



January 2025

POLICY AGREEMENT

TUITION — Please note all tuition must be paid within the first three days of the month. Failure to do so could jeopardize your child’s childcare space. Tuition for full time or part time children will be the daily rate multiplied by the number of days registered including holidays, vacations, sick days and noninstructional school days. We prefer payments by E-transfer but do accept cash or cheque.

Number of days per week for enrolment:

Full days	2	3	4	5
Half days	2	3	4	5
B/A	2	3	4	5

To ensure staff/child ratio are in accordance with the Child Care and Early Years Act, 2014 we request the following:

I will bring my child to school at _____ a.m. I will pick him/her up at _____ p.m.

Half day **A.M.** is before 12:00 p.m. and Half day **P.M.** is after 12:00 pm.

Hours are based on parent’s work/school schedule.

Daily Rate: \$ _____

Registration Fee: \$80.00 per child (50% off for CWELCC discount if the child is under 6 years old.) (Base fee and non-refundable)

Swipe Fee: \$10.00 each. One swipe key is included in the registration fee. All other swipes must be purchased for **anyone coming on a regular basis.** (Non-base fee and non-refundable)

Deposits: All tuition deposits are non-refundable.

Tuition: Tuition for full time or part time children will be the daily rate multiplied by the number of days registered including holidays, vacations, sick days and noninstructional school days. Tuition includes lunch if the child is full day, and snacks if the child is full or part day. (Base fee, and refundable over 2 weeks)

Pick up: No child will be released to a person not authorized for pick up by the parent. We must have written or verbal authorization for changes in this respect.

Medication: Any medication that has been prescribed by a doctor and brought in the original container OR over the counter medication will be administered. A Consent for Drug Administration form must be filled out completely by the parent/guardian, and the child’s full name must be on the bottle. Fever reducer will only be administered while your child is in the infant and toddler rooms, with the exception for febrile seizures. At no time will we administer medication if your child is at risk of infecting others in the centre and is considered

contagious. Never leave medication in a child's locker/bag. If you need to transport medication from one home to another, please leave the medication in the office to be picked up.

Withdrawals: A two-week notice is needed for a change in schedule or withdrawal. Parents will be charged for two weeks for early withdrawal without notice and is non-refundable.

Late Fee: There will be a \$10.00 late fee for every 10 minutes after hours. There will be a \$10 late fee for all late tuition payments. (Non-base fee and non-refundable)

NSF Cheques: There will be a \$20.00 charge for any returned cheques. (Non-base fee and non-refundable)

Notices: It is a parent's responsibility and **extremely important** to read all memos and notices that are sent through HiMama and posted throughout the centre.

Your child should be dressed appropriately for outdoor play. All clothing must be labeled e.g. sweaters, jackets, snow pants...

All toys and food should be left at home.

Allergies: We are a nut and latex free facility. Due to children in our care with extreme allergies no snacks or drinks are to be left in your child's locker/bag. If any food is brought into the child care centre, please label the container with your child's name and the date.

Accident Reports: If a child is injured an accident report will be filled out. The parent will be required to read and sign upon picking up their child and a copy will be given to the parent.

Drop off and pick up: Please notify your teacher when you drop off and pick up your child. For safety reasons, no child will be released to anyone we feel incapable of transporting or caring for them: e.g. intoxication, under the influence.

Please read thoroughly The Parent Manual Child Care Policies and Procedures. The manual is available on our ABC website: <https://www.abcchildcarewindsor.ca>
Click on programs-and-locations tab at the top of the page, and then click on Parent Manual tab at the bottom of the page. Or go to our Facebook page ABC Day Nursery and click on the Parent Manual tab on the left.

It is important to keep all contact information updated in case of an emergency situation. It is your responsibility to notify the centre of any changes.

The school **will be closed** on the following holidays:

New Year's Day	Family Day	Good Friday
Victoria Day	Canada Day	Civic Holiday
Labour Day	Thanksgiving Day	Christmas Day
Boxing Day		

****ABC is closed the first week of winter break****

I have read the above agreement and accept the school policies.

Parent/Guardian's Signature

Supervisor

Date