

This agreement made between

Parent or Legal Guardian hereinafter called the parent
and

MBC Daycare Centres (hereinafter called *New Steps Childcare Centre*)

Whereas *New Steps Childcare Centre* provides childcare services for

Referred to as the child(ren)

Now therefore in consideration of the mutual covenants as set below.

Our Philosophy

We believe that the physical, mental, spiritual and social welfare of children are of equal importance. Our program is designed to include each of these areas and through them provide a safe, secure and happy environment within a loving, caring, stimulating atmosphere. *New Steps Childcare Centre* is a Christian based centre, where Bible stories, songs Christian values and principles are integrated into the daily program. Children are encouraged to learn through play and experimentation in an active environment.

Hours of Operation

Monday through Friday, 7a.m. – 6 p.m. We are licensed to be open at these times only. A late fee of \$10.00 for every 15 minutes thereafter is to be paid directly to the staff member who has stayed with your child(ren). If your child has not been picked up by 6:30 p.m. and no contact has been received to inform the Centre, police will be notified. Re: possible emergency.

The *New Steps Childcare Centre* reserves the right to withdraw services for persistent late pickup of your child(ren). If pickup time will be different than usual we request a call made to the Centre's supervisor. If someone other than yourself will be picking up your child(ren) you must supply the Centre's program director with the name and time they will be arriving for your child(ren). We will not release your child to **ANY** unauthorized person.

Fees

A non-refundable registration fee of \$30.00 is required upon signing this contract. Upon enrollment the parent is required to deposit a holding fee, equaling two weeks in attendance at **New Steps Childcare Centre**. All returned payments will have a \$20.00 service charge. Future payments will be required in cash if two payments are returned by the bank unpaid to **New Steps Childcare Centre**.

Payment of fees is due in advance on the Monday of the start of each biweekly fee period.

Fees received later than the specified dates will have a penalty of \$5.00 per day added. Fees owing will NOT be carried into the following fee period. We reserve the right to terminate services until such fees are paid in full. Fees will be paid for every day your child is enrolled including all statutory holidays and days during which your child is absent for any reason.

Waiting List Policy

No Fees are charged to go on our wait list

We make a sincere effort to accommodate parents who are interested in having their children placed at **New Steps Childcare Centre**; however, we strive towards full enrollment at all times. Therefore, we recommend that you contact our Program Director well in advance of the date you wish to place your child at the daycare.

Wait List Administration and Priority

When **New Steps Childcare Centre** receives an application for admission, **New Steps** Management files the application for the wait list. The wait list is organized using the following information:

- A** Registration date
- B** Space Required date
- C** Age group
 - 1)** Baby: between 0 and 18 months
 - 2)** Toddler: between 18 months and 2.5 years
 - 3)** Pre-schooler: from 2.5 years until 3.8 years
- D** Priority group
 - 1)** Parents attending St. Augustin Secondary School
 - 2)** Internal – families that already belong to the **New Steps** community
 - A)** Children of Staff working at **New Steps**
 - B)** Siblings of children already enrolled
 - 3)** External – New families that want to join **New Steps Childcare Centre**.

When a space becomes available within **New Steps Childcare Centre**, the Program Director assigns the space to the first child on the list, and attempts to advise the parents by phone or by email. Please ensure that the contact information you provide remains current so that we are able to reach you when a space becomes available. It is impossible to predict how quickly our wait list progress; therefore we CANNOT provide an approximate start date when you apply.

New Steps Childcare Centre encourages families on our wait list to contact our Centre by phone or email six months prior to the requested start date to confirm they still wish to be on the wait list.

Withdrawal of Services

New Steps Childcare Centre requires two weeks written notice to be given to the supervisor when withdrawing your child(ren) from the Centre. In the event that sufficient notice (2 weeks) is not obtained the parent hereby agrees to forfeit the holding fee as liquidated damages.

New Steps Childcare Centre reserves the right to withdraw services with notice or a holding refund if we believe New Steps Childcare Centre is unable to meet the needs of the said child(ren) or the child(ren)s parent(s).

Label Everything

Although our staff endeavour to keep track of children's items; it is the responsibility of the parent, not the teacher to locate items that appear to be missing. Please label all items belonging to your child(ren).

Treasures From Home

Toys from home are not permitted unless the teacher specifies a special time for "show & tell". Please do not send gum, money, candy, ointments, lip salves and sunscreen, or fever reducing medications to the childcare with your child(ren). As a safety precaution we request that you do not send any child under the age of 2.5 into the Childcare Centre wearing any type of jewellery including earrings whether they are "keepers" or "studs". The Childcare Centre will not be held responsible for any injury incurred by the wearing of jewellery.

Emergency Closure

In the event of severe weather conditions we will notify you before 12:00 pm to pick up or arrange pick up of your child(ren).

New Steps Childcare Centre will not open if the Dufferin-Peel Catholic District School Board Schools in the area remain closed. Listen to your local radio stations regarding board school/board closures.

Health & Safety

The parent will keep **New Steps Childcare Centre** informed of any changes in the health of your child(ren).

- A** Children having any communicable disease must remain at home for the specified quarantine time required by Public Health Regulations, and/or **New Steps Policies**. **New Steps Childcare Centre must be informed** if your child is diagnosed with a communicable disease.
- B** We ask you to refrain from bringing your child to the centre with fever, pink eye, diarrhea, vomiting, or purulent nasal discharge. Children who are ill may not remain at the centre. If we feel your child is not well enough to participate in the program, we will call you for immediate pickup.
- C** New steps, requires an early morning telephone call to inform staff that your child will not be attending childcare for that day.
- D** Medication will only be given if prescribed by a doctor. Medication must be in its original container clearly stating the child's name, dosage and instructions for storage. The parent/guardian must complete a medication chart or medication will not be given. **Please** do not ask staff to administer medication that does not comply with the policy.
- E** All Children in attendance at **New Steps Childcare Centre** will benefit from a minimum of 2 hours of outdoor play (weather permitting). If your child(ren) is well enough to be at the centre he/she is well enough to enjoy the outdoors. Only "special" circumstances will be considered for a child to remain indoors, which will be at the discretion of the program director .
- F** **New Steps** strives to provide a peanut-free environment. Please do not send food or snacks into the Centre, as this may place an allergic child at risk.

Arrival Upon arrival your children must be taken directly to a staff member. We ask for an early morning call when your child(ren) will be absent for the day. This assists us with our staffing needs.

Clothing Please provide your child(ren) with sufficient changes of clothing/diapers in case of spills or accidents during the day, and a comb, for toilet routines.

Emergency Please provide updated home and business numbers along with an emergency number other than those provided in case we should need it.

I hereby grant permission to the supervisor or acting supervisor to take whatever steps may be necessary to obtain emergency medical care if warranted. The steps include, but are not limited to, the following:

- 1** Attempt to call parent or guardian.
- 2** Attempt to contact parent through any of the persons listed on the emergency information form that has been completed and given to the Childcare Office.
- 3** Attempt to contact the child's physician.
- 4** If we cannot contact you or the child's physician, we will do any or all of the following:
 - a. Call another physician, or paramedics.
 - b. Call an ambulance.
 - c. Have the child taken to an emergency hospital in the company of a staff member.
- 5** Any expenses incurred under #4 will be borne by the child's family.
- 6** The **New Steps Childcare Centre** will not be responsible for anything that may happen as a result of false information given at the time of enrollment. **Please note the importance of keeping the New Steps Childcare Centre informed of this information.**

Field Trips

Upon enrollment of my child(ren) I hereby grant permission for my child(ren) to use all of the play equipment and to participate in all of the activities at **New Steps Childcare Centre**.

I hereby grant permission for my child(ren) to leave the school premises under the supervision of a staff member for short excursions or walks in the neighborhood. I understand that my written permission will be required for any other field trips in an authorized vehicle (school bus or public transport). If I do not wish my child to take part in a field trip I am aware that it is my responsibility to find alternate care for my child.

Closed Dates

New Steps Childcare Centre will be closed on all statutory holidays including Easter Monday.

In the event a holiday falls on a Saturday or a Sunday, an alternate day will be selected and posted at the main entrance. The centre may be closed between Christmas Day and New Years Day. Two weeks prior notification will be posted at the main entrance.

Behavior Management

At **New Steps Childcare Centre**, we recognize the importance of promoting acceptable behavior and methods of discipline within the childcare settings. We support discipline approaches that foster self-esteem, respect, tolerance and self-control in children. No form of physical discipline or verbal abuse will be tolerated on the premises. We are required by the authorities to report any suspected child abuse.

I hereby acknowledge that I have fully read and understand and will comply with this agreement as stated by **New Steps Childcare Centre**. **New Steps Childcare Centre reserves the right to change this agreement at any time to comply with Government regulations or for any other reason.**

The Biweekly fee for your child(ren) is

Parent's Signature:

Date:

 / / MM/DD/YY

Parent's Signature:

Date:

 / / MM/DD/YY