



Creative Daycare  
7271 Francis Road,  
Richmond BC,  
V6Y 1A1  
604-278-1675 (W)  
604-500-2674 (C)

Creativity with development

**FEES:** are due on the first day of each month. Fees payment: Fees are paid by cash, cheque, e-transfer or direct deposit. A deposit of one month is required. NFS Cheque \$75 fees charged. The Collection agent will be contacted for fees not paid.

Sign \_\_\_\_\_/NA

**UNABLE TO MAKE IT TO DAYCARE:** Payment is required for agreed hours/days whether the child is in attendance or not (Vacation / sick). Please notify the caregiver as soon as you know your child's absence. Sign\_\_\_\_\_

**WITHDRAWING YOUR CHILD FROM CARE:** Termination notice should be given 2 months before the last day of leaving. i.e. if care not required from April 1st notice should be given by Feb 1st. Notice given on any other date those days are not consider for the notice period. Termination should not take place during the 2 weeks-vacation months. It should be given by phone call and staff should answer your call don't leave message. Pl also email notice.

The deposit amount is non-refunded in the event of cancellation without proper written notice. Pre registrants, if the parent decides not to send the child to daycare at the start date, the deposit is non-refundable. Center provides only full-time care if you decide to continue with part time care 2 months-notice is still required \_\_\_\_\_sign. This is an agreement between parent and daycare center.

**VACATION:** Daycare will be closed for two weeks for Christmas break, and two weeks for summer break or spring or any other month. Parents will be informed. Parent pay full fees. For Sign\_\_\_\_\_. Funding organization approves 20 days of paid vacation one calendar year. Their calendar year Starts from April to March each year.

**UNABLE TO ATTEND DAYCARE:** If your child is too sick to participate in activities or they are showing signs of vomiting, rashes, flu, chickenpox pink eye, diarrhea, communicable disease parents need to keep the child home or arrange for alternate care for these circumstances. Parents will be expected to pick up the child if these symptoms are noticed during care hours. Fees will not be adjusted for these absences. Please keep your child home for 24 hours after symptoms have cleared to ensure they are no longer contagious. Sign\_\_\_\_\_

**AFFORDABLE CHILDCARE BENEFITS:** Apply online; <http://www.mcf.gov.bc.ca/childcare> or call 1888-338-622, the process is quick. Parents eligible for affordable childcare benefits will need to pay the full fees until the fees are approved. Admin fees of \$25 will apply to make calls for affordable child care arrangements. The parents will be responsible for paying the uncovered portion of the fees by the 1st of every month. Parents are responsible for submitting the documents one month ahead to avoid delays in renewal processing time. If there is a delay, the parents will be responsible for payment. A case ID number should be provided by the 1st of the month. Sign\_\_\_\_\_

Late fees of 2% will be charged for five days, then the parents will need to come up with the amount, or it is deducted from the deposit after 15 days of non-payment, and the registration will automatically be cancelled. Sign \_\_\_\_\_/NA. Failure to pay will result in your spot being open to other parents. If your fees are paid by affordable childcare, the child will need to attend for at least 15 days in a month or pay the full fees as affordable childcare will not cover your fees. Child should attend one day of the month. Sign \_\_\_\_\_/NA

### FOOD

Please do not send uncooked food.

A microwave and fridge are available for everyday use. Liquids should be provided in non-spill bottles. All food containers should be labelled and child size. All lunches should be in a lunch container for using the microwave. Sign\_\_\_\_\_ /NA

### CLOTHING

Parents will provide clothes labeled with their child's name. Diaper shirts are not allowed in daycare. Runners should be the right size, and lace shoes are allowed only when the child knows how to tie their shoelaces. When children are learning to put on shoes by themselves, please send them with the same shoe to master the skills. No flip flop allowed. Replace the soiled clothing with clean clothes the next day. Please send a rain jacket for the fall and winter months.

Sign\_\_\_\_\_

### UNABLE TO ATTEND DAYCARE

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### EMERGENCY

In case of an emergency or a need to evacuate the home, our emergency pick up address is 7520 Sunny mede Crescent. To contact the caregiver, please call 604-500-2674/604.729-3285/778 319-1864 Sign \_\_\_\_\_ /NA

Medical emergency an ambulance/taxi will be called. Parents will be responsible for paying the expenses. Sign \_\_\_\_\_ CCLR Sec.57(3)(a)

### LATE PICK UP

In case of late pick up (after 5.00 pm or agreed time), the parent is responsible for calling the caregiver. There will be a late fee charge of \$5 for every additional 15 minutes upto \$20 dollars until an hour, the Center needs to pay overtime to the staff. Please leave 20% of travelling time for traffic. Sign \_\_\_\_\_

### PERSON AUTHORIZED TO PICK UP

Children will only be released to people authorized in the registration form. For the first-time pickup, picture ID is required if the parent hasn't introduced the person prior to pick up. Sign\_\_

### TERMINATION OF REGISTRATION

If parents are not complying with daycare rules or the child uses abusive language, or the child's behaviours jeopardize other children's safety. The centre has the right to terminate the childcare relationship. One week's notice will be given to find alternate care. Sign \_\_\_\_\_

### AFTER SCHOOL CARE

We offer before and after school care but charge only daycare fees. Pick-up and drop-up must be done independently by a driver. The driving fee would be decided by the driver and you. The driver is not the staff of Creative daycare; therefore, it doesn't cover any liability providing pick and drop service. Sign \_\_\_\_\_

### PROGRAMMING

A monthly calendar and activity sheet will be provided to parents. An ongoing progress report will be provided. If you have concerns/suggestions, please text during the daycare hours. 7:30 am to 5 am only. Request for any documents from daycare will require a two business days notice to fulfil. Sign \_\_\_\_\_

### TAX RECEIPTS

Parents who receive receipts monthly should keep them for their records and for tax purposes. A \$5 fee will be applied for duplicate receipts. Sign \_\_\_\_\_/NA  
Year-end tax receipts will be issued to parents by the end of February of each year.

### PICK UP CHILDREN DURING THE DAY

Please do not plan to pick up or drop children between 12:00 pm - 2.30 pm as it is lunchtime and nap time. All medical or dental appointments should be made, keeping it in mind. In case of unavoidable circumstances, inform at the time of drop-in.  
Sign \_\_\_\_\_/NA

### MEDICATION ADMINISTRATION

Only medication prescribed will be administrated. As it has guidelines on how to administer medication and it has to be document Sign \_\_\_\_\_ CCLR Sec.53 (1) Sunscreen should be provided in a spray bottle.

### POTTY TRAINING

When the child shows signs of awareness of peeing, the potty training will start. Each child is unique, and a plan will be made with parents' input. During this period provide enough clothes. Parents will be providing diaper cream in tube form.

### DRESS FOR PLAY

Dresses the children appropriately for the weather that the child can freely play and do the artwork/painting. There shouldn't be any concern about getting dirty or stained during outdoor play and art activities.

### TIPS FOR SEPARATION ANXIETY

Inform the centre about the child's likes, dislikes and fears, as well as, things that will help them calm down. The family picture would be helpful. The gradual entry process is the first day, 2 hours, when the child is relaxed. The child will spend 4 hours when the child is relaxed for 4 hours. The child will spend 6 hours in the daycare when they can stay relaxed for than they could for the whole day. Parents staying with a child for gradual entry will focus on their child and speak to them about the routine and playing with friends. The child is allowed to bring anything from the house to regulate his emotion. Pictures of your child will be sent. Prepare your child for daycare by talking to them about fun activities done at the centre. Say goodbye to the child and let them know when you are picking them up. Never sneak out while your child is busy playing; this will destroy your child's trust in you. They will cling more and show anxiety. Avoid repeated goodbyes and returning as these add to children's anxiety more.

### THINGS TO BRING ON THE FIRST DAY OF CARE

Clothing with child's name on the clothing ( 3 pants and 2 pairs of shirt and socks) right size suitable for the weather. Rain boots and jackets for rainy days.

Hot dogs and grapes should be cut. Horizontally. Pull-ups/diapers and diaper cream in tube form should be provided. Runners and socks should be the right size Velcro should be used. Laces are allowed when the child is capable of tying laces.

### NAP TIME

Nap time is mandatory for all children in care. It gives relaxation to their body and allows them to participate in activities of daycare.

Sign \_\_\_\_\_

### REPORT TIME AWAY

Please inform the centre about absence and reason if possible one day before the absence or latest by 7.30 am of the day of absence. This helps to plan the activities of daycare and accept the drop-ins on the waitlist. Sign\_N/A

Please close the gate after you leave.

Thank you for you co-operation









