

Victoria Kids Out and About

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Victoria BC

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Victoria Kids

PARENT CONTRACT

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Payment Policy:

Upon enrollment all families are required to complete a pre-authorized debit (PAD) form. Direct withdrawal is our only form of accepted payment at this time.

Fee Schedule:

Fees are taken on the 1st of each month, or bi-monthly (1st and 15th). Please let Vic Kids management aware of your preference. Changes to your payment schedule must be requested before the last day of the month prior the change being applied. For example, if you want to change your schedule for January, notice must be received on or before November 30. If the last day falls on a weekend or statutory holiday, notice must be given the Friday before.

If payment is late a charge of \$35/day is added. An additional \$50.00 will be charged for each NSF payment.

Fees:

Victoria Kids Out and About is enrolled in the Child Care Fee Reduction Initiative (CCFRI) which is a government subsidized program that reduces parent's monthly fees by \$100/month for the 3-5 age group, and \$350/month for the 0-3 age group. Part time children receive a pro-rated reduction. All parents are eligible for this reduction and the reduction is automatically applied each month.

Fees include a lunch and two snacks for your child each day for children in eligible programs. Fees are based on a maximum 10 hours in care/day. The current monthly fees for each age group are as followed:

	Full time fee (amount you pay)	Daily fee*
Children aged 0-3	\$1705.00 (\$1355)	\$90
Children aged 3-5	\$1230.00 (\$1130)	\$65

*Please note CCFRI is based on number of days enrolled/wk for part-time

Vic Kids requires one full month's notice if your child needs to change their care contract (days they are attending each week or timeslot), this request may be declined by Vic Kids if we are unable to accommodate your needs.

Vic Kids requires one full month's notice if your child will be leaving the centre. For example, if you want to leave October 31, notice must be given on or before September 30. If the last day falls on a weekend or statutory holiday notice must be given the Friday before. Failure to give a full notice will result in a full month's payment being owed. If the fees are not paid, court action may be taken. No refunds on any childcare payments are offered.

Victoria Kids Out and About reserves the right to change fees once a year. 90 days' notice will be given to all families before any changes are made.

Additional Fees:

In addition to the monthly fees, Vic Kids may request extra fees from time to time to cover the cost of special fieldtrips or extra curricular activities (swim lessons). Parents will be notified of these fees in advance. If you are unable to pay these costs, please reach out to management as we may be able to assist. We do not want any child to miss out due to financials.

Should you pick up your child late, a charge of \$20 will be owed to your child’s educator. Late pick-up fees can be paid with cash or e-transfer directly to the affected staff member.

Affordable Child Care Benefit:

Vic Kids accepts children that utilize the affordable childcare benefit. Because ACCB can take six weeks or longer for approval, all fees are to be paid up front. When ACCB is approved and payment has been received Vic Kids will reimburse the parent that holds the contract with Affordable Child Care Benefits.

It is the parents’ responsibility to ensure all paperwork and renewal is received to ACCB. If ACCB forms are incomplete or not sent in before renewal letter is sent, (this letter comes from ACCB directly to you) the parent will then be responsible to cover the fees until the approval process resumes.

By signing below, I confirm that I have read, understood, and agree to follow the above payment policy.

Name	Signature	Date
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Medication Policy:

Medications will only be administered when the required "Permission to Administer Medications" form has been completed and signed. You can request these forms from management for prescription and non-prescription medications. Creams or ointments with a Drug Identification Number (DIN) may also require a completed form before use. THERE WILL BE NO EXCEPTIONS.

Victoria Kids Out and About assumes permission for the educators to use baby wipes, diaper cream and sunscreen on your child when provided by yourself.

By signing below, I confirm that I have read, understood, and agree to follow the above medication policy.

Name	Signature	Date
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Fieldtrip Policy:

At Vic Kids we aim to be off centre grounds to explore and play in the community once a week. Outings from daycare may be via foot, stroller, vehicle, or public transit. Vic Kids follows proper precautions to always ensure your child’s safety when on outings. Staff are trained to uphold all supervision criteria while off site, as well as follow all traffic regulations (sidewalks and crosswalks). Children will not be put in a vehicle unless they have met height & weight requirements of the car seats/ booster seats available.

Victoria Kids Out and About is not required to inform you of outing location/times prior to departure from daycare. Most outings will be scheduled on your child's monthly calendar, but from time to time we feel a little spontaneous. You will always have access to your child's whereabouts via phone call or visit (posted signage) to the daycare.

By signing below, I confirm that I have read, understood, and agree to the above fieldtrip policy.

Name	Signature	Date
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Smoking Policy:

Smoking on the grounds or inside the centre is not permitted, as per Licensing Regulations (13[3][a]).

By signing below I confirm that I have read, understood, and agree to follow the above smoking policy

Name	Signature	Date
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Social Media/ Photo Policy:

Victoria Kids out and about staff take photos/videos of our activities, outings, and your child throughout the day. You child's privacy and confidentiality are important to us. Photos are taken only on the centre tablets or cameras and are not to be shared to staff's personal accounts.

These pictures are used in the centre for decoration or daycare projects. Photos may also be posted on our private parent Facebook page viewable by staff, yourself, and other parents/guardians of children enrolled to the centre. We ask you do not save photos of other children without their parent’s permission. If you do not wish for your child's photo to be posted in the classroom or on our Facebook page, please let your child's educators know verbally and mark the table below to inform management.

Victoria Kids out and about may also use photos taken at the centre for advertisement and our website. If you do not want your child's photos used for these purposes, please mark the table below.

	YES	NO
I give permission for my child's photo to be taken		
I give permission for my child's photo to be posted in the classroom/daycare		
I give permission for my child's photo to be posted on Vic Kids private Facebook page		
I give permission for my child's photo to be posted on Vic Kids public website/ used to advertisement purposes.		

By signing below, I confirm that I have read, understood, and agree to the above photo policy.

Name	Signature	Date
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Suspension/Termination Policy:

Vic Kids reserves the right to terminate our contract with families if we feel that the family dynamics are not working, or your child is putting another child or educator at risk. This can include immediate termination, two weeks or 30 days’ notice depending on the circumstances of the termination. This decision will always be decided by the licensee.

Examples of behaviours that are NOT tolerated from children:

- Repeated hitting, kicking, biting or pushing where another child or educator is injured
- Verbal or non-verbal threats, bursts of anger, bullying or excessive physical behaviours.
- Continuous destruction of the facility: breaking toys* on purpose or in a malicious manner.

*Parents will be asked to pay for any item that has been destroyed which are proved to be beyond normal wear and tear.

In addition, any verbal abuse, physical abuse, emotional abuse, or any type of bullying by a parent towards any of the educators or child in our care will NOT be tolerated and may result in immediate termination.

Vic Kids reserves the right to enforce a “three strike” policy. If your child has repetitive (three or more) challenging behaviours that effect their personal care, or the care of others, and this behaviour is unchanged/unaffected through our guidance techniques they will be sent home. The goal behind this is to eliminate possible reinforcement of negative behaviours in the classroom. This suspension will also allow for educators to brainstorm and implement new guidance and discipline techniques prior to your child’s return. We are required to report continual acts of aggression to VIHA and may be required to develop a “care plan” that is to be agreed to, signed by the parents, and submitted to VIHA for approval. There are no refunds if your child is sent home.

Vic Kids reserves the right to implement a 24, 48, or 72-hour suspension if your child exhibits repeated/excessive violent behaviour or if your child is negatively interfering with their own care, or the care of others, that is provided. It is important you keep in mind that the licensee's, manager, and educators have the best interest of your child, and other children, in mind when implementing suspension and termination policies. There are no refunds for suspensions.

In the event you are asked to leave the centre, or choose to leave yourself, we ask that your child's belongings be picked up within two weeks of your child's last day in attendance. Failure to pick up your belongings will result in them being donated to Vic Kids, or another organization in need.

By signing below I confirm that I have read, understood, and agree to the above Suspension and Termination policy

Name	Signature	Date
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Handbook:

By signing below, I confirm I have read, understood and will abide by all policies and procedures stated in the parent handbook. I also understand Vic Kids has the right to change their handbook at any time.

Name	Signature	Date
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