



Based on your child care needs, we will determine which user option is right for you.

DO NOT SIGN UNTIL THE TIME OF YOUR INTERVIEW

Full-Time

- 1) **Must attend 5 days per week, every week.**
- 2) No enrolment fee required.
- 3) Must submit a monthly schedule by the due date indicated.
- 4) Invoiced by email monthly in advance for all scheduled days.
- 5) Payments can be made by cash, cheque, money order or online.
- 6) Payment due as per payment calendar on a bi-weekly basis.
- 7) Eligible for family rates (certain conditions apply).
- 8) Will have first priority for bookings.

Parent Signature

Staff Witness

Part-Time Regular

- 1) **Must attend at least three days per week, every week.**
- 2) No enrolment fee required.
- 3) Must submit a monthly schedule by the due date indicated.
- 4) Invoiced by email monthly in advance for all scheduled days.
- 5) Payments can be made by cash, cheque, money order or online.
- 6) Payment due as per payment calendar on a bi-weekly basis.
- 7) Eligible for family rates (certain conditions apply).
- 8) Will have second priority for bookings.

Parent Signature

Staff Witness

Part-Time Irregular

- 1) **Must submit a monthly schedule by the due date given.**
- 2) Equivalent of 3 days care enrolment fee required prior to care.
- 3) Invoiced by email monthly in advance for all scheduled days.
- 4) Payments can be made by cash, cheque, money order or online.
- 5) Payments due as per payment calendar on a bi-weekly basis.
- 6) If you cannot submit a schedule, or cannot commit to the schedule you submit, you will become a Call-In user.
- 7) Will have third priority for bookings.

Parent Signature

Staff Witness

Call-In

- 1) **Call on the day that care is needed.**
- 2) Equivalent of 3 days care enrolment fee required prior to care.
- 3) Must pay in advance prior to use of child care.
- 4) Payments can be made by cash.
- 5) Can prearrange care for up to one week, but payment must be made when booking or the spot will not be reserved.

Parent Signature

Staff Witness