



FAMILY CHILDCARE HOME

CONTRACT AGREEMENT



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**** This is a 13-page contract agreement***

Jiboia Family Child Care Home

by Giovana Penteadó

1619 Forest Drive Saskatoon, SK S7N 3G7 | phone: (306) 242-2746 | cell: (306) 717-3704

www.jiboia daycare.com



• HOURS OF OPERATION

Monday to Friday from 7:30 AM to 5:30 PM

Jiboia Daycare's Capacity: 8 full-time children (from 18 months up to 12 years old).

• PICK UP AND DROP OFF POLICY

Please advise the daycare prior to 7:30am if your child will be arriving earlier or later than the pre-arranged time. Parents must call provider prior to usual start time if child is to be absent. Regular fees are still due regardless of child's absence due to illness or vacation.

Please advise the daycare immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 5:30p.m. If you are not able to pick up your child by 5:30p.m. alternate arrangements must be made.

Please notify the daycare if an unauthorized person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorized on the registration form.

In the event that a parent cannot be contacted, it is the policy of Jiboia Daycare to call an emergency contact should a child remain in our care after 5:30pm.

A late fee of \$15.00 per hour (or any portion of an hour) per child will apply if a child remains in care after 5:30p.m. unless prior arrangements have been made. This late fee is due and payable on the next monthly payment day.

Please also note that if the pickup person arrives at our daycare home and appears to be intoxicated or heavily scented with alcohol or drugs, other arrangements for pick up must be made. Our assistance will be given to make these arrangements as necessary.



• PAYMENT POLICY:

Parents agree that all monthly fees (full time and part time attendance) will be paid on the first day of each month in advance, no exceptions. Drop-in fees are payable per occurrence. Unpaid fees are subject to immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

• DEPOSIT / REGISTRATION

A non-refundable deposit fee of \$200.00 (per child) is required upon completion of registration to secure your child's placement in care. This deposit is non-refundable and will be applied to your first month fee. Spaces will not be held unless the deposit fee is paid in full. Registration is not complete, and care will not commence until all the paper work is done. Prior to the start date of care the following documents must be received by Jiboia Daycare for each child:

- Registration Form and Parent/Caregiver Contract Agreement
- Emergency Card and Immunization Record (copy)
- 1 child's picture (face) for the daycare files
- Non-Refundable Deposit

• CHILD CARE SCHEDULE & MONTHLY FEES:

Child care services FEES for full-time, part-time, and drop-in are always available on our website at <https://jiboiadaycare.com>

- Full Time: MON to FRI from 7:30am to 5:30pm
- Part-Time options: 2 or 3 half days per week (from 7:30am to 5:30pm) or 5 half days per week (from 7:30am to noon; or from 12:30pm to 5:30pm).
- Fees will not be pro-rated.
- At least 30-day notice will be given to parents prior to any fee increase.
- Late pickup fee of \$15 for every hour will be added to next monthly payment.
- NSF Cheque (returned) fee of \$30. Upon a second occurrence of an NSF cheque, all subsequent payments must be made in cash or etransfer.



• PROBATIONARY PERIOD

A two-week probationary period is given to allow parents or provider to change their minds about whether the childcare arrangement is going to work. There will be NO penalties if care is terminated by either party during the probationary period.

• ABSENCE POLICY

- ❖ Regular fees are still due regardless of child's absence due to illness or vacation.
- ❖ Parents must call provider prior to usual start time if child is to be absent.

• HEALTH & CHILD ILLNESS POLICY

Parents will inform the daycare within 24 hours of a diagnosis of a serious illness or contagious disease of a communicable nature in the family. This is to protect the caregiver's family, the families attending the daycare, and the community. Failure to do so is grounds for immediate termination of care.

Child must be excluded from day care if any of the following occur:

1. Temperature of 100 degrees orally, or 99 degrees axillary or higher plus one of the following:
 - a. severe cold with yellow-green discharge
 - b. cough
 - c. sore throat
 - d. sneezing
 - e. swollen glands
 - f. skin rash other than mild diaper rash
2. Any specific signs and symptoms of a communicable disease to which the child has been exposed
3. Drainage from ear(s)
4. Lice
5. Skin lesions (impetigo, ringworm, scabies)
6. Vomiting, upset stomach - more than usual infant "spitting up"



7. Diarrhea (two or more loose, watery stools per day for two consecutive days)
8. Fainting or seizures or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck.
9. Known or suspected communicable diseases

Child may be readmitted:

1. After free of fever for 24 hours
 2. All discharge from eye has ceased
 3. After free of lice and nits
 4. After skin sores are dry and crusted
 5. Free of upset stomach and vomiting for 24 hours
 6. Free of diarrhea for 24 hours
 7. Free of all other symptoms or with a written doctor's note
- Parents agree that a child will be symptom free, without the aid of symptom reducing medications such as Tylenol, for a full 24 hours prior to returning to daycare. We reserve the right to ask for a note from your family doctor, depending on the illness/disease.
 - Medication will be dispensed only with signed permission from parent and only prescription medicine with child's name.
 - Prescription medications will only be given to a child in care with the following conditions:
 - Parent gives written permission to the caregiver, with full instructions as to dosage, and times to administer medication. (The medication schedule form is available at jiboidaycare.com for this purpose)
 - All prescribed medications must have the child's name on the prescription bottle.
 - Non-prescription medications will be administered as per recommended dosages on medicine bottle.
 - If provider's children are ill, business will resume as normal. Parents will be notified and provider's ill child will be kept away from other children as much as possible throughout the business day. However, if a parent sees fit not to have their child attend because of this illness, no fees will be assessed for that period.



• PROVIDER'S VACATION, HOLIDAYS AND SICK TIME POLICY

- ❖ At least 8-week notice will be given prior to provider's 30-day vacation or a 2-week notice if the 30-day vacation is not taken consecutively.
- ❖ Any other days throughout the year, not related to holidays, that must be taken off and an alternate caregiver is NOT assigned will not require fees; and as much notice as possible will be given.
- ❖ If provider is too ill to care for children, parents will be notified and if possible a substitute will be assigned at Jiboia Daycare Home.

The following are paid holidays when they fall on a day regularly scheduled for child care:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day



• CHILD GUIDANCE & DISCIPLINE POLICY

Children's behavior is influenced by their overall development, their environment, and their caregivers. Each child differs in terms of his/her activity level, distractibility, and sensitivity. Children must learn to develop socially acceptable and appropriate behavior as they grow to maturity.

This policy is the guideline that Jiboia Daycare will follow to assist children in developing self-control, self-confidence, and sensitivity in their interactions with others. Guidance is required to ensure order, prevent injury, and ensure a child's activities are not infringing on the rights of others.

• Guidance Strategies for Toddlers, Pre-Schoolers and School Age Kids

1. Explaining to the children what behavior will be acceptable and explaining the reason for the limits, doing so in a positive way;
2. Focusing on the child's behavior, rather than on the child;
3. Allowing the children time to respond to the expectations;
4. Reinforcing appropriate behavior;
5. Being willing to listen and respond in a fair and supportive manner;
6. Observing children in order to anticipate potential difficulties.

** Intervention Strategies (on next page)*

• DUTY TO REPORT CHILD ABUSE

Jiboia Daycare and its staff will promptly report to the local Social Services Authority if they have any reason to suspect that a child brought for care has been injured as a result of physical, mental, or emotional abuse or neglect, or sexual abuse.



• Intervention Strategies

One or more of the following strategies will be used to help create a positive climate and minimize problems in a supportive, rather than punitive way:

1. By establishing eye contact and calling the child's name in a calm controlled voice to gain a child's attention;
2. By remaining near the child in situations where he/she may be losing self-control;
3. Children will be reminded of limits taking their feelings into consideration.
4. For younger children or children with limited attention span and verbal abilities, we will attempt to change the behavior by distracting or diverting the child.
5. Verbal and/or physical assistance will be shown by modeling problem solving if a child is discouraged or frustrated.
6. Children will be offered choices in a non-threatening and non-punitive way to assist them in meeting expectations or to reinforce limits.
7. We will clarify the inevitable or unavoidable outcome of the behavior to the child.
8. If the child is unable to resolve a problem or take responsibility for their actions, they will be re-directed to another activity, or in special circumstances, be limited in the use of a piece of equipment.
9. On a rare occasion where a child loses control and could possibly injure him or herself or others, we may be required to hold the child to soothe them until self-control is gained.

• Practices which are UNACCEPTABLE

Jiboia Daycare considers the following practices **unacceptable and will not tolerate** their use:

- * Corporal punishment (ie. shoving, hitting, shaking, spanking)
- * Harsh, belittling, or degrading treatment
- * Confinement, unsupervised separation from others, physical restraint as punishment.
- * Depriving children of meals, snacks, rest or necessary use of the toilet as punishment.



ITEMS FROM HOME & DAMAGE POLICY

• ARTICLES TO BE SUPPLIED BY PARENTS

- At least one change of clothes, including socks, and underwear.
- Both shorts and pants, except during the winter.
- In the summer, swimsuit (or swimmers), sunscreen and bug spray.
- Diapers / Training pants, creams, wipes (if your child is not potty-trained).
- Bottles, Car Seat or Booster Seat. (if needed).
- Winter weather appropriate clothing for outdoor play and walks.

Note: In the spring, summer and fall parents should ensure their child/children has/have sunscreen on when they arrive, every day. Jiboia Daycare staff will re-apply as needed.

• Children's Toys

A vast array of toys is provided for your child to play with. Please avoid bringing any toys from home as this can cause jealousy and fighting among the children. If your child brings his/her own toy he/she will be expected to share it with others. Jiboia Daycare will not be responsible for loss or damage of toys brought from home. A security item such as a pillow, a blanket, or a stuffed animal may be brought for nap times. These items will be kept in cubbies or diaper bags until nap time.

• Damages

Our home is child-proofed to the best of our ability, and Jiboia Daycare will repair or replace broken daycare equipment & toys due to normal wear and tear. However, accidents do happen. Any damage to the daycare facility or material that is willfully caused by your child will be replaced or repaired at the cost of the parents.

• Field Trips

Sometimes the children will be taken on field trips such as the Forestry Farm Park and Zoo, the Western Development Museum, Forest Grove Water Spray Park, and others. Parents will be notified of any of these field trips and are always welcome to join us on our field trips.

If you wish for your child/children not to participate, please inform the daycare (Parents will be responsible for care for that day).



• CONFIDENTIALITY & PRIVACY POLICY

▪ Information Disclosure

• All parents' and children's information/DATA given to Jiboia Daycare will be kept confidential and will NOT be released to anyone, unless in case of emergency when requested by the child's emergency contact, police, fire department and/or medical personnel.

▪ Photographs and videos

By signing this contract agreement, parents agree that photographs and videos of their children in care can be taken by Jiboia Daycare for its business/promotional purposes, such as online and printed promotional material including website, social media, brochures, flyers and/or any other promotional material. These pictures are also used for kid's crafts sent to parents on special occasions such as birthdays and holidays. Parents who do NOT wish to have photos or videos of their child (children) taken, MUST write a note and sign it in the space provided below.

PHOTOGRAPHS & VIDEOS

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by Giovana Penteadó

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• TERMINATION OF AGREEMENT

- This contract may be terminated by either parent/guardian or provider by giving one-month written notice in advance of the ending date.
- Payment by parent/guardian is due for the notice period, whether or not the child is brought to the provider for care.
- The provider may terminate the contract without giving any notice if the parent/guardian does not make payments when due.
- Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.
- Jiboia Daycare reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of the caregiver's family and/or other children in our care.
- One month's written notice is needed if there are changes to be made in regard to child care (e.g. full-time to part-time care). If a child is currently enrolled part time and full-time care is needed, priority will go to the enrolled child before anyone on the waiting list is notified of the vacancy, and/or before any advertisement or promotion is posted for that specific vacancy.

• ADDITIONAL INFORMATION

All other important information about the Jiboia Daycare is available for parents at <https://jiboidaycare.com>, including all forms, this contract, hours of operation, services offered, availability, operation procedures, childcare program, caregivers' information, facility features, pictures and others.

• FORMS & DOCUMENTS FOR REGISTRATION

All required forms and documents, including this contract, are available for download at Jiboia Daycare's website at <https://jiboidaycare.com> and must be completed in its entirety, signed and returned to provider prior to the child's start date.



• **SIGNATURES**

By signing this contract, parent(s) / guardian(s) agree to abide by the written policies of the provider in this 13-page contract. The provider may amend the policies by giving the parent(s)/guardian(s) a copy of the changed policies at least two weeks before they go into effect.

Child(ren) Printed Name(s):

- 1)- _____
- 2)- _____
- 3)- _____
- 4)- _____

Provider's Printed Name: Giovana Penteadó – Jiboia Daycare

Provider's Signature: _____ Date: _____

Mother/Legal Guardian's Printed Name: _____

Signature: _____ Date: _____

Father/Legal Guardian's Printed Name: _____

Signature: _____ Date: _____

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