

## Burnaby Children's Centres Society Parent Agreement

1. I am aware that the full Policy and Procedure document is available to read and review on the BCCS Website as well as onsite during gradual entry.
2. I agree to provide the following documents to BCCS before leaving my child.
  - Space Acceptance Form
  - Parent agreement (this form)
  - Registration Form
  - Record of Immunization
  - Completed Emergency Card
  - Financial Agreement
3. I agree to pay my child's fee promptly in accordance with the Society's policy (Automatic Pre-Authorized Debit) and payment to be made on the dates indicated on my financial agreement. .
4. I understand that the centre is open Monday to Friday between 7:00 am to 6:00pm, with the following exceptions: Statutory holidays and extreme weather conditions. The Society reserves the right to close the centre for the day or for early dismissals for staff professional development day or holiday low enrollment and will notify parents two months in advance of any changes.
5. I agree to notify a teacher of my child's arrival/departure and sign him/her in the daily attendance book at the arrival and departure time. If my child will be arriving after 9:30 am, or not at all, I agree to notify the Centre by 9:00am.
6. I agree to notify the Centre in writing of the regular time and person who will pick up my child and to personally notify the Centre on occasions when another person, other than those specified previously in writing, will pick up my child (*Authorized Pick Up Policy*). I understand that if do not notify the Centre of the alternative person, my child will not be permitted to leave with that person and late fees may result.
7. I have read the "Health Policy which is attached and agree to follow the stated expectations. I will keep the Society up to date on the health records and emergency records for my child.
8. I will not send my child to the Centre if ill and if my child becomes ill while at the Centre, I will arrange to pick him/her up as soon as possible.
9. I understand that medication will not be administered by the staff if authorization by a qualified physician is not provided in writing on the container nor will medication be administered when the required forms have not been fully and correctly completed.
10. I give permission for my child to take part in local outings, within walking distance of the Centre.
11. I understand that as part of preparing my child to move up to the next age group of child care that my child will start to visit other classrooms. This will be done with the understanding that each child has a file with all emergency information available in the room which they are visiting and has registration in each program.

12. I will keep the staff informed of any changes in family routine or events of importance which may affect positively or negatively on the behavior of my child. I recognize the importance to my child in regards to the continuity of care which results from shared experiences. I will keep staff informed promptly of any changes in my phone number, address or place of employment.
13. I will conform to the hours of the Centre's operation and therefore, expect to pay \$15.00 for every, and part of, 15 minutes that I arrive after the said hours of operation. This fine is to be paid immediately to the staff member kept over time. I understand that if I am late more than three times within a six month period, I may be asked to withdraw my child from the Centre.
14. I agree to take responsibility for my share of the operation of the Centre. I understand that this involves attending parent meetings(ie. AGM), participating in occasional work parties and helping with fundraising events. I recognize that it is my responsibility to support and considering taking part in the Board of Directors that is an integral part of BCCS. I understand that the Centre is parent-operated and my participation is therefore essential.
15. If I wish to withdraw from the Centre, I agree to give one full calendar month's notice (1<sup>st</sup> of the month to the 1<sup>st</sup> of the month) in writing to the Manager or pay one month's fee in lieu of notice.
16. I understand that picture will be taken with in the classroom for use in the society. \_\_\_\_\_Please initial
17. I understand that photos will be taken within the society and may be used in the Society newsletter which is distributed through email to all BCCs Families  
\_\_\_\_\_Please initial
18. I understand that at times there may be 'student teachers' in my child's classroom who will take picture for the purpose of their studies.  
\_\_\_\_\_Please initial

I have read and fully understand the Parent Contract.

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_