year's Day	Civic Holiday	Christmas Day
Good Friday	Easter Monday	Boxing Day
Victoria Day	Labor Day	Family Day
Canada Day	Thanksgiving Day	

Deer Park also closes at 12:00 noon on Christmas Eve and 12:00 noon on New Years Eve. There is no reduction in fees for any of the above holidays, regardless of whether your child attends on a full time or part time basis. When a statutory holiday (i.e. Christmas Day and / or Boxing Day) falls on a weekend it will be observed on either the preceding Friday and/or the following Monday.

VACATION POLICY

There is no reduction in fees for vacation time. Program plans and special events are planned in advance so as a courtesy please let the Supervisor know if you child will be away. Parents who do not pay during vacation periods will be considered withdrawn and will forfeit their child's space in the classroom.

For vacation time in excess of 8 consecutive weeks there will be a 50% discount on rates provided that at least one month's written notice is given to the Supervisor. This applies to all programs including the Before and After School basement program during the regular school year. The school age program will offer camp during school breaks (March, Christmas and Summer) on an as needed/sign up basis. Before and after school rates will not be charged during regular school breaks.

UP TO DATE INFORMATION

Please be sure to advise the school immediately of any changes in address or telephone numbers at home or business. Emergency contacts and numbers must always be current so we can reach you at all times Parents who are in the process of separation and divorce must provide D.P.C with custody information should one parent not want their spouse to be allowed access to the center or their child. Unless we are provided with custody information it would be illegal for us to prevent a parent from taking their child.

The center must be informed prior to pick up time of anyone else picking up your child.

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All D.P.C. employees have the right to work in a work place free from all harassment, racial sexual, verbal or physical. Deer Park Childcare recognizes that it is illegal under the criminal code and as such it is prohibited by our company and will not be tolerated. Anyone entering Deer Park Childcare who violates any of the above, will be asked to leave the premises and not return. If it is a parent, their child will be immediately discharged.

Deer Park Childcare will not be held responsible for loss or damage to personal property of anyone involved in any D.P.C. programme. To help alleviate missing items, please ensure that all items brought into D.P.C. are well labeled with your child's first and last name.

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All parents are required to adhere to the policies as outlined in the Parent Handbook. Deer Park reserves the right to change these policies at any time. All parents will be notified of any changes as they occur in the form of a "Parent Handbook Add On Newsletter".

Mother's Signature

Father's Signature

Guardian's Signature

Supervisor's Signature

