

# Joey's Out of School Care Parent/Caregiver Agreement

## Probation Period

- I understand the first 30 hours of enrolment is a probationary period. Upon completion of the probationary period if my child does not feel comfortable or has not adjusted well or if the arrangement is unsatisfactory in any way this agreement can be terminated by either party providing seven days written notice is given.

## Illness/Emergency

- I understand that doctor prescribed medications will not be given to my child unless I have completed a Permission to Administer Medication Form and I have a written doctors consent.
- I will not send my child to Joey's Out of School Program if my child is ill.
- I will notify the caregiver if my child has come in contact with a communicable disease.
- In case of accident or illness, I authorize the caregiver to contact a physician and/or ambulance if I cannot be reached immediately. I will accept responsibility for ambulance expenses.

## Substitute Caregiver

- I give permission for my child to be cared for by a substitute caregiver in the event of the caregiver's absence or illness.

## Field Trips

- I give my permission for my child to participate in spontaneous walking trips with the caregiver.  
Yes \_\_\_\_\_ No \_\_\_\_\_
- I understand that I will be given notice of pre-planned field trips, outings and activities. I must sign a consent form.

## Photographs

- I give my permission for my child's photograph to be taken for general advertising or display in Joey's.  
Yes \_\_\_\_\_ No \_\_\_\_\_

## Child Protection Policy

- I understand that:
  - (a) My child will not be released to anyone other than those persons listed as authorized pick up on the Registration Form, unless I inform the caregiver in writing.
  - (b) We are required by law to report to the Ministry of Children and Families or the Nelson City Police any child suspected of or disclosing abuse.

- (c) A parent or delegate who appears unable to adequately take care of the child and the staff believe the child may be “at risk”, the staff will:
  - contact an alternate authorized person from the registration form
  - contact the Ministry for Children and Families
  - contact the Nelson City Police

Unescorted Release

- I have read the policy regarding unescorted release of my child. If I wish my child to be released unescorted from the facility I will comply with the policy and provide the caregiver with a detailed written consent. The written consent will include the information required by the caregiver to ensure the safety of my child and compliance with the policy.

Fees

- I will adhere to the agreed payment to be made within the first seven days of each month. Fees include an afternoon snack. In the event of my child’s absence due to illness, vacation, etc. I understand that I am still responsible for full payment unless I have provided seven-day notice. I agree to give seven days notice if I withdraw my child. Additional fees may be required for transportation and/or special activities.

Late Policy

- I agree to inform the caregiver if I know I am going to be late picking up my child at the end of the day.
- I understand that if I am late I will inform the caregiver and a fee of \$5.00 for the first 15 minutes will be charged after 5:45 and an additional \$5.00 for every 15 minutes after 5:45.

Guidance and Discipline

- I have read the Guidance and Discipline Policy and understand that I will be notified of any concerns regarding guidance and discipline for my child.

Absence

I will notify the staff of Joey’s if my child is not at school.

I herewith agree to the above:

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

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Witnessed: \_\_\_\_\_ Dated: \_\_\_\_\_