

PERMISSIONS AND ACKNOWLEDGEMENTS

I/WE Agree:

ADMINISTRATION:

- _____ 1. Discussed food policies, child guidance, program, and emergency evacuation procedures with the program supervisor.
initial
- _____ 2. Received a copy of the parents' handbook outlining the daycare policies and information by email or through the website.
initial
- _____ 3. To read the parents handbook, understand the policies, and follow the policies of the centre.
initial

DROP-OFF/PICK-UP:

- _____ 1. To have my child dropped off at the centre by 9:00 AM. The staff in the centre will not accept anyone after 9:00 AM. Considerations will only be given to those who have a doctor's appointment and has informed the office/staff about the child's appointment at which the child can be dropped off anytime of the day with a doctor's office stamp or note in hand regarding the child's visit. The centre is focused on the needs of the child for structure, schedule, and routine and to avoid disruptions in the routine we cannot accept any children after 9:00 AM.
initial
- _____ 2. To have my child picked up from the centre by 6:00 PM each day. Pick-ups that happen after 6:00 PM are subject to a late pick-up charge of **\$1.00/minute**.
initial

DAYCARE EQUIPMENT AND ITEMS FROM HOME:

- _____ 1. That my child may use all of the play equipment and participate in planned outings from the daycare.
initial
- _____ 2. That the centre is not responsible for lost or stolen articles of clothes, toys, or items.
initial
- _____ 3. That every item that is brought to the centre is LABELLED or else the centre has the right to label the item as deemed fit.
initial
- _____ 4. That the staff has permission to apply parent provided items such as sunscreen, bug spray, diaper rash cream, moisturizers, and creams on my child.
initial
- _____ 5. That my child may eat breakfast, lunch and afternoon snacks at the centre. In case of a special diet, will inform the centre and staff and provide alternative food that is nut free.
initial

NEIGHBOURHOOD WALK:

- _____ 1. That the centre has permission to take my child on walks around the neighborhood including Orange
initial Park, Mahogany Square Park, Mahogany Neighbourhood, and Auburn Bay Neighbourhood.
- _____ 2. For my child to leave the centre premises under the supervision of the centre's staff for authorized field
initial trips.

EMERGENCY:

- _____ 1. That emergency care is given in case of an accident or illness.
initial
- _____ 2. That Mahogany Learning Centre staff who holds a valid first aid certification has permission to administer
initial first aid, prescription medication, non-prescription medication on my child.
- _____ 3. That any expense incurred in giving emergency care will be borne by the child's family.
initial
- _____ 4. That the daycare is permitted to release my child's confidential information to local health units, law
initial enforcement, fire department, government authorities in the case of an emergency incident.
- _____ 5. In case of an emergency such as flood, fire, epidemic, and severe weather conditions the centre reserves
initial the right to refuse any child drop off.
- _____ 6. In case of an accident of child, I hereby covenant and agree that no action of recovery of loss, damage,
initial expense or injury resulting therefrom will be taken against the centre, owners, its corporation or any of its employees.

PRIVACY

- _____ 1. That the centre has permission to photograph my child. Photographs will be taken only during typical
initial daycare activities such as play-times, birthday parties, or fun moments to be uploaded into the daily reports through Lillio (HiMama), used to be displayed within the daycare, and the Centre Newsletters.
- _____ 2. Photographs taken at the centre can be used to be displayed in the centre and in the centre newsletter.
initial
- _____ 3. To NOT use centre photos on any social media sites such as X, facebook, snapchat, instagram, TikTok,
initial YouTube, etc.
- _____ 4. The centre has permission to share my child specific information with the Government of Alberta.
initial
 - Child's first and last name
 - Child's date of birth
 - Parent/Guardians first and last Name
 - Parent/Guardians phone number and email
 - Type of program child is registered in
 - Enrollment start date
 - Monthly hours child is registered to attend

PAYMENT:

- _____ initial 1. A pre-authorized debit registration form, along with a void cheque will be required upon registration. Monthly childcare fee will be withdrawn on the first day of each month by pre-authorized debit payment. If the first falls on a weekend or banking holiday, the pre-authorized debit will be made on the next business day following the due dates.
- _____ initial 2. Dishonoured pre-authorized debit withdrawals or cheques must be replaced with only certified cheque/money order or cash, in the original amount with a **\$35.00** service charge within two business days following the original payment day.
- _____ initial 3. Late penalty charges of **\$50.00** will be placed on top of the monthly fee on the day after payment day in case of failure to pay on time.
- _____ initial 4. If the overdue fees have not been settled by the payment day of the following month, overdue accounts are subject to financing charges of 2% monthly (24% per annum).
- _____ initial 5. Fees not paid by the appointed time are subject to automatic termination of services and further collection efforts will commence.
- _____ initial 6. Monthly childcare fees will be automatically adjusted according to the changes of your child's age. Any over payments will be automatically used as credit only.
- _____ initial 7. I understand that I have full responsibility to apply, extend and have subsidy approval. Without subsidy approval, the whole child care month fee will be charged.
- _____ initial 8. If there changes to the fee schedule by the business holder, families will be given 30-day notice.

WITHDRAWAL/TERMINATION OF SERVICES:

- _____ initial 1. To provide one calendar month (month to month) written notice before withdrawing my child. Otherwise I understand I am responsible for one month's payment.
- _____ initial 2. The contract may be terminated by either the parent/guardian or the centre by providing a one calendar month (month to month) written notice in advance of the ending date. Reasons for the termination of child care services may include:

 - Inability of provider to meet the child's needs
 - Inability of the child to adjust to childcare
 - Lack of parent/guardian cooperation
 - Inability of the parents/guardian to abide by the centre's contract and policies
- _____ initial 3. In some cases, immediate termination of child care services may be necessary by the centre. Termination due to any of the listed reasons below will be the last resort, in the event the parents/guardians and the centre is unable to resolve the issue together. Reasons for immediate termination of child care services may include:

 - Failure of the parent to pay the required fees
 - Health and safety reasons of the child in care (with the FINAL decision made by program supervisor and owner)
 - If the child's behavior threatens the physical and mental health of the other children in the centre and the behaviour cannot be modified
 - Aggressiveness and inappropriate behavior of the parents/guardians to the staff is not tolerated



Elbow Academy

By signing this agreement, you agree to abide by the written policies of the centre.

Parent/Guardian Signature

Date

Program Supervisor Signature

Date