



# Roberts Creek Childcare Society

## Parent/Guardian Agreement 2021 -2022

Rainbow Preschool, Treehouse Afterschool Care and Treehouse Camps are non-profit programs run by the Roberts Creek Childcare Society. This agreement will outline the parental responsibilities necessary to providing quality service to all families enrolled in RCCCS.

I have read the RCCCS Family Handbook 2020/21 and agree to the following conditions of enrollment:

<b>FINANCES</b>	
	I will pay the tuition fees in the form of 10 post-dated cheques, dated for the first of each month or arrange another method. (e-transfer, cash)
	I will pay the annual registration fees which include the cost of registration paperwork, administration, and staff planning and preparation time. <ul style="list-style-type: none"> <li>• Rainbow Preschool \$90.00</li> <li>• Treehouse Afterschool Care \$30.00</li> <li>• Treehouse Camp \$5.00.</li> </ul>
	Penalty Fees <ul style="list-style-type: none"> <li>• NSF Cheque \$25</li> <li>• Overdue Account Charge \$25</li> <li>• Late Pick-up (per 10 minutes) \$10</li> <li>• Failure to Notify of Absence (Treehouse only) \$5</li> <li>• Additional Tax Receipt Copy \$25</li> </ul>
	I understand that my fee reserves my child's space in the program and fees must be paid in full during periods when my child is away from the program. (illness, vacation etc.)
	I will give one month's written notice to the administrator when withdrawing my child from the Preschool program. To withdraw my child from the program or reduce the number of days my child attends, I am required to give one months notice by the first calendar day of the month. For example, If I decide to withdraw my child from the program for September 1 <sup>st</sup> , then I must give one month's notice to the administrator by August 1 <sup>st</sup> . Forms are available in the RCCCS office. Withdrawal notices are not permitted for the months of May and June. April is the last month to withdraw, which means your withdrawal notice would have to be in by March 1 <sup>st</sup> .
	I will pay the annual membership fee of \$10.00
	In addition to registration and membership fees parents/guardians must pay a deposit equaling one full month's fees in advance (June fees). If a family has no outstanding debt, RCCCS will use the fee deposit towards the fees for the child's final month.

<b>CHILDREN'S RECORDS</b>	
	It is my responsibility to keep all my children's records up to date and inform RCCCS of any changes. (address, phone number, cell number, legal documentations, etc.)

**HEALTH & SAFETY**

	I will not send my child to school if there is any question of illness. If my child contacts a communicable disease, I will notify RCCCS immediately.
	I understand that the staff will notify me to have my child taken home if the health and well being of all children is being affected.
	I am aware that it is my responsibility to arrange the drop-off and pick-up of my child to the classroom each day of attendance. I will also notify RCCCS when my child will be absent from the program.
	I will notify RCCCS in writing or by phone if someone other than persons listed on the consent form are picking up my child. The person will be asked to show photo identification and be expected to sign my child out.

**TERMINATION OF SERVICE**

	<p>If a conflict arises, it is our goal to resolve differences in a peaceful way and find solutions that everyone can accept. However, termination of services may be required if:</p> <ul style="list-style-type: none"> <li>• The family does not abide by the expectations in the family handbook and a successful resolution of differences is not achieved.</li> <li>• The program is unable to satisfactorily resolve problems of late pick-up, or the family has an outstanding account.</li> <li>• A family member harasses, threatens abuse or commits a violent act toward a staff person, child or other participants.</li> <li>• The child's behaviour is severely disruptive or physically threatening to the well-being and safety of other children or staff, and additional avenues of support to accommodate the child are unavailable. If a child is dismissed from the program, the administrator will refund fees in lieu of notice.</li> </ul>
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**COMMUNICATION**

	I will keep the staff informed on any event or change of routine at home, which may affect my child's behaviour.
	If I have any questions about my child's progress or the program, I will direct them to the staff. I will direct queries or suggestions about the administration of the school to the Board of Directors.
	I understand that fundraising is required, and I will participate in fundraising activities scheduled throughout the year.

\_\_\_\_\_  
Printed name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

RCCCS gratefully acknowledges the financial support of the Province of British Columbia

RCCCS Charity Registration #892760042 RR0001

