



# LITTLE STAR

## PRIVATE DAYCARE

86 Santa Barbara Rd.  
Toronto, ON  
(647) 435-9079  
nataliaeks@yahoo.com

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### PARENT/CAREGIVER CONTRACT

#### 1. HOURS OF OPERATION:

Monday to Friday 7:00 a.m. to 6:00 p.m.

*Little Star Home Day Care* will be closed on all Statutory Holidays as well as for a two week vacation period (adequate notice will be given in this regard); also, the day care provider has five (5) personal/sick days in a calendar year.

#### 2. MONTHLY FEES

Monthly fees include all sick and vacation days as well as statutory holidays - these are paid days. Fees are based on booked days, not attendance. Refunds and credits will not be given for days where your child does not attend.

Full Time: (5 days per week)

Up to 2.5 years \$\_\_\_\_\_ per month  
2.5 years \$\_\_\_\_\_ per month (per child)

#### 3. PAYMENT POLICY

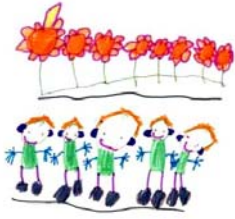
Parents agree that all monthly fees will be paid on the 1<sup>st</sup> and 15<sup>th</sup> of each month in advance. Unpaid fees are subject to immediate suspension or termination of child care unless reasonable arrangements are made and accepted by both parties.

Full time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days, statutory holidays and vacation time).

A fee of \$25.00 will be charged for all NSF cheques. Upon a second occurrence of an NSF cheque, all subsequent payments must be made in cash.

#### 4. SECURITY DEPOSIT

Before your child is admitted into childcare, I request a 2-weeks security deposit. This deposit protects me from unexpected family departures from childcare. This deposit will be credited towards your last two weeks of childcare when you decide to leave my *Little Star Home Day Care*.



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### 5. ILLNESS POLICY

Please advise *Little Star Home Day Care* prior to 8:00 a.m. if a child will not be attending daycare due to illness.

Parents agree that a child who is ill (e.g. fever, infection, diarrhea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of my family and other children in my care. The parents further agree should a child become ill while in care, that immediate arrangements will be made to remove the child from the daycare. Children will not be allowed to return to daycare until they have been symptom free for at least 24 hours. In some cases, a note from a doctor may be necessary.

Please respect *Little Star Home Daycare* illness policy. If a child is not well enough to go outside to play or attend school, they are not well enough to attend daycare.

### 6. LATE ARRIVAL/PICKUP POLICY

Please advise *Little Star Home Day Care* prior to 7:30 am if your child will be arriving earlier or later than the pre-arranged time.

Please advise *Little Star Home Day Care* immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 6:00 p.m. If you are not able to pick up your child by 6:00 p.m. alternate arrangements must be made.

Please notify the Day Care if an unauthorized person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorized on the registration form.

In the event that a parent cannot be contacted, it is the policy of *Little Star Home Day Care* to call an emergency contact should a child remain in care after 6:15pm.

### 7. TRIAL PERIOD & GIVING NOTICE

All new children will be cared for a two-week (14-day) trial period beginning on your child's first actual day of care. During that time the parent or provider may terminate the childcare agreement with 24 hours notice.

After the trial period, a one month written notice is required by either party to terminate the agreement. If one month notice is not given, the security deposit will be used to cover the last two weeks of care.



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### 8. TERMINATION

*Little Star Home Day Care* reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of my family and/or other children in my care; should this occur, your security deposit will be refunded.

### 9. WITHDRAWAL

Parents agree that a minimum notice of one full month (notice to be given on the first of any given month) will be given for permanent withdrawal of any child from care or agree to pay a months fee in lieu of. No exceptions will be made.

### 10. DAMAGES

Our home is child-proofed to the best of our ability, however, accidents do happen. Any damage to my home or personal belongings that is willfully caused by your child will be replaced or repaired at the cost of the parents.

*Little Star Home Day Care* will repair or replace broken daycare equipment & toys due to normal wear and tear. However, should your child purposely damage or break equipment or toys, then the item will be repaired or replaced at the cost of the parents.

### 11. YOUR CHILD'S TOYS

A vast array of toys is provided for your child to play with. Please do not bring any toys from home as this can cause jealousy and fighting among the children. A special pillow, blanket, or stuffed animal may be brought for nap times. These items will be kept in cubbies or diaper bags until nap time.

### 12. POTTY TRAINING

*Little Star Home Day Care* will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. We will work with you – but not for you. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, we may choose to discontinue and try again at a later date. Please do not ask us to offer “treats” to the child for going “potty”.

### 13. DEPOSIT/REGISTRATION

A non-refundable deposit fee of \$100.00 (per child) is required upon completion of registration to secure your child's placement in care. This deposit is non-refundable and will be applied to your first month's fee. Spaces will not be held unless the deposit fee is paid in full.



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Registration is not complete, and child care will not commence until all the paper work is done. Prior to the start date of care the following must be received by *Little Star Home Day Care* for each child:

- Registration Form
- Immunization Record
- Parent/Caregiver Contract
- Non-Refundable Deposit

### 14. PICKUP/DROP OFF TIMES AND PAYMENT

It is further agreed that your child/ren will start attending the daycare on \_\_\_\_\_. Arrival time will be at \_\_\_\_\_ a.m. and pickup time will be at \_\_\_\_\_ p.m. Your first payment will be due on \_\_\_\_\_ in the amount of \$\_\_\_\_\_. All payments thereafter will be due on the 1<sup>st</sup> and 15<sup>th</sup> of each month in advance in the amount of \$\_\_\_\_\_.

I/We \_\_\_\_\_ / \_\_\_\_\_ have read and agree with the above statements

(please print)

\_\_\_\_\_  
Parent/guardian Signature

\_\_\_\_\_  
Parent/guardian Signature

Note: If child in custody of both parents, then two signatures are required.

\_\_\_\_\_  
Caregiver Signature

\_\_\_\_\_  
Date