



STANDARD AGREEMENT

DATE: _____

STUDENT NAME: _____

The preschool's aim is to develop a partnership of caring, focused on your child as well as be involved with families on a business level. In order to facilitate this relationship it is important to establish clear guidelines and maintain open communication.

Parents/Guardians agree to adhere to the program standards and policies. The intent is to promote high quality professional childcare by creating an environment which addresses safety, health, hygiene, guidance, discipline, and programming.

PAYMENT AND REFUNDS

Parents/Guardians agree to pay:

Registration Fee (non-refundable)

Monthly Fees

\$174.50 for 2 Classes Per Week (Includes CCFRI Grant)

\$211.00 for 3 Classes Per Week (Includes CCFRI Grant)

Fees are based on a 10-month preschool year and can be paid in one lump sum or at the first of each month by E-transfer or post-dated cheques.

Mountain View Modified Montessori Preschool is part of the BC Government Childcare Fee Reduction Initiative (CCFRI). The Child Care Fee Reduction Initiative enhances child care affordability for families by offering funding to eligible, licensed child care providers to reduce and stabilize monthly child care fees.

Families do not need to apply.

* No credits or reimbursements will be given for days missed due to illness, vacation, etc.

A fee of \$25.00 will be applied to each cheques returned NSF.

NOTICE OF WITHDRAWAL

In the event a parent/guardian wishes to withdraw their child from the preschool, they agree to give 4-weeks written notice to the preschool. Inadequate notice will result in 1 month's fees owing. If a child is having extreme difficulty, the preschool will ask that the child be removed immediately with a full refund.

Please read the entirety of this Standard Agreement, sign (last page) and return to the preschool to be kept on file.

CLOSURES

The preschool operates from September to June and closes for July and August. Mountain View Preschool follows the SD23 schedule for Professional days, Christmas break and Spring break. We recognize all statutory holidays.

All closure dates will be posted in advance in the monthly Newsletters. SD23 calendar can be found online.

SUBSTITUTE CAREGIVER

The preschool agrees to inform parents of any substitute caregivers in the program. If adequate supervision is unavailable, classes will be cancelled and parents will be credited for days missed or days will be added on at the end of the school year.

DROP-OFF / PICK-UP

Parents/Guardians agree to drop-off and pick-up their children from the preschool at the scheduled times. Please ensure these times are adhered to, as it will provide consistency with your child's routines as well as respect for the instructors' schedules.

Children will only be released to their parent/guardian unless the preschool has written permission to let the child go home with someone else. **NO CHILD** will be allowed to leave with another person, even a relative or babysitter, unless the preschool has written permission, or that person is listed on the child's emergency card in our files.

Therefore it is imperative that this information is kept up to date. **Please notify the preschool of any changes.**

* Due to licensing, children are not allowed to enter or leave preschool independently.

LATE POLICY

Please arrive promptly for pick-up. While it is recognized that problems arise occasionally that may prevent a parent/guardian from being on time, it is important to understand that late pick-ups are an inconvenience to preschool staff. Consistent late pick-ups and extreme time delays will not be tolerated.

If a parent/guardian is late picking up a child by one-half hour, then the preschool will contact the emergency number. If, after one hour, preschool staff are unable to reach a parent/guardian or other emergency contact (as listed the child's emergency contact file) then the preschool will contact the Ministry of Social Services.

FIELD TRIPS

Children will have opportunity to participate in various field trips during the school year. Field trip notices will be posted to let parents/guardians know the relevant details, including scheduled time and location.

Except where field trips are planned within walking distance of the preschool (e.g. picnics at Loseth Park), it is the responsibility of parents/guardians to **arrange for appropriate transportation** of their children to and from field trip locations. Please note that **field trip times may not coincide with normally scheduled drop-off / pick-up times**, and on occasion morning and afternoon classes may be combined for fieldtrips. Parent/guardian involvement in caring for children's safety during field trips is greatly appreciated.

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PHOTOS

Parent agrees for their child photo to be taken for use in preschool activities only.

INTOXICATED PARENT/GUARDIAN

If a person picking up a child from preschool shows signs of intoxication, the preschool will phone for an alternate ride home. If we have to call a taxi it will be by the expense of the parent/guardian. **No child will leave preschool with an intoxicated driver.**

PREVENTATIVE HEALTH MEASURES

In order to prevent illness & promote safe routines within the preschool, staff take the following precautionary health measures:

- sterilization of toys, equipment & furniture promoting
- and following proper hand washing techniques maintaining
- all equipment to safety standards performing monthly fire drills
- maintaining updated first aid & criminal record checks

ILLNESS & CONTAGIOUS DISEASE

Children should be kept home if they have had a fever, vomiting, or diarrhea within the previous 12 hours. Please be considerate of other children and keep your child home if others could be exposed to infection.

Parents agree to notify the preschool if their child is absent due to illness, and to find alternate care if their child is contagious.

The preschool agrees to phone the parent/guardian if their child becomes ill or injured during preschool hours. If preschool staff are unable to reach a parent/guardian or other emergency contact (as listed in the child's emergency contact file) and immediate medical attention is required, then the parent/guardian authorize the preschool to contact a physician and/or ambulance (at the parent/guardian's expense) and/or to take the child to the nearest emergency services.

A teacher may send a child home if he or she is believed to have a contagious or communicable disease.

HEAD LICE

A child who has head lice may not return to preschool until the lice have been killed and all eggs or nits have been removed by picking and combing.

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REPORTING SUSPECTED OR DISCLOSED CHILD ABUSE

As citizens of British Columbia we are all **required by law** to report by telephone to the Ministry of Social Services any situations which cause us to suspect that a child is abused or neglected to the point that his or her safety or well-being is endangered. This duty to report is stated in the 1980 Family Child Service Act of BC, Section 7, as follows:

DUTY TO REPORT

1. A person who has reasonable grounds to believe that a child is in need of protection shall forthwith report the circumstances to the superintendent or a person designated by the superintendent to receive such reports.
2. The duty under subsection (1) overrides a claim of confidentiality or privilege by a person following any occupation or profession, except a claim founded on a solicitor and client relationship.
3. No action lies against a person making a report under this section unless he or she makes it maliciously or without reasonable grounds for his belief.
4. A person who contravenes subsection (1) commits an offense.

STANDARD AGREEMENT

Parents agree to update all registration information as necessary and have read and agreed to all policies in the parent handbook.

I have read and agree to the above information and will notify the preschool of any additional changes.

Parent / Guardian Signature Date

Preschool Provider Signature Date

Please read the entirety of this Standard Agreement, sign (last page) and return to the preschool to be kept on file.