

CHILD CARE RESOURCES ENROLLMENT AGREEMENT

This Enrollment Agreement between Child Care Resources and the Parent/Guardian is for: _____ to receive child care at one of the following programs:

- | | | | |
|--|--------------------------|--------------------------------|--------------------------|
| Waubeeek Early Learning and Child Care Centre | <input type="checkbox"/> | Sundridge After School Program | <input type="checkbox"/> |
| First Steps Early Learning and Child Care Centre | <input type="checkbox"/> | Evergreen After School Program | <input type="checkbox"/> |
| Highlands Early Learning and Child Care Centre | <input type="checkbox"/> | Fairview After School Program | <input type="checkbox"/> |
| Fairview Early Learning and Child Care Centre | <input type="checkbox"/> | _____ | |
| Home Child Care Program (indicate Provider) | <input type="checkbox"/> | | |

We understand and agree to comply with the following policies:

REGISTRATION:

1. To agree with the pre-arranged hours and days of child care, as indicated below:

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday

- To ensure that ANY changes to the above days and hours of care have prior approval.
- To ensure that subsidized child care is only used for the days and hours you are at work or attending school or otherwise approved by the child care subsidy office.
- To advise the program as soon as possible of any unplanned absences and the reasons for the absences.
- To provide two weeks notice when child is withdrawing from the program. Failure to provide notice may result in parents being billed for this period.
- To ensure that all information on the enrollment and medical forms remains current.

Failure to comply with the above conditions may result in the termination of your child care arrangement.

PROGRAM:

7. To escort the child safely into the child care program, ensuring that the *educator/provider is aware of the child's arrival.*
8. To ensure that the child is always picked up at the agreed upon time.
9. To ensure that the child is only released to persons listed on the Enrollment Form.
10. To complete a Release Form if the program is to release your child to anyone not listed on the Enrollment Form.
11. To agree that only prescription medication, in its original container and authorized by a Doctor, will be administered.
12. To complete a Medication Consent Form if prescription medication is to be administered.
13. To advise the program of any allergies, special diets or eating concerns of your child and to provide special foods if required (i.e. baby food, formula). Any food supplied by parents must be clearly labeled with child's name and date of delivery.
14. To keep the child at home if he/she has an infection/fever or illness that could infect others, or if the child is too ill to participate in any aspects of the daily program.
15. To ensure that your child has an extra change of clothing at all times and to label all personal articles.
16. To ensure that your child dresses appropriately for outdoor play.
17. To permit the educators/provider/home visitor to conduct developmental checklists, including the Child Observation Record (COR) and the ASQ-3 on your child.
18. To comply with other conditions as outlined by the Program.

Parents/guardians are encouraged to discuss any problems or concerns regarding their child or the program with the Educators, Provider, Team Leader, or Supervisor.

Date

Signature of Parent/Guardian

Signature of Agency