

JCC KINDERCARE/AFTER SCHOOL CARE PARENT AGREEMENT

The following regulations apply to Kindercare/After School Care (KC/ASC). As a parent of the JCC KC/ASC program, I accept and agree to the following conditions:

A. Financial

1. That my child's fee shall be paid by the 1st of each month through post dated cheques or scheduled monthly credit card charges, deducted on the 23rd of the preceding month. If this is not possible, a written note of explanation will be submitted to Roslyn Belle, or a late payment fee of \$15.00 will otherwise be levied.
2. That failure to pay fees by the 20th of the month may result in notice of withdrawal of services. If outstanding fees have not been paid, and if a payment schedule has not been made, my account will be turned over to a Collection Agency.
3. **That two calendar month's notice** in writing be given to the supervisor, by the first of the month, of my intent to withdraw or transfer my child: I will be responsible for two full month's fees in lieu of such notice. Refunds will not be made.
4. That a full month's fees must be paid for any month when a child is away from the centre for vacation. I understand that a full month's fee reserves my child's space.
5. Official receipts for fees will be given upon request.

B. Health

6. That I read the "Health Policies & Procedures" and agree to follow the stated rules.
7. That I update all health and emergency records for my child.
8. That in order to safeguard the health of all children, the supervisor will have the right to exclude a child from the centre.
9. That only medication prescribed by a physician will be administered to my child by centre staff. I will fill out a "Permission to Administer Medication" form whenever necessary.

C. Safety and Well Being of the Child

10. That I will **sign my child out each day**. I will notify centre staff if someone other than those authorized by me will pick up my child.
11. That I will list persons not LEGALLY permitted to pick up my child.

NAME

AGE

RELATIONSHIP

Copy of Supreme Court Order provided? Yes _____ No _____

12. The JCCGV, the Director, or any employee shall not be liable for any accident or injury that may occur to the child while on a field trip, tour or other activity which is organized by the director or any KC/ASC worker as part of the KC/ASC program.

13. That I conform to the hours of the centre and will pay an overtime fine if I exceed the hours the centre is open. I agree to pay \$10.00 for the first fifteen minutes or portion thereof, plus \$1.00 per minute thereafter, per child. This amount will be payable to the Centre Staff **within five days of tardiness.**

D. General

1. That I take an active interest in my child's KC/ASC and participate in parent meetings, centre fund-raising events and general work parties.
2. That I complete, and keep updated, the following:
 - (i) Registration & Health Form
 - (ii) Emergency/Field Trip Cards
 - (iii) Child Information Form
 - (iv) Change of address/phone #'s work #'s, doctors, etc.
3. The JCCGV KC/ASC will be closed for the following days:
New Years Day – Good Friday – Easter Monday – Victoria Day – Labour Day – Thanksgiving Day – Remembrance Day – Christmas Day – Boxing Day – and all Jewish High Holidays – 1 Pro-D Day. (Advance notice will be given should there be additional closing days).
4. The JCCGV reserves the right to cancel this Agreement at any time when it is determined by the Supervisor to be in the best interests of the child or the Centre.
5. This contact shall be automatically renewed on expiry unless otherwise stated, in writing, by either party being signatory hereto.
6. The fees as specified shall remain fixed for one fiscal year (Sept. 1 – Aug. 31) except under extenuating circumstances. On the automatic renewal of the contracts the fees may be adjusted by the Jewish Community Centre of Greater Vancouver. Notice of such fee changes shall be issued at least thirty days prior to the renewal date.

Additional specific regulations of the JCCGV KC/ASC Centre:

I hereby acknowledge that I have read and understand, and will abide by the above document, plus the parent handbook.

From October to April and at certain Jewish Holidays, the JCC closes at or before 6 pm. Pick up for the KC/ASC program will be at regular times from the southeast doors of the JCC. If you are facing our usual entry doors, the southeast entrance is about forty feet to your left. These dates will be listed and distributed well in advance.

Signature for JCC (Sr. Supervisor)

Signature of Parent(s)

Date: _____

Date: _____

** Please note – fees are subject to change at the beginning of the JCC fiscal year (September of each year).