Agreement for Child Care Services

(see guidelines on reverse)

| Parent or guardian Child care centre or child care home provider, hereinafter called the Child Care Set 17 Main Street, Box 163 Street Address/Box Number Lucky Lake Town/City Postal Code Town/ | Agı | reement between: | | | | and Lif | tla Prairi | e Davcar | 2 | | | | |
|--|--|---|--|---|--|--------------------------------------|---|-------------------------------|---|---|------------------|---------------|--|
| Lucky_Lake Sol. 17. Town/City Postal Code To | Parent or guardian Street Address/Box Number | | | | | | and Little Prairie Daycare Child care centre or child care home provider, hereinafter called the Child Care Service 17 Main Street, Box 163 | | | | | | |
| Town/City Postal Code Town/City Town/City Postal Code Town/City Town/City Postal Code This agreement is a legal and binding contract between the hild care service. Hold care service with a greement for Services is to be retained by both parent and the child care service. The parent may be required to sign additional documentation regarding policies of the child care service. 1. The parent agrees to place the following children in the above named child care service. Name: Date of birth: Name: Date of birth: Name: Date of birth: Name: Date of birth: Name: Date of birth: Name: Date of birth: Name: Date of birth: Name: Date of birth: Name: Date of birth: Name: Date of birth | | | | | | | | | | | | 170 | |
| thoroughly discussed, and clearly and accurately recorded in the agreement. A copy of this Agreement for Services is to be retained by both parent and the child care service. The parent may be required to sign additional documentation regarding policies of the child care service. 1. The parent agrees to place the following children in the above named child care service: Date of birth: Name: Date of birth | | | | | | | | | | | | Postal Code | |
| Date of birth: Name: Date of birth Vear Month Day Year | thc | roughly discussed, a | nd clearly and | l accurately re | corded in the | agreeme | nt. A copy o | f this Agreem | ent for Services is | to be retaine | ed by bo | th the | |
| Year Month Day | 1. | | | | | | | | | | Date of birth: | | |
| Year Month Day | | | | | | | | | | | | / | |
| The parent and the child care service agree that child care services will be available for the above named children as indicated below. The child care service will provide alternate care when the provider or centre staff is not available (including reasons of illness and vacation) during the hours indicated below unless other arrangements are agreed upon between the parent and the child care service. Mondaya.m. top.m. Thursdaya.m. top.m. Sundaya.m. top.m. Sundaya.m. top.m. Sundaya.m. top.m. Wednesdaya.m. top.m. Fridaya.m. top.m. Sundaya.m. top.m. Additional care schedule arrangements: A minimum of 3 months notice must be give to change the monthly schedule. Alternate arrangements: Little Prairie Daycare is closed all statutory holidays. 3. The parent and the child care service agree that the total child care fee shall be \$ | | | | | Year I | Month D | ay | | | Ye | ar Mont | th Day | |
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| in the province of Saskatchewan. Signature of witness Signature of parent or guardian Signature of witness Signature of the supervisor or operator of the child care centre or the child care | tim I he | e to time, a copy of vereby acknowledge th | vhich is availa at I am aware | ble from the Ne of the conditi | Ainistry of Eductions stated in t | cation. his agree | ment and ag | ree to abide b | by these requireme | ents. | ended fro | m | |
| in the province of Saskatchewan. Signature of witness Signature of parent or guardian Signature of witness Signature of the supervisor or operator of the child care centre or the child care | In۷ | vitness whereof the p | arties hereto | have set their | hands this | day of | | | | at | | | |
| Signature of witness Signature of the supervisor or operator of the child care centre or the child care | | | | | | | | | (year) | | | | |
| | Sigr | nature of witness | | | | Signat | ure of parent o | or guardian | | | | | |
| | Sign | nature of witness | | | | | | ervisor or opera | tor of the child care | centre or the ch | nild care | | |

Saskatchewan

Guidelines for Completion

This form is completed by the child care service <u>and</u> the parent <u>prior</u> to admitting a child. It is a contract between parent and child care service and serves as a legal document. The child care service keeps the original on file and gives the parent a copy. A new agreement must be completed whenever there is a change in number of children covered by the agreement, hours of care, fees or other relevant policies. Be sure you discuss <u>all</u> aspects of this agreement with the parent prior to signing.

- **Section 1.** All children from one family may be included on one agreement or separate agreements may be used if fees and/or care schedules differ.
- **Section 2.** Fill out normal hours of care required each day. The parent and the child care service must discuss and make arrangements for any variations that could occur in the schedule. Any permanent changes require that a new agreement must be completed.

Under additional care schedule arrangements, parents and child care service should include when care may or may not be provided, variable or casual work/care schedules, statutory holidays, part-time care and extended care hours. Under alternate care arrangements child care services should reflect their policies regarding use of alternates not provided by the child care service (reimbursement, provision of receipts, etc.)

Total child care fee includes parent portion and subsidized portion. Child care services should inform the parent of his/her responsibility for any portion of the fee not received through Child Care Subsidy. Indicate the day of the month payments are due. Any change in fees requires a new agreement (i.e. facility fee increase, child moving from infant to toddler fee).

Under additional fee payment arrangements, the parent and the child care service should include payments other than monthly payments, specifics regarding fluctuating fees, additional fees for outings or activities, agreements for payments during parent vacations and child illnesses, interest charges for late payments, summer school-age increases, deposits and holding fees.

- Section 4. Completion of this section is optional. Any fees that are charged for overtime or late pick-up should be specified. Be sure to specify the dollar amount for the period of time and the time when late charges become effective. (i.e. \$1.00 per minute after centre closing hours, \$5.00 per half hour after 5:30 p.m.)
- **Section 5.** Completion of this section is optional. Facilities may establish a shorter period of notice during a specified trial period. (i.e. one week during the first month of care).
- **Section 6.** If the facility has a policy stating the notice must be received by a certain date, such as the first of the month, this line should be completed.
- Signature of witnesses is optional, however, signature of a witness further authenticates the document. Any adult can be a witness to a legal document and it is preferable for the witness to be present when the form is signed, however, it is not legally required. A witness can state to the person after the person has signed the document: "Is that your signature?" and if the person responds "yes", the witness can then witness the document in writing.