

YCS CHILD CARE PROGRAMS –PARENT/CAREGIVER AGREEMENT

Child care facility _____

Name of child; _____

We have detailed some policies in bullet points below, but it is important for you to be familiar with the program handbook in general. During your orientation you will have chance to review the program handbook but we encourage you to ask questions at any time.

1. **Registration;** You must complete your child’s registration forms and take part in an orientation session before your child can start a program.
2. **Fees and payments;**
 - a. Your child’s fees will be calculated each month and reflect how many days they are scheduled to attend
 - b. Fees must be paid before your child can attend a program
 - c. Drop in fees must be paid on the day
 - d. Fees must be paid even if you are away or on holiday
 - e. Child care will be suspended if fees are not paid in full
 - f. Late collection charges are \$1.00 per minute, per child, paid to your child’s worker
 - g. If you access BC Child Care Subsidy you are responsible for filling in the forms but our staff will gladly help you with this
3. **Arrival and departure;**
 - a. You must sign your child in and out each day
 - b. Your child will only be released to people you have listed on their registration form
4. **Leaving the program;** You must give two weeks’ notice to the manager to withdraw your child from a program
5. **Health Hygiene and Safety;** You may not send your child to their program if your child is sick

By signing below, I agree that I have received a copy of the program handbook and have reviewed it with a staff member during my program orientation.

Parent/guardian name

Parent/guardian signature

Date