



# Chapleau

Child Care Centre  
de Garde d'Enfants

## Service Policies

<i>POLICY</i>	<i>PROCEDURE</i>
REGISTRATION	<ol style="list-style-type: none"><li>1. A copy of an up-to-date immunization record is required prior to care.</li><li>2. If applicable, the enrolment fee must be paid in full prior to care.</li><li>3. Enrolment Fees: Infants \$105; Toddlers \$90; Preschool \$75; School Age \$60.</li></ol>
ATTENDANCE	<ol style="list-style-type: none"><li>1. Children are not to arrive before 6:30 a.m. and must be picked up by 6:30 p.m. unless arrangements for extended hours have been made in advance.</li><li>2. If the time spent in care extends beyond the time booked, you will automatically be moved to the next block and charged accordingly.</li><li>3. Charged for block of time scheduled, regardless if time spent in care is less.</li><li>4. Parents are expected to contact the Centre if their child will not be attending as arranged. Repeated failure to communicate will end the care arrangement.</li><li>5. Once you book, you cannot cancel. You may use credit time if available, or you will be billed as though your child attended.</li></ol>
NON-PAYMENT OF FEES	<ol style="list-style-type: none"><li>1. In the event that a statement of account is not paid by the specified due date, a 5% interest charge will be added to your balance.</li><li>2. Failure to make timely, agreed-upon payments will result in termination of care.</li><li>3. For those with a history of overdue accounts, cash payment will be required prior to care. Money orders and online payments will also be accepted, as long as payment has been confirmed by accounting staff prior to care.</li></ol>
HEALTH	<ol style="list-style-type: none"><li>1. Children must not attend the Centre when ill and must be able to participate in planned daily activities (see Parent Manual for further details).</li><li>2. We administer prescription medication <b>only</b> (must be in original container with child's name, dosage, etc.). An administration consent form must be completed.</li><li>3. Non-prescription medication cannot be stored on premises.</li><li>4. We are a peanut &amp; tree nut free facility!</li></ol>
PICK UP AUTHORIZATION	<ol style="list-style-type: none"><li>1. Children are only released to their parents/caregivers, emergency contact or designated pick up persons. Other arrangements must be communicated.</li><li>2. A piece of photo identification may be required in order to confirm identity of pick up person to staff (must be twelve years of age or older).</li></ol>
USER OPTIONS	<ol style="list-style-type: none"><li>1. If you no longer meet the criteria of the user option selected upon enrolment, we reserve the right to change it.</li><li>2. We allow a change of status for the duration of the summer session.</li><li>3. If you cannot commit to a schedule, you must call daily for care arrangements.</li></ol>
CREDIT DAYS	<ol style="list-style-type: none"><li>1. Children will be eligible for prorated credit days for illness and vacation annually.</li><li>2. Once all credit days have been used, absent days exceeding will be charged as days spent in care.</li></ol>

Parent Signature

Date