

# Marathon Children and Family Centre

## Parent Contract

I, \_\_\_\_\_ understand and agree to follow the policies stated below.

1. Provide up-to-date- medical information about my child and to notify staff promptly of any change in home or business address or home or business phone numbers.
2. Provide names and phone numbers of all persons authorized to pick up my child from the centre.
3. To adhere to the payment schedule stated in the Parent Handbook. If payment is received late there will be a \$50.00 fee.
4. To give three (3) weeks written notice of change to your account or schedule.
5. Participate in one fund-raising event per year.
6. Carry out the parent's responsibilities under the policies and procedures of the centre as they are outlined in our Parent Handbook.
7. I further understand that if I have not fully carried out this contract or the parent's responsibilities under the policies and procedures for the centre, my child may be withdrawn, and this agreement will be terminated.
8. In the event of a physical accident or emergency illness, if I am not immediately available, the physician selected by the centre staff may hospitalize and secure proper treatment for my child.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

## PARENT CONTRACT

Selected Schedule from September 1, 2022  
to August 31, 2023

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

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Infant/Toddler/Preschool/Kindergarten/School Age Program

	Days	Times
Full Day	Mon. ( ) Tues. ( ) Wed. ( ) Thurs. ( ) Fri. ( )	_____
¾ Day	Mon. ( ) Tues. ( ) Wed. ( ) Thurs. ( ) Fri. ( )	_____
½ Day+ L	Mon. ( ) Tues. ( ) Wed. ( ) Thurs. ( ) Fri. ( )	_____
½ Day	Mon. ( ) Tues. ( ) Wed. ( ) Thurs. ( ) Fri. ( )	_____
Hourly	Mon. ( ) Tues. ( ) Wed. ( ) Thurs. ( ) Fri. ( )	_____
Before School	Mon. ( ) Tues. ( ) Wed. ( ) Thurs. ( ) Fri. ( )	_____
After School	Mon. ( ) Tues. ( ) Wed. ( ) Thurs. ( ) Fri. ( )	_____
P.A. Days	Mon. ( ) Tues. ( ) Wed. ( ) Thurs. ( ) Fri. ( )	_____

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## **Payment Policy**

Marathon Children and Family Centre requires payment of child care services in advance.

Upon your start date with the Centre, Marathon Children and Family Centre will provide you with a schedule of payment, which will list the fees payable from September to June.

Parents are required to provide 10 post-dated cheques for the amounts specified before your child attends the program. A second schedule of payment will be issued in May for fees payable from July to August pending summer survey results and 2 post-dated cheques will be requested for amounts owing. Cash or money orders will not be accepted. The schedule of payment will be your contract for child care services with Marathon Children and Family Centre and you are obligated to pay for the spaces contracted prior to your child starting. If payment is received late, on the day of call-in care or if additional care is required, there is a one-time late fee of \$50.00 for each time care is not paid for on the day of. Marathon Children and Family Centre requires payment upon receipt of invoices for any outstanding amounts owing. Parents are able to make additional payments if interested to prevent a late fee. Notwithstanding the foregoing, Marathon Children and Family Centre reserves the right to terminate services for all programs (including EarlyON program) if payment in full is not received within 10 days of the said written notice of overdue payment.

## **Late Pick Up Policy**

Our centre closes at 5:30 p.m. Please ensure to pick up your child no later than 5:25 p.m. to allow time to leave the centre by our closing time. A late fee of \$50.00 will be charged if picked up past 5:30 p.m. Late pick ups are not permitted.

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_