



## ENROLLMENT CONTRACT 2023-2024

**This is a child care agreement between:**

Jennifer Musca, RECE  
*The Train Station Daycare*  
251 Station Street  
Smithville, ON  
L0R 2A0

**AND:**

Parent(s) or Legal Guardian(s) Legal Name(s): \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Parent(s) or Legal Guardian(s) Legal Name(s): \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_ Belongs to: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Belongs to: \_\_\_\_\_

For the care of the following child: List full legal name and current age

\_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_

Please include your child's most recent health card number: \_\_\_\_\_

Please complete the following chart with the daily drop-off and pick-up times you require between 8AM and 4:30PM.

If there is a change in your usual drop-off or pick-up time, please notify me that day.

\* Full day is within the hours **8AM** and **4:30PM**

\* Half day is no longer than 4 hours

\* Late fees will apply

Tuesday, each week between the hours of \_\_\_\_\_ and \_\_\_\_\_

Wednesday, each week between the hours of \_\_\_\_\_ and \_\_\_\_\_

Thursday, each week between the hours of \_\_\_\_\_ and \_\_\_\_\_

### FEES

	FULL DAY	HALF DAY	EARLY/LATE
INFANTS - 5 years	\$56	\$46	\$10/every 5 minutes

Rates are subject to change annually on July 1.

For new children, there will be an Enrollment Fee of \$336 (per child) upon completion of this registration. This fee will be applied toward your first invoice. Once this amount has been received AND all forms are complete, a place will be allocated for your child.

If you withdraw from the daycare before care has started, the fees paid are **non-refundable**.

All Tuition fees, Enrollment Fees once paid are non-refundable.

Fees are to be paid bi-weekly by means of electronic money transfer (E.M.T) Cash or cheque, for the subsequent two weeks of care for full time children. If your child is part time, fees are due at the beginning of the month, for the month. A paper invoice will be issued bi-weekly for full time care and monthly invoice for part time care. All fees are to be paid within seven days upon receiving the invoice. This invoice is your tuition receipt, keep it safe, you will not be issued another at year end.

Cheques are payable to Jennifer Musca. EFTtransfer to [jennifer.musca.ece@gmail.com](mailto:jennifer.musca.ece@gmail.com). There will be an added fee of \$50.00 for any cheques returned NSF. Once the fee is paid, the parents will receive grace for the first returned cheque. A second NSF cheque will result in strictly cash only, paid in advance. Unpaid fees are subject to immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

## Absences/Sick Days/Vacation

If your child is sick and cannot attend, the fee remains the same. Sick days are not transferable. As a parent, you are of course entitled to take your child out of daycare for multiple days at a time for a vacation anytime. If your child will be absent due to a vacation, I ask that you let me know in advance about this absence. Please note that despite this absence, you will still be charged half the regular fee for your childcare space whether your child attends full time or part time.

**If your child is sick, please keep them home.** See the following chart with regards to fever.

***Fever Chart***

C°	F°	Recommended Action/Diagnosis
37.0	98.6	Normal
37.22	99.0	Normal
37.50	99.5	Take note of the fever. Monitor behavior & watch for an increase.
37.77	100.0	Take note of the fever. Monitor behavior & watch for an increase.
38.33	101.0	Parents should be called. Monitor behavior & watch for an increase.
38.88		Parents need to be called. The child needs to be picked up.
39.44	103.0	Parents need to be called & the child needs to be picked up.
40.0	104.0	Parents need to be called. Medical attention is required.

If your child has fever, diarrhea, vomiting, rash, persistent cough or any other contagious conditions, please keep him/her home. **When the child has been symptom free for 48 hours, he/she may return to daycare.**

## Medications

If your child requires medication, I will administer only prescription medication with instructions from your doctor. Non-prescription medicine will be administered only when it has been recommended in writing by your doctor..

## Substitute Child Care

If Jennifer Musca must close *The Train Station* temporarily due to sickness or family emergency, there will be no charge for that day. As much advance notice as possible will be given. Jennifer will do her best to help find a substitute provider if the situation arises.

## Meals and Snacks

Fresh fruit and vegetables as well as nutritious meals will be offered to children, but they will not be forced to eat. Jennifer will notify the parent(s) if their child is not eating. If the child is on a special diet, the parent must provide the food.

**Supplies**

Diapers, formula, breast milk, baby food, wipes and an extra set of clothes must be provided when needed for each child. Children are welcome to bring their own special blanket and/or stuffed animal. The Child Care and Early Years Act states that children who are in full day care need to have two hours of daily outdoor play, weather permitting. Please ensure that adequate clothing for changing weather conditions is available, so that your child can comfortably participate in outdoor activities.

**Authority to Pick Up Child**

The following person(s) has authority to pick up the child(ren):

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

The Parent(s) shall inform Jennifer Musca in advance if someone other than the Parent(s) or person(s) listed above will pick up the child. If Jennifer is not told in advance that someone other than a parent will be picking up, the child will not be released. If this results in late pick-up by a parent, all late fees will apply.

**Emergency Contacts**

In case of an emergency, Jennifer Musca will first try to reach the parent(s). If the parent(s) cannot be reached, Jennifer Musca will then contact the following person:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Discipline/Guidance Policy**

The most effective form of discipline is to use positive reinforcement when children are behaving appropriately.

Teaching a very young child involves redirection more than anything. Simply removing them from the situation and giving them an alternate activity solves the majority of problems.

For the most part, guidance (over the age of 2) involves taking privileges away.

Physical punishment will not be used. Violent behaviour such as biting and hitting, will not be tolerated and followed by an immediate time out.

I strive to look for good behavior to praise, as much as possible and not to give attention to poor behavior. Again, the most effective form of discipline is to use positive reinforcement when children are behaving well.

### **Statutory Holidays/Closures**

\*New years day \* Family Day \* Good Friday \*Easter Monday \* Victoria Day \*Canada Day  
\*Civic Holiday \*Labour Day \* Thanksgiving Day \*Christmas Day \*Boxing Day

*The Train Station Daycare* is closed on all statutory holidays and usually one-two weeks over the Christmas holidays and four weeks throughout the year. There is no charge when Jennifer is on vacation or for statutory holidays.

### **Transportation**

By signing this contract, you are agreeing to emergency transportation, field trips, walks to parks, library, Early ON etc. at the discretion of Jennifer Musca, child care provider. Should travel take place by vehicle, the driver shall hold a current driver's license, and the vehicle will be registered and insured according to provincial laws.

### **Termination**

In the event of termination of care, by either party, a two week notice is required.

During the two week notice time, the parents will be expected to pay each week in full regardless of whether their child attends *The Train Station Daycare* or not.

There is an initial two week trial period, the first two weeks during which either party may terminate this agreement at any time. At the end of this two week trial period, the contract will be in full effect.

This contract will be up for renewal June 30th each year. In order to secure a spot for your child, the new contract must be read and signed by July 1 of the current year.

### **Ministry of Education Disclosure**

In compliance with The Childcare and Early Years Act, I am obligated to inform you that this child care program is not licensed by the Government of Ontario. My daycare is a legal independent home daycare and I always work within the confines of the law.

The undersigned agree to the terms of this contract. The arrangement will come into effect on July 1, 2023.

Mother's Printed Name: \_\_\_\_\_

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Father's Printed Name: \_\_\_\_\_

Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Providers Printed Name: \_\_\_\_\_

Providers Signature: \_\_\_\_\_ Date: \_\_\_\_\_



