



## Deer Lake Child Care Inc.

### Deer Lake East Early Years Care & Learning

#### Parent Agreement for:

Child's Name: \_\_\_\_\_

Child's Birth date: \_\_\_\_\_

I agree to keep the educators/ manager informed of events, or changes in my child's life, which might affect my child in his / her ability to have success in the care & learning program. It is my responsibility to keep all information, on the Intake Form, current throughout the school year.

If I have concerns about the program or my child's development, I will contact either the Team Lead, Kelly, or the Manager, Samantha, to make an appointment to discuss my concerns at [deerlakeeast@yahoo.com](mailto:deerlakeeast@yahoo.com) to *ensure that the program functions smoothly, the following established policies and procedures are agreed to, by the parents / guardians, at the time of the child's enrollment.*

#### **Arrival / Departure / Absence:**

I recognize the importance of my child participating in the whole program and will be prompt in bringing, and picking up, my child. I, or a responsible adult will accompany my child to and from the center. I, or a responsible adult, will accompany my child to and from the classroom of the center and will sign my child in and out each day. I will notify the center, in advance, if someone other than those named on the registration form, will be dropping off and/or picking up my child. I will inform the centre of my child's absence, by telephone 778-554-4192 or by email: [deerlakeeast@yahoo.com](mailto:deerlakeeast@yahoo.com) Please note that the centre will be responsible for my child when signed-in to the program. To avoid confusion, please leave the play area with your child once they are signed out.

#### **Late Pickup:**

I understand that 'Late Fees' will be charged for late pick up when pick up is over 5 minutes late. While we understand that life is busy and sometimes circumstances get in the way we ask that you make every possible effort to pick up on time. The first five minutes is considered a grace period. After that time, we will charge \$1 per minute. This will go to pay for the educators who will need to remain late for your child.

## **Program Fees:**

Fees are due on the 1st of every month in advance of the month of care. There is a half of the monthly fees deposit for securing a spot, which is applied to the last monthly's fees of the school year. I understand I need to supply the childcare program with post-dated cheques for September to Aug (a full school year / 12 cheques).

\*Deer Lake East Early Years Care & Learning will no longer accept e-transfer for paying monthly fee.

\*Please note that there are no refunds for illness, vacations statutory holidays, extreme weather, and safety concern closures.

\*NSF Fee of \$35 is applied for returning cheques.

\*All cheques are payable to Deer Lake East Early Years Care & Learning, Deer Lake East or DLECYCL.

For families who are applying ACCB, if the approval is not received by August 15. We ask families to provide us 3 months of post-date cheques (September, October and December). If we haven't heard from the ministry by December 15 of the current school year, it is family's responsibility to submit the set of post-dated cheques for the rest of the school year.

A late fee of \$25 will be charged for fees not received on the 1st unless there has been a previous arrangement made.

## **Deposit and enrollment:**

I understand this is for securing a spot, it is non-refundable and is applied to the **last full-monthly fee (July)**. I am aware the program runs from September to mid-August and if I decided to withdraw my child during the middle of this time, the deposit is non-refundable.

I understand if I need to register for 3 days per week in morning classes. At least one of these days must attach a Monday or Friday in this enrollment.

## **Changes in enrollment (Switching / adding / reducing days):**

If it becomes necessary that my family request for switching registered days in current enrollment for any reason, 45-days-written-notice is required to be given to the centre.

## **Affordable Child Care Benefit Repayment:**

I understood once my family and the centre both received the approval letter from the Ministry. The Program needs time to make claim and re-calculate the program fees to create a repayment plan for my family. A repayment plan will be emailed to my family in 10 business days.

## **Late Pickup:**

I understand that 'Late Fees' will be charged for late pick up when pick up is over 5 minutes late. While we understand that life is busy and sometimes circumstances get in the way we ask that you make every possible effort to pick up on time. The first five minutes is considered a grace period. After that time we will charge \$1 per minute. This will go to pay for the teachers who will need to remain late for your child.

Initial

## Withdrawal:

If a family deems it necessary to withdraw their child, **written notice must be given 45 days in advance before the last day of attendance. All enrolment is on a monthly basis.** For example, if the family wants their child to have the last day on June 30, notice must be given on or before May 15. We ask that all families respect this in order to give the next family time to make their arrangements. Any remaining un-cashed cheques will be returned to you upon receipt of 45-days-notice and after the current month's cheque has cleared the bank. Please note that there are no refunds for illness or vacations.

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## Health:

My child will not come to school when ill (fever, frequent cough, runny nose become yellowish or greenish, vomit, diarrhea, unexplained pain etc.), and I will notify the staff, by telephone, of his/her absence, as well as the nature of the illness. I realize that my child cannot return to school until at least 24 hours after the illness subsides, and the child is well again. The illness cannot be controlled by medication, for example if a child has a fever and is given Tylenol to bring down the fever the child must not return to the centre until the fever no longer requires medication. I understand that the staff has the right to exclude my child from the center, for the well-being of him/her, or others. I hereby authorize the staff to send my child home, accompanied by a responsible adult, if ill; and in the case of an emergency, to call an ambulance and/or my doctor, when I cannot be reached. **I will have a Plan of Action in place in case I am called because my child is feeling sick at the centre.**

I will outfit my child in appropriate clothing so that he/she may take full advantage of all, indoor and outdoor, messy play. I realize that smoking is not permitted inside or on the property of the child care building, or during center outings, when in the company of any children.

## Allergies:

I understand that it is my responsibility to inform the staff of any allergy that my child has and/or develops, at my time, during the school year. If my child has a life-threatening allergy, I understand it is my responsibility to work with the childcare centre staff team to create an Emergency Care Plan, and to teach the staff at Deer Lake Preschool, how to manage this allergy. The Emergency Care Plan, and all related forms/equipment, must be received at the center, before the child can attend. Deer Lake East Early Years Care & Learning is a not aware program. Please do not send any forms of nuts to our centre.

I am aware that the centre is Nut Aware Zone, any kind of nut or food contained nut as part of the ingredients are asked to keep away from our centre.

## Snacks:

I realize that it is my responsibility to send a **healthy snack for each class.** A lunch if my child attends full-day class. The centre will provide water for the children to have at this snack time and throughout the day. I will provide a water bottle each day.

## Lunch:

Lunches must be either a cold lunch or sent in a thermos as time does not allow for heating of 20 to 24 lunches. Deer Lake Child Care is a nut aware zone. No nuts or nut products may be brought to the centre. As water is available for the students, please do not send juice. There is a scheduled lunch time for the groups and an educator will be seated with each group of children while they are eating.

I understand that the centre is complied with the licensing regulation to promote healthy eating and nutritional habits. I am encouraged to provide healthy food according to the Canada's Food Guide. I am expecting information on healthy diet information, snack options. Juice, chocolate milk and other sugary drinks will not be sending to class.

### **Photos taking / Social-Media**

We understand occasionally we will take photos of our own child for keepsake / personal use, other peers could be appeared in these photos. We are aware of other families' confidentiality and out of respect that no other children should have their photos being posted on any social media without consent of their own parents or guardians.

### **Photograph Consent**

I give my permission for my child's pictures to be used: (please initial where you give permission)

In Classroom	(            )
Family Newsletter's Email	(            )
Facebook / Instagram	(            )
For Preschool Website	(            )
For Student Teacher (Practicum)	(            )

### **Local Field Trip Consent**

I, \_\_\_\_\_, am a parent / guardian of my child \_\_\_\_\_, give consent to Deer Lake East Early Years Care & Learning to bring my child to the nearby play park to use the municipalities' equipment (swing, climbing structure) and their facilities (washroom).

### **Emergency Consent:**

It is our policy to notify a parent when a child is ill or needs medical attention. If we were not able to notify a parent and needed immediate attention, we would call an ambulance. I consent to an ambulance being called to transport my child to the nearest hospital if necessary.

### **\*\*For – Full-Day Classes Only\*\***

### **Sunscreen lotion Consent**

I understand that it is my responsibility to apply sunscreen lotion before drop-off time on sunny days, and the staff will re-apply the sunscreen labelled with my child's name on it. I understand it is my responsibility to inform the child care centre when I change and use a different brand of sunscreen, and am required to update the consent form.

Yes, I'm giving my consent to the educators at Deer Lake Child Care Inc. to apply the sunscreen that I / we provide with my child's name onto all areas of my child exposed to the sun.

My Child's name: \_\_\_\_\_

Sunscreen (Name of Product): \_\_\_\_\_

### **Program Closure:**

**I understand that Deer Lake East Early Years Care & Learning are closed for last 2 weeks of December for winter break, one week of Spring Break (usually in 2<sup>nd</sup> or 3<sup>rd</sup> week of March), and the last 2 weeks of August. The program will share with me the exact date of these closure at the beginning of September.**

### **Unexpected Closure:**

I understand that if the centre is closed due to weather or natural disaster this will be posted on the centres facebook site and an email will be sent if possible. Generally, if the Burnaby Schools are closed our centres will also close. I understand it is my responsibility to get to the centre as soon as safely possible for the safety of my child and the educators. If there are any safety concern regarding the building or natural disasters. I understand that the daycare may not open.

Initial

### **Policies:**

I am aware that it is my responsibility to review all the policies and procedures which are available on our website at [Deerlakechildcare.com](http://Deerlakechildcare.com)

### **Celebrations and Birthday:**

I am aware that the centre welcomes all celebrations and encourages families to share their family celebrations with the centre.

I understand that the centre prefers to have a special fruit snack to mark the occasion. Another option is to send my child with their favorite story from home to share with the class. **During this time of post-pandemic please consider sending a child's favourite book to share and a picture that they might share with the group. We will not be sharing any foods.**

### **Liability:**

I understand that Deer Lake Child Care Inc. is covered by a standard daycare liability insurance policy (Magenta Insurance), in the amount of \$5 million. In case of any injury to my child while in the care, custody, or control of Deer Lake Child Care Inc., whether in the centre, on an outing, or in the vehicle of a parent volunteer driver, I hereby waive all claims against the child care centre, the staff or volunteer parent driver, above the said amount.

### **Philosophy:**

I understand At Deer Lake East Early Years Care & Learning, the program aims to provide an environment that invites active engagement and exploration for all children. The teachers must take into account each child's interests, needs and strengths in order to successfully co-construct (build together) curriculum.

The teachers realize that each child is unique and will approach their learning in their own time and style. They strive to accommodate each type of learner through activities, equipment and the materials offered. The staff at Deer Lake Child Care recognize social and emotional development as key to every child's success. Through positive teaching of these important life skills they believe that children will be primed for pro-social behaviour.

I understand the programs follow emergent curriculum, which means that the curriculum is based on the interests of

the children in our group. I understand Deer Lake Child Care Inc. is an inclusive program which means that all families are welcomed. They adjust and modify the program to meet the needs of each individual child. I understand the program is play based. I agree and recognize the importance of play in a child's development. While academic skills are included in our curriculum, they are always explored through play and adjusted to the individual skill level of each child.

**I understand my child is going to engage in active exploration both indoor and outdoor settings, that I am aware to provide proper footwear, rain and winter gear, casual clothing for my child to feel comfortable to wear in.**

Initial:

I HAVE READ, AND WILL ABIDE BY ALL THE DEER LAKE CHILD CARE POLICIES, INCLUDING THE DEER LAKE CHILD CARE PARENT / CHILD CARE AGREEMENT, IS LEGAL, AND BINDING; AND I HAVE, ALSO. SATED, AND GIVEN MY SIGNATURES, TO THAT EFFECT, ON MY CHILD'S REGISTRATION FORM.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_