

**Upper Canada Child Care
Summer Camp Parental Contract**

16. Please be aware that information that is in the best interests of your child will be shared among the staff at the Centre.
17. We observe the following statutory holidays:
Canada Day Civic Holiday

Part V EMERGENCY MEDICAL ATTENTION

I hereby grant permission for the staff to take whatever steps may be necessary to obtain medical care, if warranted. These steps may include, but are not limited to, the following:

- Contact a parent or guardian.
- Contact the emergency contacts.
- Call an ambulance.
- Administer reasonable First Aid measures.
- Contact the child's physician.
- Call another physician.
- Take the child to the hospital.

Part VI PERMISSION TO ENGAGE IN CHILD CARE ACTIVITIES

I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the Summer Camp Program.

I hereby give permission for my child to leave the Centre under supervision of a staff member for neighbourhood walks and for field trips in an authorized vehicle. I also grant permission for my child to use the climbing structure in a nearby school or park.

Part VII PRIVACY INFORMATION

I hereby consent to the collection, use and disclosure of my parental and my child's(ren's) personal information by the Centre for the purposes of providing camp programs to my child(ren) enrolled in the Camp. I understand that the Centre protects the privacy of all personal information in its possession in compliance with prevailing privacy legislation and in accordance with the Centre's Privacy Policy.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE POLICIES.

Date: _____ Signature of Parent: _____

Date: _____ Signature of Parent: _____

Date: _____ Signature of Supvr: _____

CHILD'S NAME: _____ **BIRTH DATE:** _____

COVERING:

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|-----|-----------------------------------|-----|---|
| I | Financial Responsibilities | V | Emergency Medical Attention |
| II | Withdrawal Procedures | VI | Permission to engage in child care activities |
| III | Code of Behaviour | VII | Privacy Information |
| IV | Additional Operational Procedures | | |

Part 1 FINANCIAL RESPONSIBILITIES

The conditions of this agreement provide protection for our parents, as well as our program. In order to assure that we can provide these services, it is essential that the program be financially stable. Salaries and overhead expenses cannot be reduced because of absentee losses. This Contract is a commitment that you will financially support the enrolment space guaranteed for your child. Failure to meet your financial commitment may result in termination of child care services.

1. A non-refundable deposit equivalent to one week camp fee is required at the time of enrolment. This fee is applied to the child's last week of camp.
2. Post-dated cheques for each week your child is registered are due at the time of enrolment.
3. Withdrawal: A partial refund will be issued when signed written notice is given at least two weeks in advance of withdrawal. All post-dated cheques will be returned to the parent with a refund of the deposit minus \$50.00 per child. The total deposit will be forfeited when signed, written notice is not given at least two weeks prior to withdrawal or a decrease in the number of weeks registered.

Signed, written notice of permanent withdrawal by the Centre must be given two weeks in advance. Behaviour that poses a safety hazard will not be accepted and may result in immediate withdrawal.
4. Decrease in Weeks Registered: A \$50.00 fee will be levied in one of the following ways when 2 weeks written notice is given:
The post-dated cheque(s) for the weeks in question will be returned at which time the parent will submit a cheque for \$50.00 per child whose registration is decreasing OR if the cancellation includes the child's last week of registration that has been prepaid as the deposit, a refund of the deposit minus \$50 will be issued and post-dated cheques, if applicable, will be returned.
Note: The fee of \$50 per child applies regardless of number of withdrawal weeks when 1 time changes to enrolment are made. If enrolment decreases again at a later date another \$50 charge will apply.
5. NSF payments returned from the Bank will be subject to a processing fee of \$40.00.
6. A receipt of payment will be issued after the year end for Income Tax purposes. Your cancelled cheques will serve as interim receipts.
7. Refunds will not be made for Statutory Holidays or any absent days (including vacations or illness).

Part II **WITHDRAWAL PROCEDURES**

1. The provision of our service is conditional on the compliance of both you and your child to our Code of Behaviour.
2. Should the Supervisor of the program, in consultation with the Director, determine that a child cannot adjust to the program, or if the parent has not upheld the Contract, the child will be withdrawn and this agreement will be terminated. The process of termination for all children will include any or all of the following steps:
 - Documentation of incidents
 - Counselling and/or consultation with outside agencies
 - Referral to an outside agency
 - Removal from the program
 - Meeting with appropriate parties
 - Suspension
 - Notification to the appropriate government bodies/Board of Directors

Part III **CODE OF BEHAVIOUR**

1. The safety of all children is our primary concern. The following expectations are necessary to promote a happy, comfortable, safe atmosphere. The Child and the parents at all times shall:
 - Be courteous to others.
 - Use acceptable language.
 - Conduct themselves in a manner which allows others to feel safe from verbal and physical abuse.
 - Resolve conflict in a peaceful manner.
 - Respect the building and equipment as well as the personal property of others.
 - Show personal respect for all individuals through behaviour and language.

Part IV **ADDITIONAL OPERATIONAL POLICIES**

1. The forms listed below are required upon application and before admission:
 - Application Form
 - Registration Form
 - Deposit cheque and post-dated cheques for all weeks registered.
 - Summer Camp Parental Contract
 - Publicity Consent Form
2. The hours of operation are posted. A late fee will be charged for time that a staff member is required to stay with your child after closing. The late fee rate schedule is also posted. This late fee is paid immediately to the staff member in charge at the time. If we are unable to reach you or your emergency contact by 7:00 p.m., the Police and Children's Aid Society will be contacted.
3. Our exclusionary policy, due to illness, is established by Public Health Services.
4. Regulations require daily outdoor play for each child. It is our policy that children too ill to play outdoors should remain at home. If a child becomes ill during the day, temporary care will be provided until you can be contacted and your child is taken home.
5. The Centre will administer prescription drugs to children, in accordance with Provincial legislation. This requires that parents provide:
 - Written medical authorization, including the dosage and times any drug is to be given.
 - Medication must be received in the original container, clearly labelled with the child's name, name of the drug, dosage, the date of purchase and instructions for storage and administration of the drug. Ask the Pharmacist to divide the dosage into two containers so one can be left at the Centre until the dosage is finished. Non-prescription medications must be accompanied by a doctor's note.
 - Medication is to be given directly to a staff member (not to be left in child's bag etc).
 - If medication has expired staff may refuse to administer.

6. If your child will be absent due to sickness, holidays, etc., please inform the staff in person or by phone.
7. If your child is involved in a custody dispute, please inform the Supervisor in writing providing a copy of the legal custody papers.
8. Children will be released to the care of authorized persons listed on the camp Application Form.
9. Centres will go on field trips throughout the summer. Parents will be notified in advance and required to sign a parental permission form prior to each trip.
10. During trips or special occasions, we like to record our memories in still photographs or video equipment. I acknowledge that my child's photo may appear on a bulletin board or be used in a display or presentation unless otherwise indicated on the Publicity Consent form.
11. Once you have picked up your child at the end of the day, please note that your child's well being is now your responsibility. Should your child be injured on Centre property, while in your care, you are responsible.
12. Your child should be dressed in clothing suitable for physical activity, the weather and the season. A second set of clothes in a labelled bag should be brought to the Centre in case of accidents. Clothing should be such that it encourages self-dressing. All clothing and personal articles should be labelled with your child's name. The Centre is not responsible for lost clothing and articles.
13. Parents are encouraged to visit and participate in our program, in special events and/or in field trips. Information of interest to parents (activities planned for children, menus, names of staff, activities and resources in the community, articles on child raising etc.) is accessible to parents on a bulletin board or in a resource library.
14. Staff encourage children to act in a respectful manner, appropriate to their developmental age and stage. Self-discipline is promoted and logical consequences are the preferred methods of encouraging appropriate behaviour. Staff, volunteers and students sign the Behaviour Management Policy upon hiring. The behaviour management actions of staff, volunteers and students are monitored and guidance is given to ensure that behaviour management requirements are met.
15. CHILD ABUSE POLICY: In accordance with the Child & Family Services Act, it is the responsibility of every person in Ontario to immediately report to a Children's Aid Society if she/he suspects that child abuse has occurred or if a child is at risk of abuse. This includes any person who performs professional duties with respect to children, any operator, or any parent. An individual's responsibility to report cannot be delegated to anyone else. The Camp does not investigate or lay blame; it simply reports and follows the Society's directions. If a parent, staff or other accuses a staff member of abuse, it is the duty of the individual making the allegation and the Camp to report the accusation to the Children's Aid Society and follow the direction given.