



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 **\$40 charge per NSF cheque received**. An NSF cheque must be paid in full within 3 business days once the family has been notified. We will accept cash, certified cheque or credit card as the only form of payment for returned cheques.
2. I understand that it is my responsibility to notify the **Accounting Supervisor** when I have changed chequing accounts and provide current documentation.
3. 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).
4. I understand that if my child has not been picked up by **5:00pm**, I will be charged a late fee. I will be expected to pay a **\$5.00 charge per child for each 5 minutes period** past the scheduled pick up. The overtime fine must be paid within 24 hours to the front office or your child's care will be withdrawn until the fee has been paid in full.
5. I will give **45** day's written notice to the Childcare Coordinator 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 by the first calendar day of the month. For example, if I decide to withdraw my child from the program on September 1st, then I must give one month's notice to the front office by August 1st.

CHILDRENS RECORDS:

1. It is my responsibility to keep all my children's records up to date and inform the Childcare staff of any changes (address, phone number, legal documentation, etc.).
2. I accept that photos or video recordings may be taken of my child throughout the year.

HEALTH AND SAFETY

1. I understand that the Childcare staff will notify me to have my child taken home if the health and wellbeing 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 staff **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), 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 a 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 Supervisor** 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

Parent/Legal Guardian Name

Signature

Date