



APPLICATION/EMERGENCY FORM

Child's Name: _____ **Date of Birth:** ____ / ____ / ____
MM DD YYYY

Home Address: _____
Street Number & Street Name City Postal Code

Parent #1 Name: _____ **Relationship:** _____

Cell#: _____ **Home#** _____

Email: _____ **Occupation:** _____

Employer: _____ **Bus #** _____

Work Address: _____
Street Number & Street Name City Postal Code

Home Address: _____
(If different than child's home address) Street Number & Street Name City Postal Code

Parent #2 Name: _____ **Relationship:** _____

Cell#: _____ **Home#** _____

Email: _____ **Occupation:** _____

Employer: _____ **Bus #** _____

Work Address: _____
Street Number & Street Name City Postal Code

Home Address: _____
(If different than child's home address) Street Number & Street Name City Postal Code

Alternate Person Responsible in an Emergency:

Name: _____ **Relationship:** _____

Cell#: _____ **Bus#** _____

Home Address: _____
(If different than child's home address) Street Number & Street Name City Postal Code

Other Adults in the child's home:

1. **Name:** _____ **Relationship:** _____

2. **Name:** _____ **Relationship:** _____

Other Children in the child's family:

1. **Name:** _____ **Age:** _____

2. **Name:** _____ **Age:** _____

Other Persons Authorized to Pick up your Child:

1. **Name:** _____ **Relationship:** _____

2. **Name:** _____ **Relationship:** _____

3. **Name:** _____ **Relationship:** _____

4. **Name:** _____ **Relationship:** _____



APPLICATION/EMERGENCY FORM

Child's Name: _____

Languages Spoken at home: English French Other(s): _____

How did you hear about Alpha: Internet Referral Other: _____

Doctors Name: _____ Doctors Phone: _____

Doctors Address: _____

Street Number & Street Name

City

Postal Code

Medical Information: (Allergies, Dietary Restrictions, Medical or Health Conditions, Temporary or Permanent Rest or Physical Activity Directions or Restrictions) Yes No
Details:

(If yes, indicated additional documentation may be required)

Other Relevant Information: (Religious or Food Restrictions, Behavioural issues and/or other relevant information) Yes No

Details:

(If yes, indicated additional documentation may be required)

Has your child been assessed by an agency? (Ex: Sick Kids Hospital, ENT, Erin Oaks, Peel Children Centre, etc.) Yes No

Details:

(If yes, indicated additional documentation may be required)

Please indicate which of the following foods your child has ingested or been exposed to:

- Peanuts Tree Nuts Eggs Sesame Seeds Milk
 Soy Fish Shellfish Gluten/Wheat Other

A1 -Peter Robertson

(office use only)

A2 – Cathedral

START DATE: _____

WITHDRAWAL DATE: _____

REVIEWED DATE: _____

I/we will advise Alpha Child Care Ltd. as soon as possible of any changes to this information

Parent/Guardian Signature

Date

Alpha Supervisor (or delegate)

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PRIVACY POLCY CONSENT FORM

Child's Name: _____

Parent/Guardian Name: _____ Relationship: _____

I/we hereby consent to the collection, use and disclosure of personal information by Alpha Child Ltd. ("Alpha") as specified in Alpha's Privacy Policy for Children and Parents or Legal Guardians (included in package), which I/we have fully read and understood.

Please note that personal information includes any identifiable information about the children in our care and their families, such as the contact details, health information, living arrangements, background information, the child's personal characteristics and behaviour styles, or professional opinion about a child.

I/we understand that it is my responsibility to ensure that family members or caregivers whose personal information I/we are providing to Alpha have consented to this disclosure.

In the event that I/we wish to withdraw my consent to any uses or disclosures of personal information contained in my child's life, I/we understand that it is my/our responsibility to inform Alpha in writing, at which time I/we will be notified as to whether and how such withdrawal will affect the services being provided to me or my child.

I/we fully understand and agree with the above statements and am entering into them voluntarily, as certified by my/our signature(s) below.

Parent/Guardian Signature

Date

Alpha Supervisor (or delegate)



Alpha Child Care Ltd. Privacy Policy for Children and Parents or Legal Guardians

This privacy policy applies to personal information about the children in our care, their parents/legal guardians, their siblings, and other individuals who are involved in their care and Upbringing (collectively, “the children in our care and their families”). Alpha Child Care Ltd. (“Alpha”) respects privacy and has a longstanding commitment to protecting the personal information of the children in our care and their families.

For the purposes of this policy, “personal information” is defined as any identifiable information about the children in our care and their families, such as contact details, health information, living arrangements, background information, the child’s personal characteristics and behaviour styles, or opinions about a child.

Personal information is only collected, used and disclosed by ALPHA in accordance with this Privacy Policy and the legal obligations imposed by the Personal Information Protection and Electronic Documents Act (PIPEDA).

WHY DO WE COLLECT PERSONAL INFORMATION?

As the parent or legal guardian, when enrolling your child in our child care program, you are asked to provide certain pieces of information in order for us to provide you and your child with the best possible service.

In addition to your contact details and the names and contact information of your family members, your child’s file may include the following information about your child:

- Living arrangements.
- Health information and diverse needs.
- Personal characteristics, skills and behavioural information.
- Children’s Evaluations
- Previous childcare arrangements.
- Opinions about the child or incidents as recorded by our staff.

We collect personal information only for the following purposes:

- To identify the children in our care and their families;
- To monitor the health and well-being of the children in our care;
- To monitor developmental levels, skill acquisition and special needs of the children in our care;
- To establish a culturally sensitive and developmentally appropriate program for the children in our care;
- To understand the desires, concerns and opinions of the children in our care and their families;
- To establish and maintain good relationships with the children in our care and their families;
- To provide the responsible child care services expected of a licensed child care program to the children in our care and their families;
- To manage and enhance our business and operations; and
- To meet legal and regulatory requirements, such as those contained in the CCEYA.

ALPHA never collects more personal information than is needed to fulfill these purposes, unless you have consented to such collection.

WHEN DO WE DISCLOSE PERSONAL INFORMATION AND TO WHOM?

We will make sure that any required disclosures of personal information are made on a “need to know”, and where applicable, on a confidential basis, and in accordance with the provisions of CCEYA and its associated Regulations. Personal information is never traded, sold or leased by us to any external companies.

We may disclose personal information to:

- Our affiliates, partners, independent contractors, directors, therapists, volunteers, co-op students; educational or regulatory observers; and other service providers (collectively “Representatives”) on an as-needed basis in order for them to assist us in managing, providing or evaluating our child care services and program;
- An agent of a public authority (such as the Children’s Aid Society) if, in our reasonable judgment, it appears that there is imminent danger to life or property which could be avoided or minimized by the disclosure of the information;
- A third party with whom we are negotiating in order for them to take over some or all of our services and/or other activities;
- A third party where the individual (or his/her parent/legal guardian) has consented to such disclosure; or
- A third party where such disclosure is required or permitted by law.

When sharing personal information with our Representatives, we release limited information as required for the function that will be performed by the Representative on our behalf. We also ensure that every contract we enter into with a Representative clearly outlines the Representative’s obligation to protect personal information and only use the information for the purpose(s) for which it is being provided.

Examples of the Representatives that ALPHA may share your limited personal information with include:

- Professionals who can assist us in caring for the physical, emotional, social and/or intellectual well-being and/or safety of the children in our care; or
- Entities that assist us with general administration, including debt collection and fundraising activities; or
- Organizations that can provide products or services to the children in our care or their families to enhance our program.

Note that whenever practical, ALPHA discloses de-identified information as opposed to personal information.

HAVE YOU CONSENTED?

Having read this policy and by enrolling your child in our child care program and providing us with the personal information requested, you consent to the collection, use and disclosure of your personal information as specified herein.

If ALPHA will be using or disclosing personal information for purposes that have not been stated in this policy and that we do not feel are obvious to you, we will first obtain your express consent. We may imply your consent if we feel we are using your personal information for purposes that are obvious to you. For example, if you tell us that your child has a food allergy, we may not seek your express consent before providing this information to our kitchen staff. You may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. You may contact us for more information regarding the implications of withdrawing consent.

In certain circumstances, personal information can be collected, used or disclosed without the knowledge and consent of the individual (or his/her parents/legal guardian). For example:

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- If it is clearly in the interests of the individual and consent cannot be obtained in a timely way, such as when the individual is seriously ill or mentally incapacitated;
- If seeking the consent might defeat the purpose for collecting the information, such as in the context of an investigation of a breach of an agreement or a contravention of a federal or provincial law; or
- If there is an emergency where the life, health or security of an individual is threatened.

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HOW LONG IS YOUR INFORMATION RETAINED?

We retain personal information only as long as it remains necessary or relevant for the identified purposes, and in accordance with legal requirements. Therefore, we will retain your child's file as long as your child is enrolled in our child care program and for a fixed period of time thereafter.

Depending upon the circumstances, where personal information has been used to make a decision about an individual, we will retain the information for a period of time that is reasonably sufficient to allow for access by that individual (or his/her parent/legal guardian). ALPHA retains and securely destroys personal information in accordance with our internal record retention policy. Our retention policy takes into account the retention requirements for financial and insurance records, the statutes of limitation relevant to injuries that occur while children are in our care, as well as the requirements of the CCEYA and its associated Regulations.

HOW DO WE KEEP YOUR PERSONAL INFORMATION SECURE?

We have procedures and policies in place to ensure that personal information, in both paper and electronic format, are protected against the risk of loss, theft, unauthorized access, disclosure, copying, modification or destruction. For example, we have the following safeguards in place:

- Access to our facility outside of business hours is restricted to management personnel.
- All visitors to our facility, including parents/legal guardians are required to be escorted while on the premises.
- Filing cabinets containing personal information are located in an office only accessible to the director and the supervisors of our child care program.
- The offices are locked after hours.
- Access to electronic files is limited on a need-to-know basis depending on job function.
- Paper records containing personal information that are no longer needed are securely shredded.

HOW CAN YOU ACCESS YOUR PERSONAL INFORMATION AND CHECK ITS ACCURACY?

ALPHA relies on the information provided by you when enrolling your child in our child care program. You may at any time make a written request for access to you or your child's personal information using our "Access to Personal Information Form". Personal information will be provided in an understandable form within a reasonable time and at minimum or no cost to the individual.

However, in certain situations we may not be able to provide access to all of the personal information we hold about an individual (or his/her child) as there are numerous exceptions to the access principle under PIPEDA. For example, we cannot provide access to personal information about another individual if they have not consented, or to information that could reasonably be expected to threaten the life or security of another individual. Also, we cannot provide access to information that was generated in the course of a formal dispute resolution process. If we are unable to provide you with all the information contained in your child's file, we will let you know.

ALPHA strives to maintain accurate records of your personal information, however, this cannot be achieved without your help. In this ongoing effort, we ask you to provide us with up-to-date information. Let us know of any personal information you have given to us in the past that is incomplete, inaccurate, or no longer relevant, or of any new issues or information that will help us in caring for your child. If you feel a record in your child's file is inaccurate or incomplete, and we agree with your assessment, we will promptly correct or complete the information. Any unresolved differences as to accuracy or completeness will be noted in the file.

CONTACT US WITH ANY QUESTIONS OR CONCERNS

ALPHA takes full responsibility for the management, confidentiality and protection of the personal information we collect, use and disclose. If you have any concerns about this policy, or feel that ALPHA is not abiding by it, please write to:

Greg Humphreys
ALPHA Child Care Ltd.
16515 Duffys Lane
Bolton, Ontario L7E 3C8



CODE OF CONDUCT CONTRACT

Child's Name: _____

Parent/Guardian Name: _____

Alpha Child Care Ltd. is a professional organization with a positive family environment for parents, children, families, educators, and any visitors who may enter the centre throughout the day. To maintain this atmosphere, and for the health and safety of its clients and staff, the following code of conduct has been instituted for parents and their child(ren):

1. Parents and children must abide by Alpha's rules and regulations as outlined in the Parent Handbook and Alpha's Policy and Procedure Manual.
2. Alpha has a Purchase of Service Agreement with the Region of Peel. All eligible parents must abide by the terms and conditions of this agreement.
3. Parents must abide by the childcare's operating hours unless pre-booked *Extended Care* services (at Peter Robertson location) has been previously arranged. If parents/guardians are late picking up their child, a late fee of thirty dollars (\$30.00) will be charged every 15 minutes beginning at 6:01pm.
4. Parents must follow the pre-arranged bi-weekly fee payment schedule to ensure fees are paid in time.
5. Health and Safety are Alpha's number one priority. All parents and children need to ensure that the health and safety of the children, families and educators are never put in jeopardy.
6. Parents and children must always speak respectfully to all individuals.
7. Parents and children must refrain from cursing, swearing, and making derogatory or discriminatory comments while on Alpha property.
8. Parents and children are prohibited from causing emotional or physical harm to educators and/or other children in the centre.
9. Parents must be supportive in helping to meet the needs of their child. Educators have the right to protection from violent children under the Occupational Health and Safety Act. Children have the right to a violent free atmosphere while attending our program. Accordingly, parents of violent children must be willing to seek outside assistance from a supporting community agency to meet the needs of the child, when recommended by the Supervisor or delegate of the centre. Failure to co-operate with recommendations will result in immediate termination of childcare services.
10. Parents must abide by Alpha Child Care's Violence and Harassment Policy. Any threats to educators in person or in writing, either physical, verbal, or implied will not be tolerated and will result in the immediate termination of childcare services and the involvement of appropriate authorities if applicable.



CODE OF CONDUCT CONTRACT

Child's Name: _____

Parent/Guardian Name: _____

Depending on the severity of the circumstance and failure to abide by this Code of Conduct may result in one of the following:

- A meeting may be set up with Parents/Guardians to discuss the situation and to put a plan of action in place. If both parties cannot reach an agreement, the centre Supervisor will give the parent termination notice detailing the child's last day in Alpha's care.
- Parents may be contacted to pick up their child immediately (three consecutive calls may result in immediate termination).
- Parents may be given a written notice of immediate termination of childcare services from Alpha.
- Following an actual or perceived threat of violence or harassment, at the supervisor's discretion, parents may be put on probation as an Alpha customer. Educators may be advised of the nature of the probation and be asked to assist in monitoring the Parents behaviour while they are in the childcare centre. Further violations of Alpha's Code of Conduct may result in the immediate termination of childcare services.

When children are asked to leave or denied admission due to the centre's inability to accommodate the child's need or family circumstances the procedure will include:

- Documentation of meetings with parents/guardians
- Documentation of applications to supportive agencies
- Documentation that educators have consistently implemented strategies put in place to help the child
- Alpha's *Consultation* Form or *Needs Assessment* Form has been completed
- Documentation that the percentage of children with diverse needs meets or exceeds 10% of the license capacity.

FEES DUE:

Childcare fees are due up to and including the last day the child is in the centre.

Refund of deposit or fees paid but not used will be refunded by head office once confirmation is received at Alpha that the payment has cleared successfully. These refund cheques will be sent by regular mail to the last address on file.

Parent/Guardian Signature

Date

Alpha Supervisor (or delegate)

ALPHA Child Care Ltd.



EMERGENCY MEDICAL CARE RELEASE FORM

Child's Name: _____

Parent/Guardian Name: _____

I/we hereby give permission to Alpha Child Care Ltd. educators to administer emergency medical care as necessary. I/we hereby give permission to have my child examined by the Medical Officer and his/or her staff as necessary.

If at any time, due to any circumstances such as accident or sudden illness where medical treatment is required, this may be given, including anesthetic if necessary, by a private physician or hospital.

Parent/Guardian Signature

Date

Alpha Supervisor (or delegate)

ALPHA Child Care Ltd.



PEEL PUBLIC HEALTH INFORMATION REQUIREMENTS

Child's Name: _____

Parent/Guardian Name: _____

- Immunization Card Provided (copy on file)
- Peel Public Health Form Completed (blue form)

Check the boxes provided for any communicable diseases your child has previously had:

- Scarlet Fever German Measles Whooping Cough Other
- Chicken Pox Measles COVID-19

Parent/Guardian Signature

Date

Alpha Supervisor (or delegate)



SLEEP/REST CONSULTATION FORM

Child's Name: _____

Parent/Guardian Name: _____

In accordance with the Child Care and Early Years Act (CCEYA) Ontario Regulation 137/15 33.1(2)(c)(i) and in conjunction with Alpha Child Care Ltd. ("Alpha") policies and procedures it is Alpha's responsibility to keep parents/guardians up to date on the sleep/rest routines for Alpha.

Your child will be provided with a cot/crib with their name on it and it will be equipped with a sheet for your child to have a quiet break from the busy classroom routines following the lunchtime meal. We ask that parents/guardians provide your child with a light blanket for the educators to cover your child up with. Due to health and safety reasons, Alpha is unable to give your child a bottle or soother while on their beds (unless enrolled in our Infant program at our Peter Robertson location) The children will be encouraged to calm their body on their cot/crib in a calm quiet atmosphere. The educators will assist in the classroom using calming strategies such as reducing lighting, playing soft music, speaking in quiet voices and offering to pat or rub your child's back to assist him/or her to successfully calm and relax their bodies.

If your child falls asleep, they will be allowed to sleep up to a maximum of two (2) hours. For children who have fallen asleep, the educators will be performing direct visual checks of each sleeping child in their classroom every thirty (30) minutes by being physically present next to the sleeping child and looking for indicators of distress or unusual behaviour. Any significant changes in your child's sleeping patterns or behaviours during sleep/rest time will be documented in the daily logbook and then communicated to you at pick up time. Educators in the classroom will document on the Sleep Room Inspection/Number Ratio form indicating who completes the visual inspections of sleeping children. In addition to this, every half hour an educator will physically place their hand on the back of your sleeping child to check for indicators of distress or unusual behaviours. The educator that makes the physical check will sign the Sleep Room Inspection/Number Ratio form indicating that they have completed the check.

Any changes required by you to the manner that your child is supervised or positioned will also be recorded in the daily log book and will be put into place as soon as possible provided the requests are cohesive the Joint Statement on the Safe Sleep: Preventing Infant Deaths in Canada and group care offered by Alpha Child Care.

Those children who have rested on their beds but have not fallen asleep will be given quiet activities to engage with either on their beds or be invited to partake in activities that have been set out at the tables.

Please sign below to indicate you have read, understand, and agree to Alpha's Sleep/Rest Consultation form.

Parent/Guardian Signature Date Alpha Supervisor (or delegate)

ALPHA Child Care Ltd.



CONSENT FOR OFF PREMISES EXCURSIONS

Child's Name: _____

Parent/Guardian Name: _____

I/we hereby give consent for my child to leave the premises of Alpha Child Care Ltd., to participate in excursions or emergency evacuations or emergency evacuation drills.

It is understood that supervision will be provided by educators, student volunteers and or parent volunteers as required.

Such excursions may include, but are not limited to, walks around the neighborhood, to the local park or community sites.

Parent/Guardian Signature

Date

Alpha Supervisor (or delegate)

ALPHA Child Care Ltd.



PERMISSION TO APPLY SUNSCREEN AND NON-MEDICATED PRODUCTS

Child's Name: _____

Parent/Guardian Name: _____

I/we hereby authorize Alpha Child Care Ltd. ("Alpha") to apply sunscreen, toothpaste, diaper cream, hand sanitizer and other non-medicated products as directed and provided by parents/guardians. I/we understand that all new products provided to Alpha by parents/guardians must be provided in their original labelled container. All items must also be checked, approved, and labelled with your child's name prior to application.

I/we acknowledge that Alpha and/or its employees will not be responsible for any reactions which may arise due to the administering products provided by parents/guardians. I/we hereby release and forever discharge Alpha and/or its employees from all claims, demands, damages, actions or causes of action arising or to arise by reason of administering said products.

Parent/Guardian Signature

Date

Alpha Supervisor (or delegate)



CHILD MEDIA WAIVER FORM

Child's Name: _____

Parent/Guardian Name: _____

ACTIVITY, EVENT AND MEDIA AUTHORIZATION

I/we hereby agree and give my permission for Alpha Child Care Ltd. ("Alpha") and/or partners to record, film, photograph, audiotape, videotape my child's name, image, student work, and performances (hereinafter collectively referred to as "Works") and to display, publish, or distribute these Works for the purpose of publishing, posting in Alpha's childcare centres, on the Alpha website, on social media sites and/or for broadcasting on television or radio as determined by Alpha.

I/we understand that external media organizations may attend Alpha and/or Alpha hosted events. I give permission for my child's name, image, student work, and performance to be photographed, filmed, audio-taped or videotaped for the purpose of being published and/or broadcasting on-line, on television or radio.

I/we hereby waive any right to approve the use of these Works now or in the future, whether the use is known to me or unknown, and I waive any right to any royalties related to or in other publications outside of Alpha's control. I agree that I will not hold Alpha responsible for any harm that may arise from such unauthorized reproduction.

- Please mark this box if you **AGREE** that your child may participate in activities or events that may be recorded, photographed, filmed, audio-taped or videotaped, published, or broadcasted by organizations both internal or external to Alpha
- Please mark this box if you **DO NOT** agree that your child may participate in activities or events that may be recorded, photographed, filmed, audio-taped or videotaped, published, or broadcasted by organizations both internal or external to Alpha

I/we have read this Child Media Release Form and I fully understand the contents and meaning of this release form. I understand that I may contact Greg Humphrey, President, or Mary Soundy, Manager of Operations and Development with any questions regarding this release.

Parent/Guardian Signature

Date

Alpha Supervisor (or delegate)



CHILD CARE SUBSIDY AGREEMENT

Child's Name: _____

Parent/Guardian Name: _____

Alpha Child Care Ltd. has a *Purchase of Service* agreement (see policy #0450) with the Region of Peel which permits parents/guardians to use our services and have all, or part of their childcare fees paid for through the Region of Peel and/or the Province of Ontario subsidy program. Alpha's purchase of service agreement with the Region of Peel is renewed annually. However, is not guaranteed, and the agreement may be terminated by either party without cause or notice. Alpha feels that it is best to be transparent about the nature of this relationship to make you aware of the potential for sudden service and/or funding changes.

Therefore, you agree and understand that:

- a) In order to continue to receive child care subsidies following the termination of the purchase of service agreement with Alpha, the subsidy program may require that you relocate to a different child care centre immediately and without prior warning, or continue to receive services from Alpha at which time you will pay the full price (unsubsidized) for child care services.
- b) If the Subsidy program does not pay Alpha for child care services provided to you (ex: does not pay Alpha your fees) within (60) sixty days of providing services to you, you are responsible for paying the child care fees in full. In this event, Alpha will work out a reasonable payment schedule with parents.
- c) If you fail to inform the Subsidy program of any changes which may result in an adjustment to your subsidy amount, and your subsidy is adjusted down accordingly, you are responsible to pay Alpha for any fee difference up to the full fee amount. Parents are warned that these subsidy adjustments are often made retroactive to parent's months resulting in a large outstanding balance due to Alpha. In this event, Alpha will negotiate an affordable payment schedule however, parents are advised that they are expected to pay the difference in full.
- d) Annually, the Subsidy program requires Alpha to apply to adjust its fees. Alpha increases fee's regularly in order to adjust its budget for mandatory and inflationary pressures. These pressures include mandatory pay equity increases, mandatory minimum wage increases, tax increases, required equipment replacement and facilities upgrades, and voluntary increases in educator wages. If the Subsidy program fails to pay Alpha full price for childcare services, you are responsible for paying the difference up to the full price.
- e) Alpha will limit the number of subsidized clients; sudden termination of the subsidy agreement and sudden loss of income; refusal of the Region of Peel to pay Alpha's full price for child care series for any reason; any other situation that may expose Alpha to fiscal harm or undesirable programming change.

These policies are regrettable but result from years of experience in dealing with sudden changes in government subsidy policies which have cause financial and service quality risks at Alpha Child Care Ltd.

Are you applying for Child Care Subsidies from the Region of Peel? Yes No

I/we agree to the terms and conditions for your entire term at Alpha Child Care Ltd. Our enrollment at Alpha is conditional on signing this agreement regardless of whether you are immediately applying for government subsidies or not.

Parent/Guardian Signature

Date

Alpha Supervisor (or delegate)

ALPHA Child Care Ltd.



PRE-AUTHORIZED PAYMENT PLAN & TAX INFORMATION

Child's Name: _____

Parent/Guardian Name: _____

TAX RECEIPT INFORMATION

(Office Use) Alpha Customer Number: # _____

Name of Payee: _____

Mailing Address: _____

Street Number & Street Name

City

Postal Code

I/we hereby consent to have Alpha Child Care Ltd. withdraw from my bank account bi-weekly for childcare fees.

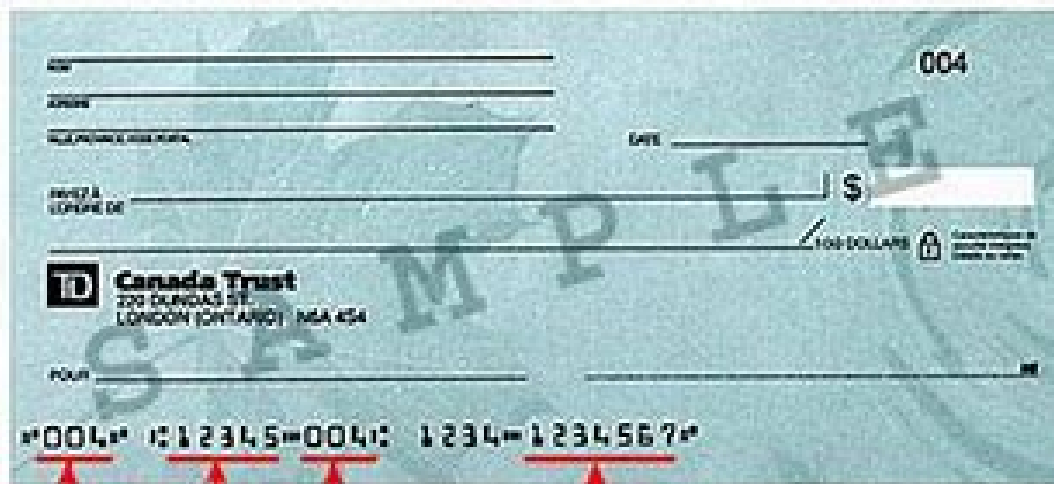
I/we understand that the amount deducted from my account may be amended in the future to coincide with new fees or changes to existing fee payments (ex: Late fees, NSF charges, Rate increases/decreases etc).

I/we have attached a Void Cheque or Pre-Authorized Chequing form from my financial institution that contains the following information. (ATTACH YOUR CHEQUE BELOW)

BRANCH #

INSTITUTION #

ACCOUNT #



Cheque #

(3 Digit) Institution #

(5 Digit) Branch/Transit #

(7 Digit) Account #

Parent/Guardian Signature

Date

Alpha Supervisor (or delegate)



PARENT/GUARDIAN AGREEMENT

Child's Name: _____

Parent/Guardian Name: _____

- I/we understand the Alpha can and will make changes to the Parent Handbook as the need arises and that written notice will be provided at these times.
- I/we have read the Parent Handbook in full, and I/we agree to carry out the parent responsibilities as outlined within. Failure to do so could result in immediate termination of care from Alpha.
- I/we understand that there is no reimbursement or deduction of fees for statutory holidays, sick days, vacation time or Alpha's closing, whether Alpha has given notice or not.
- I/we agree to notify Alpha if my child is absent. If my child is absent for a week or more without notification, I/we understand that my child will be considered withdrawn from the program and understand that any deposit will be used to pay for this week.
- I/we understand that fees are payable every other Monday through electronic banking.
- I/we agree that if for any reason I/we have an electronic bank withdrawal returned, an additional \$25.00 NSF charge will be added to the next withdrawal date. If another electronic bank transfer is returned in the same calendar year the additional NSF charge will be increased to \$35.00 per offence hereafter.
- If the Supervisor determines that my child cannot adjust to the program, or that I/we have not carried out our responsibilities as outlined in this agreement, or if any other information is revealed that could be detrimental to the program, my child may be asked to leave the program with or without notice.
- I/we agree to compensate Alpha for any damages caused by my child and indemnify Alpha for any claims arising as a result of my child's actions or failure to abide by this Parent Agreement.
- I/we understand that should there be any custody arrangements for my child, it is my responsibility to inform the Supervisor or Manager and provide copies of the relevant documents. Otherwise, my child will be released to either parent/guardian.
- I/we have submitted the following forms and understand that my child is unable to attend Alpha without all these forms completed and submitted with signatures.

- | | | |
|---|---|---|
| <input type="checkbox"/> Application/Emergency Form | <input type="checkbox"/> Emergency/Public Health | <input type="checkbox"/> Child Care Subsidy Agreement |
| <input type="checkbox"/> Privacy Consent Form | <input type="checkbox"/> Off Premises/Non-Medicated | <input type="checkbox"/> Pre-Authorized Pay Plan & Tax Info |
| <input type="checkbox"/> Code of Conduct | <input type="checkbox"/> Sleep/Rest Consultation | <input type="checkbox"/> Parent/Guardian Agreement |
| <input type="checkbox"/> Active Screening Waiver | <input type="checkbox"/> Child Media Waiver | <input type="checkbox"/> Immunization Record (attached) |

I agree to provide Alpha with all information changes to any of the above listed forms within Five (5) business days. I understand that I am entitled to independent legal advised prior to signing this Parent Agreement. I understand that Alpha Child Care Ltd. Policies and Procedures and the Parent Handbook forms part of the Parent Agreement, and I hereby acknowledge receipt of a copy of this Parent Agreement and a copy of the Parent Handbook, and consent to terms and conditions included herein.

Parent/Guardian Signature

Date

Alpha Supervisor (or delegate)

Tuition Fees

Registration Fee

Alpha has a one-time non-refundable registration fee of \$50.00 (per family) payable when your child starts with us. If there is not a spot for your child at the time of registration your child's name will be added to our waiting list. Parents will be able to check the wait list through our website at www.alphachildcare.ca . When your child's name comes to the top of the list, we will then call you into the centre to complete the enrollment process. **For a complete outline for Alpha's wait list procedure please see Appendix 3**

Deposit

Once Alpha has a spot for your child you are required to pay a one-week deposit fee that is equivalent to your weekly rate for childcare (attending 5 days a week) or a two-week deposit for part time (other than five days a week. **Cathedral location only**) at the time of registration. Deposits are held until your last week(s) with us and applied to the last weeks fees. This deposit will be updated annually to match current fees. Alpha reserves the right to use this money for any fee's, penalties etc, that it deems is owed to Alpha Child Care if you refuse to settle a debt to us in a timely manner

Withdrawing

Alpha requires two weeks **written** notice of your intent to withdraw from our program. This notice makes clear to Alpha your intentions and gives us the opportunity to call another family on our waiting list. For economical, reasons and when the future operation of the centre is in jeopardy (ie: subsidy no longer available for four and five years old to attend Alpha's full day program causing a mass exit at the same time. Alpha has the right to withdraw services on a staggered basis to avoid a lot of children leaving at the same time)

Fees

Fees are based on our core hours and reflect the age grouping of your child. **Alpha is a member of the CWELCC and our fees are set according to these guidelines. See Appendix 5.** Our fees are paid every two weeks in advance through electronic banking every other Monday. There are no reductions for absences due to illness or vacation. **A void cheque and the Electronic Banking Authorization Form must be received before your child may start.** Fee subsidy is available through the Region of Peel. Please contact Peel Region at peelregion.ca/hsapply or by phoning 905-792-9200. If Alpha receives a return notice for any reason a \$25.00 service charge (for the first return of the calendar year and \$35.00 for each return thereafter) will be invoiced to your account. Please note that we process fees every second Monday but this withdrawal may not necessarily be withdrawn from your account on that day, depending on which bank you may deal with. **Parents are ultimately still responsible for any NSF charges regardless of what day the money is withdrawn from your account.**

Late Fees

If it is after 6 p.m. when you pick up your child a late fee of \$30.00 for each 15 minutes or part thereof will be invoiced to your account. This late fee charge is to pay our educator for their overtime as per Alpha's policy and the Employment Standards Act In the event of a discrepancy between clocks, the clock located in the front foyer will be used to determine the recorded time of pick up. You will be asked by the closing educator to sign a late fee form which verifies the exact time your child was picked up as well as what method of payment you would like us to use to pay this fee.

Referral Credit

Parents are our most effective form of advertising. Please indicate on your child's application form if you were referred to us by an existing family. If their child is currently enrolled in our centre, they will receive a \$50.00 credit to their account, after your child has been with us for more than 2 months

Child Care Receipts

Year end receipts for your childcare expenses will be available on February 28th of each year. This receipt will reflect the total amount of childcare fees which has been paid to Alpha the previous year and will only be issued to the payer. This receipt does not include field trips, deposits or fundraising. The payer is defined as the person whose name appears on the automatic withdrawal form. In cases where both parents make payments, the receipt will be issued jointly (i.e. one receipt for both parents) unless other arrangements have been made with your supervisor prior to the payments being made.

Appendix 5

Canada-Wide Early Learning and Child Care (CWELCC) Agreement between the Province of Ontario and the Government of Canada

I am pleased to share that **Alpha Child Care Ltd has enrolled in the Canada-wide Early Learning and Child Care (CWELCC) System** between the Province of Ontario and the Government of Canada.

We believe that childcare provides a strong foundation for early childhood development and well-being of children while parents work and we are committed to providing child care services that meet the needs of your children and families. Participating in the CWELCC System will help us continue to provide high quality childcare that is accessible, affordable, inclusive, and sustainable.

As a first step, we will be reducing childcare base fees by 25% a day, (effective October 1, 2022). (see new fee schedule on the back). Families in receipt of Fee Subsidies, and pay a parental portion, may experience a delay in fee adjustments as Peel Region adjusts the Fee Subsidy system to work with the CWELCC system.

Fee reduction through the CWELCC is for children under six years old (and any child who turns six years old between January 1 and June 30 in that calendar year), retroactive to April 1, 2022. This means that we will be providing you with a rebate on your fees equal to the amount of the decrease to which you are entitled between April 1 and September 30, 2022.

The Ontario childcare fee subsidy program will also continue to be available for eligible families. As we move forward, we will continue to communicate more details to you. If you would like more information about the CWELCC System, please visit <https://www.ontario.ca/page/canada-ontario-early-years-and-child-care-agreement>.

I want to personally thank all of you for your patience as we have worked through the process required for reducing childcare fees. If you have any questions, please contact your daycare's Supervisor.

Sincerely,



Greg Humphreys, President
Alpha Child Care Ltd

September 2022

CWELCC Fee Schedule -- Effective October 1, 2022

Alpha 1 (900 Peter Robertson Blvd, Unit 10, Brampton)

Age Group	# of program days per week	Current Base Fee (per week)	New Base Fee (Eff. Oct 1, 2022) less 25%	Billing Frequency	Description
Infant	5 Days a Week	\$398.35	\$298.76	Per Bi-Weekly	Full Time
Toddler	5 Days a Week	\$343.15	\$257.36	Per Bi-Weekly	Full Time
Preschool	5 Days a Week	\$329.85	\$247.39	Per Bi-Weekly	Full Time
All	5 Days a Week	\$48.45	\$36.34	Per Bi-Weekly	Early Care 6:30-7am per week
All	1 Day a Week	\$18.70	\$14.02	Per Day	Early Care 6:30-7am Part time
All	5 Days a Week	\$54.85	\$41.14	Per Bi-Weekly	Extended Care 6-6:30 pm
All	1 Day a Week	\$21.30	\$15.97	Per Day	Extended Care 6-6:30 pm Part Time
All	5 Days a Week	\$78.75	\$59.06	Per Bi-Weekly	Extended Care 6-7pm
All	1 Day a Week	\$34.40	\$25.80	Per Day	Extended Care 6-7pm Part time
All	5 Days a Week	\$103.20	\$77.40	Per Bi-Weekly	Extended Care 6-8pm
All	1 Day a Week	\$40.85	\$30.64	Per Day	Extended Care 6-8pm Part time

Alpha 2 (3 Catehdral Road, Brampton)

Age Group	# of program days per week	Current Base Fee (per week)	New Base Fee (Eff. Oct 1, 2022) less 25%	Billing Frequency	Description	
Toddler	5 Days a Week	\$307.20	\$230.40	Per Bi-Weekly	Full Time	
Toddler	1 Day a Week	\$90.51	\$67.88	Per Day	Part time Rate per day	
Preschool	5 Days a Week	\$282.45	\$211.84	Per Bi-Weekly	Full Time	
Preschool	1 Day a Week	\$85.59	\$64.19	Per Day	Part time Rate per day	
Kindergarten - Before/After	5 Days a Week	\$169.00	\$126.75	Per Bi-Weekly	Before and After (B&A) School	Note 1 (under 6 only)
Kindergarten - Before/After	1 Day a Week	\$43.06	\$32.29	Per Day	B&A part time rate per day	Note 1 (under 6 only)
Kindergarten - Before/After	5 Days a Week	\$122.25	\$84.19	Per Bi-Weekly	Before School Only	Note 1 (under 6 only)
Kindergarten - Before/After	1 Day a Week	\$30.43	\$22.82	Per Day	Before School Part time rate per day	Note 1 (under 6 only)
Kindergarten - Before/After	5 Days a Week	\$121.35	\$91.01	Per Bi-Weekly	After School Only	Note 1 (under 6 only)
Kindergarten - Before/After	1 Day a Week	\$38.04	\$28.53	Per Day	After School part time rate per day	Note 1 (under 6 only)
Kindergarten - FDK	1 Day a Week	\$50.72	\$38.04	Per Day	PA Day remaining at the centre	Note 1 (under 6 only)
Kindergarten - FDK	1 Day a Week	\$72.45	\$54.34	Per Day	PA Day with trip/entertainer	Note 1 (under 6 only)
Kindergarten - FDK	5 Days a Week	\$285.30	\$213.97	Per Week	Camp Rate	Note 1 (under 6 only)
Kindergarten - Before/After	5 Days a Week	\$48.45	\$36.34	Per Week	Camp Before	Note 1 (under 6 only)
Kindergarten - Before/After	1 Day a Week	\$18.70	\$14.02	Per Day	Camp Before part time rate per day	Note 1 (under 6 only)

Registration Fee: \$50.00 (Reduced to \$37.50 on October 1, 2022)

Child Care Base Fee's include child care services from M-F 7am-6pm. Services provided include snacks, lunch, programming, child care.

Extra fee's, outside of Base Fee's, include the one-time Registration Fee, and **unscheduled** late fee's for services after 6pm charged at a rate of \$15 for every 15 minutes late.

Note 1 - Alpha 2 only - fee reductions under the CWELCC program does not apply to children older than 6 years old. Regular fees will apply.

Observed Holiday Closures at Alpha Child Care Ltd

January 1 - New years day

February 21 - Family Day

April 15 - Easter Monday

May 23 - Victoria Day

July 1 - Canada Day

August 1 - Civic Holiday

September 1 - Labour Day

October 10 - Thanksgiving Day

December 25 - Christmas Day

December 26 - Boxing Day

Floating Holiday - Alpha's floating holiday generally used when a stat holiday falls on a Tuesday or Thursday

2 x PD Days - The Ministry of Education and Peel Region will soon be mandating two professional development days per year.