

Agreement for Child Care Services

Early Years Branch
2nd Floor 2220 College Avenue,
Regina, SK, S4P 4V9

(see guidelines on reverse)

Agreement between:

_____		and	Paminawasowin Child Care Centre	
Parent or guardian	_____		Child care centre or child care home provider, hereinafter called the Child Care Service	
Street Address/Box Number	_____		1 First Nations Way	
Town/City	_____		Street Address/Box Number	_____
Postal Code	_____		Regina, SK	S4S 7K2
			Town/City	_____
			Postal Code	_____

This agreement is a legal and binding contract between the child care service and the parent. **Please ensure that all terms and conditions are thoroughly discussed, and clearly and accurately recorded in the agreement. A copy of this Agreement for Services is to be retained by both the 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:	_____
	_____		____/____/____		_____		____/____/____
			Year Month Day				Year Month Day
	_____		____/____/____		_____		____/____/____
			Year Month Day				Year Month Day

2. 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.

Monday	_____ a.m. to _____ p.m.	Thursday	_____ a.m. to _____ p.m.	Sunday	closed	a.m. to closed	p.m.
Tuesday	_____ a.m. to _____ p.m.	Friday	_____ a.m. to _____ p.m.				
Wednesday	_____ a.m. to _____ p.m.	Saturday	closed	a.m. to closed	p.m.		

Additional care schedule arrangements: A deposit of (\$200) per child and a (\$25) non-refundable membership fee must be paid prior to starting at the Centre. Deposits are non-refundable if Child Care space is not taken. Deposits are applied to last month of services. Cheques that are returned as NSF (Non-Sufficient Funds) are subject to a \$40 fee.

Alternate arrangements:

3. The parent and the child care service agree that the total child care fee shall be \$ 217.50 / month per month/week/day/hour, payable by the 1st day of the month.

The fee may be adjusted by providing one (1) month(s) written notice. Non-payment of fees may be cause for immediate termination without notice.

Additional fee payment arrangements: Subsidized families are responsible for any unpaid subsidy that the Centre does not receive. Parents are responsible for submitting required documents to the Ministry of Social Services-Subsidy to avoid disruption in payment.

4. (Optional) The parent and the child care service agree that the following fee shall be charged for late pick-up of a child: \$1.00 per minute after 5:30 pm per child.

5. (Optional) Either party shall give 1 week days/weeks written notice during the first month days/weeks/month of care.

6. The parent and the child care service agree that this agreement may be terminated upon 1 month weeks(s)/months(s) written notice by either the parent or the child care service. Notice shall be received by the 1st day of the month. The fee may be paid in lieu of notice.

The parent and the child care service agree to comply with the child care facility policies and The Child Care Regulations, 2015 as amended from time to time, a copy of which is available from the Ministry of Education.

I hereby acknowledge that I am aware of the conditions stated in this agreement and agree to abide by these requirements.

In witness whereof the parties hereto have set their hands this 1st day of _____, _____ (year) at Regina in the province of Saskatchewan.

Signature of parent or guardian

Signature of the supervisor or operator of the child care centre or the child care home provider

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Guidelines for Completion

This form is completed by the child care service and the parent prior 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 all 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.)

Section 3.

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.

Section 7.

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.