



Childcare Contract

This agreement is between Andrea (the "Provider") and the parent(s) or legal guardian(s) named below for the provision of home childcare.

Child's full name:

Child's date of birth:

Parent/guardian name(s):

Care start date:

1. Program Status

Required disclosure: This child care program is not licensed by the Government of Ontario.

The Provider operates independently and will follow the child-number and age limits applicable to unlicensed childcare in Ontario.

The parent/guardian acknowledges the licensing disclosure above.

Parent/guardian initials: _____

2. Contracted Schedule

Contracted days:

Regular drop-off time:

Regular pickup time:

Part-time care reserves fixed days. Alternate days may be approved when space is available but are not guaranteed. Unused time cannot be transferred to another family or carried forward.

3. Fees

Care arrangement	Rate
Full-time care - five scheduled days per week	\$45 per day
Part-time care - fewer than five fixed days per week	\$55 per day
School-calendar care	\$55 per day
Extended care outside of regular hours	\$8 per hour
Evening, weekend, or waking overnight care	\$10 per hour
Sleeping overnight hours	\$5 per hour

Contracted daily rate:

The full daily fee applies regardless of arrival or departure time. Regular fees reserve the child's space and remain payable for contracted days except where this agreement expressly provides otherwise.

4. Payment

Fees are due biweekly by 10:00 p.m. on Friday, in advance of care. Payment is made by e-transfer to SBdaycare307@gmail.com.

A late fee of \$20 per day applies after the deadline of 10:00pm on due Fridays. The Provider may suspend care until all outstanding fees and late charges are paid. Continued late or missed payment may result in termination.

First regular payment due date:

5. Family Fee-Free Absence Days

Each family receives fee-free absence days equal to one contracted week per calendar year. A child attending five days per week receives five days; a child attending three days receives three.

Days may be requested before or after an absence and may be used individually or together for illness or vacation. Their use is optional. Adjustments will be made on the current or following payment, as appropriate.

Unused days expire December 31, do not carry forward, and cannot be used during the final two-week withdrawal period. After the allotment is used, regular fees apply to all absences.

6. Deposit and Family Withdrawal

A deposit equal to two weeks of scheduled care is required before care begins. The space is not secured until the deposit is received.

The family must provide at least two weeks' notice of withdrawal. With proper notice, the deposit is credited toward the final two weeks of care. The credit is not reduced or refunded if the child attends only part of that period.

If the required notice is not provided, the deposit may be retained and applied to the resulting balance. Any amount still owing remains payable.

Deposit amount:

Deposit received on:

7. Hours, Late Arrival, and Late Pickup

Regular operating hours are Monday to Friday, 7:00 a.m. to 5:30 p.m.

Schedule changes require notice as soon as possible. Arrival or pickup more than 30 minutes outside the contracted time without prior approval is charged at \$5 for every additional 15-minute period.

Care intentionally reserved outside regular operating hours is charged at \$8 per hour, rounded to the nearest half-hour and added to the next payment. Reserved time is charged even when the child arrives late or leaves early. The late fee and extended-care fee will not both be charged for the same period.

8. Provider Closures

Regular fees remain payable for the paid holidays identified in the Parent Handbook and for up to five Provider personal days per calendar year at the Provider's discretion.

The Provider will give as much notice as reasonably possible of illness, emergencies, appointments, or other unexpected closures. Families are responsible for maintaining backup care.

9. Health, Illness, and Medication

Children must be vaccinated or following an age-appropriate vaccination schedule established with their healthcare provider.

A child must remain home or be collected promptly when the child:

- has a fever, vomiting, diarrhea, a worsening or persistent cough, suspected eye infection, unexplained rash, or other potentially contagious symptoms;
- is unusually lethargic, uncomfortable, in pain, or requires symptom-reducing medication to participate; or
- cannot participate fully in the regular daycare routine, including outdoor play.

A child may generally return after being symptom-free without medication for at least 24 hours. A healthcare provider or public-health direction may require a longer exclusion or medical clearance.

Medication will be administered only with written parental authorization and a physician's note, in its original labelled container with clear instructions. Families must disclose relevant symptoms, diagnoses, medication, allergies, and contagious exposures.

10. Home Access Requirement

Home Access: The family confirms that it has read the Home Access and Enrollment Requirement in the Parent Handbook and can reliably comply with it throughout the childcare arrangement.

Parent/guardian initials: _____

11. Behaviour, Active Play, and Incidents

The Provider uses clear expectations, positive reinforcement, redirection, age-appropriate explanations, and brief supervised calming breaks. Physical punishment, humiliation, threats, deprivation of food or rest, and unsupervised isolation are not used.

Children participate in age-appropriate active and exploratory play. Reasonable supervision and precautions will be provided, but bumps, scrapes, bruises, and ordinary peer conflict may occur. Significant injuries and incidents will be documented and communicated.

12. Provider Termination

The Provider may terminate care at any time when, in the Provider's judgment, continuing the arrangement is no longer safe, appropriate, or workable.

Reasons may include, without limitation:

- behaviour creating a significant risk of harm;
- persistent aggression, destruction, or disruption that cannot be safely managed;
- the child being unable to adjust despite reasonable time and support;
- the Provider being unable to meet the child's needs safely;
- non-payment, repeated late payment, or repeated disregard of contracted hours or policies;
- dishonest or incomplete disclosure relevant to care;
- threatening, aggressive, harassing, or disrespectful parent/guardian conduct; or a breakdown in the Provider-family relationship.

When circumstances reasonably permit, the Provider may offer transition time. No minimum notice is guaranteed. Care may end immediately when continued attendance could affect safety, well-being, or the reasonable operation of the daycare.

If the Provider terminates care, prepaid fees for care that will not be provided will be refunded or credited, less any legitimate outstanding balance of a regular pay period.

13. Parent Handbook and Changes

The Parent Handbook forms part of this agreement. By signing, the family agrees to follow its current health, safety, arrival, clothing, communication, and operating procedures.

Families ordinarily receive at least 14 days' written notice of handbook updates. Urgent health, safety, legal, or emergency changes may take effect sooner. Material changes to fees, paid closures, contracted hours, deposits, or termination terms will receive at least 30 days' written notice and be documented through a new agreement or signed addendum. Changes are not retroactive.

14. Receipts and Records

The Provider will issue an annual childcare receipt for payments received. The family is responsible for keeping contact, emergency, medical, and authorized-pickup information current.

Agreement and Signatures

The parties confirm that they have read and understood this contract and the Parent Handbook, had an opportunity to ask questions, and agree to the terms above.

Parent/guardian name:

Parent/guardian signature:

Date:

Second parent/guardian name (if applicable):

Second parent/guardian signature (if applicable):

Provider name:

Provider signature:

Date:

Emergency/Backup Contact: _____

Relationship to Child: _____

Phone Number: _____

Authorized to pick up the child: Yes / No

If I cannot reach a parent or guardian, I may contact the emergency/backup person listed above.

Additional Information

Allergies, medications, or medical information:

Routines, comforts, favourite foods or activities, behavioural considerations, or anything else that would help me care for your child: