

**JCC KINDER CARE/AFTER SCHOOL CARE/KIDZ CLUB
PARENT AGREEMENT**

The following conditions apply and are agreed with respect to Kinder Care (KC)/After School Care (ASC)/ Kidz Club program at the Jewish Community Centre of Greater Vancouver (“JCCGV, JCC, and centre”). As a parent of a child or children that is/are enrolled in the KC/ASC /Kidz Club programs, I accept and agree to the following:

A. Financial

1. That my child/ren’s fee shall be paid by the 1st of each and every month if paying with post dated cheques. Post-dated cheques must be up to and including the end of June, which is the end of the program year. Alternately, fees shall be paid on or before the 25th of the month prior if payment is made by VISA, MasterCard or Automatic Withdrawal. If this is not possible, a written note of explanation will be submitted to the ECE Director, or a late payment fee of \$15.00 per month will be levied and payable.
2. That failure to pay fees by the 1st and 25th of the month respectively may result in notice by the JCC of withdrawal of KC/ASC/Kidz Club services. If outstanding fees have not been paid, and if a payment schedule has not been agreed to, I understand and agree that my account may be turned over to a Collection Agency.
3. That **two calendar month’s notice in writing will be given** or emailed to the Program Coordinator, by the first of the month; of my intent to withdraw or transfer my child/ren I agree that 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/ren of mine is away from the centre for illness or vacation. I understand that a full month’s fee reserves my child/ren’s KC/ASC/Kidz Club space.
5. Program fees include transportation (where applicable) from school, an afternoon snack, and care during early dismissal days (that are part of the regular school schedule).
6. Official receipts for fees will be given upon request.

B. Health

7. That I have read the “Health Policies & Procedures” in the parent handbook and agree to follow the stated rules.
8. That I update all health and emergency records for my child.
9. That in order to safeguard the health of all children, the Director has the right to exclude a child from the centre without having to account for the reason(s) therefore.
10. That only medication prescribed by a physician, which written prescription is provided to the Director in satisfactory form, will be administered to a child by centre staff. I will complete and sign a “Permission to Administer Medication” form whenever requested to do so.

C. Safety and Well Being of the Child

11. That I list below ALL persons NOT LEGALLY permitted to pick up my child.

NAME	AGE	RELATIONSHIP
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Copy of Supreme Court Order provided? Yes _____ No _____

12. That I will **sign my child/ren in and out each day**. I will notify centre staff if someone other than those authorized by me is authorized to pick up my child/ren.

13. The JCCGV, the Director, or any employee shall not be liable for any accident or injury that may occur to any child/ren while on a field trip, tour or other activity which is organized by the Director or any KC/ASC/Kidz Club staff as part of the program of the KC/ASC/Kidz Club.
14. That I agree to conform to the hours of operation of the centre and will pay an overtime fee if I exceed the known hours of operation. I agree to pay \$10.00 for the first fifteen minutes or portion thereof, plus \$1.00 per minute thereafter, per child if I am late picking up my child/ren. This amount will be paid to the centre within five days of tardiness. I acknowledge and agree that failure to do so may result in immediate dismissal of my child/ren.

D. General

1. That I take an active interest in my child/ren's program and participate in parent meetings.
2. That I complete, and keep updated, the following:
 - (i) Registration & Health Forms
 - (ii) Emergency/Field Trip Cards
 - (iii) Immunization Form
 - (iv) Change of address/phone #'s work #'s, doctors, etc.
3. The JCCGV KC/ASC/Kidz Club program will be closed for the following days; since the program fees are based on a yearly average rate, the monthly fee for the program remains consistent from September to June: New Years Day – Good Friday – Easter Monday – Victoria Day - Labour Day – Thanksgiving Day – Remembrance Day – Christmas Day – Boxing Day – and all Jewish High Holidays and 1 Professional Development Day. Advance notice will be given, and parents/caregivers will need to make alternate arrangements for their children.
4. The program runs for 10 months and fees do not include School Professional Days, School closures due to Winter Break, Spring Break, or Passover Break. Please refer to the JCC brochure for additional care for Pro-D Days and Camps.
5. All the JCC Daycares, Kinder Care, Afterschool Care, and Kidz Club will close at 4:00pm on Erev Rosh Hashanah, Erev Yom Kippur, and Erev Pesach.
6. The JCCGV reserves the right to cancel this Agreement at any time when it is determined by the Director to be in the best interests of the child/ren or the centre.
7. 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 JCCGV. Notice of such fee changes shall be issued at least thirty days prior to the renewal date.

Additional specific regulations of the JCCGV Daycare Centres:

I hereby acknowledge that I have read and understand, and will abide by this agreement and the Parent Handbook.

From October to April, on Shabbat and on certain Jewish Holidays, the JCC closes at or before 6:00 pm. Pick up for the KC/ASC/Kidz Club programs will be at or before 6:00 pm 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.

All of which is agreed to, with intent to be legally bound by the terms herein contained.

Director

Parent – either parent's signature is binding

Date: _____

Date: _____

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