



BCITSA Childcare Centre Parent/Guardian Agreement

The BCITSA Childcare Centre is a non-profit program run by the BCIT Student Association. This agreement will outline each family's responsibilities necessary to providing quality service to all children in the Childcare program.

I have read the BCITSA Handbook and agree to the following conditions of enrollment:

FINANCES

1. I will be required to pay a \$45 charge if my Pre-Authorized Debit (PAD) is returned for insufficient funds. The PAD amount plus \$45 charge must be paid within 3 business days once the family has been notified. We will accept cash or certified cheque as the only form of payment.
2. I understand that the deposit fee of ½ months fees is non-refundable and will be used towards my child's first months care.
3. I understand that it is my responsibility to notify the **Accounting Controller** when I have changed chequing accounts and provide current documentation.
4. I understand that my fee reserves my child's space in the program, and that fees must be paid in full during periods when my child is away from the program (illness, vacation or other).
5. I understand that if my child has not been picked up by my centres closing time, late charges will be charged. Three (3) or more late charges could result in withdrawal from the centre program. Please see appendix A of the parent manual for closing times.
6. I will give 45 day's written notice to the Childcare Director when withdrawing my child from the BCITSA Childcare Centre. In order to withdraw my child from the program, I am required to give my notice before the fifteenth calendar day of the month. For example, if I decide to withdraw my child from the program on August 31, then I must give 45 days notice making notice due on or before July 15. The last day of care is always at the end of the month.
7. I have read and understand the napping policy for the BCITSA Childcare Centre.

CHILDREN'S RECORDS

1. It is my responsibility to keep all my children's records up to date and inform the Childcare Director of any changes (address, phone number, legal documentation, etc.).

HEALTH AND SAFETY

1. I understand that the Childcare staff will notify me to have my child taken home if the health and well-being of all children is being affected.

2. I am aware that it is my responsibility to arrange the drop-off and pick-up of my child to the Centre each day of attendance. I will also notify the Childcare staff when my child will be absent from the program.
3. I will notify the Childcare Director **in writing** if someone other than persons listed on the consent form are picking up my child. The person will be asked to show photo identification and be expected to sign my child out.
4. If, after a half an hour of the program's closing time (5:00/5:30), and the daycare staff has been unable to reach the parent or alternate persons on the pickup list, the Ministry of Children and Family Development will be notified. The Ministry Child Emergency number is 604-310-1234.

TERMINATION OF SERVICES

If conflict arises, it is our goal to resolve differences in a peaceful way and find solutions that everyone can accept. However, termination of services may be required if:

1. The family does not abide by the expectations in the family handbook and successful resolution of differences is not achieved.
2. The program is unable to satisfactorily resolve problems of late pick up with a family or the family has an overdue payment.
3. A family member harasses, threatens abuse or commits a violent act toward a staff person, child or other participants (e.g., parent).
4. The child's behaviour is severely disruptive or physically threatening to the well-being and safety of other children or staff, and additional avenues of support to accommodate the child are unavailable.

If a child is dismissed from the program, the **Accounting Controller** will refund fees in lieu of notice.

I have read the BCITSA Handbook and agree to the following conditions of enrollment.

Parent/Legal Guardian Name	Signature	Date
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