

## Silly Monkeys Daycare Parent/Caregiver Agreement

The purpose of this agreement is to help build a strong working relationship between the caregiver and the parent. A partnership works best when those involved understand one another and are aware of each other's expectations.

### Centre Information

Location: 1250 26<sup>th</sup> st. Castlegar

Centre Number: 250-608-1684

Director's phone number: 250-687-0198 Danielle Kozak

Email: [silly.monkey.childcare@gmail.com](mailto:silly.monkey.childcare@gmail.com)

Website: [www.sillymonkeyschildcare.ca](http://www.sillymonkeyschildcare.ca)

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The staff at Silly Monkeys Daycare agrees to provide responsible and nurturing care for \_\_\_\_\_ and is prepared to discuss with parent/guardian(s) any suggestions or concerns with regard to the daycare program on an ongoing basis. Confidentiality is of the utmost importance and every effort will be maintained in this matter.

**I agree to provide the daycare with payment as outlined in my invoice that I will receive on the 25<sup>th</sup> of the preceding month, therefore any schedule changes, not vacation or days off but changes to contracted regular days and times and must be submitted prior to the 20<sup>th</sup> of the preceding month and will only be granted if the center's schedule allows.**

Any vacations or day changes must be submitted by email and approved by Danielle. Schedule changes not submitted in writing to [silly.monkey.childcare@gmail.com](mailto:silly.monkey.childcare@gmail.com), will not be considered and payment will be due for the existing schedule.

Age of Child	Fee	Hours
Under 3 years	\$30/\$35 half day	Half Day: 7:30-12:00/ 12:00-5:30
	\$50/day	Full Day: 7:30-5:30
Over 3 years	\$25/\$30 half day	Half Day: 7:30-12:00/ 12:00-5:30
	\$45/full day	Full Day: 7:30-5:30
School Age	\$35/day school closures	Full Day: 7:30-5:30
	\$15/day	After School: 2:30-5:30

\*If you require a start time before 8:00 am or after 5:00 pm, please let us know so we can staff accordingly. A 7:00 start time is available upon request.

Please note anyone requiring care outside of normal business hours must pay an overtime rate of \$5 per half hour/child or portion thereof and must make arrangements for such a schedule in advance and said schedule will only be granted if all parties agree.

Silly Monkeys Childcare does participate in the Childcare Fee Reduction Initiative, parents of children 0-Kindergarten who attend daycare are eligible for a reduction. Please see the link below for more information on how the reduction is calculated.

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care/child-care-improvements>

Payments are due prior to service rendered. Payments are due on the 1<sup>st</sup> of the month. The month may be split up into two equal payments on the 1<sup>st</sup> of the month and the 15<sup>th</sup> if required. An invoice will be emailed to you on the 25<sup>th</sup> of the **preceding month**. I agree to pay for my space on a monthly basis **regardless of absence**. Payments are **required** to be made by direct debit and a PAD agreement must be completed prior to services commencing. Please see the PAD Agreement for more info. A PAD Agreement can be picked-up at our center or downloaded off of our website: [www.sillymonkeyschildcare.ca](http://www.sillymonkeyschildcare.ca)

The daycare will be closed all statutory holidays, any other closures parents will be given **6 weeks notice**. If we close you will not be subject to payment and will be reimbursed at the end of the month for any unforeseen closures. **Sick days, vacation time or any other absent days are still required to be paid for as this holds your child`s spot in the centre.** I understand that **4 weeks written notice** is required if the child is to be withdrawn from the daycare and there will be no refund given for that period regardless of attendance.

**A deposit is required to hold a space for your child if registered in advance of actual attendance.** A deposit of \$100/per child are due and are non-refundable but will be applied to the fees once attendance starts.

**If I require subsidy I agree that until all paperwork is processed I am responsible for all fees and will be reimbursed once subsidy has approved my application. I agree that all fees not covered by subsidy are my responsibility and due on time. It is my responsibility to file the appropriate paperwork and send it in. A Caregiver agreement will be provided by the centre.**

I agree to supervise my child until they enter the daycare and immediately upon pick-up from the centre.

Parent/guardian's signature: \_\_\_\_\_

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

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