

**PORT COQUITLAM DAYCARE SOCIETY  
DAYCARE/SAC PARENT AGREEMENT**

**FAMILY NAME:** \_\_\_\_\_

**Please print**

The Port Coquitlam Daycare Society is an incorporated non-profit, charitable organization that provides licensed childcare services. This Agreement stipulates the parental responsibility necessary in order for the Port Coquitlam Daycare Society to operate.

- (1) That my childcare fees shall be paid by the first day of each month. Failure to pay the childcare fees by the first of the month will result in a late payment fee of \$10.00. If monthly fees are not in by the 5th of the month, services will be suspended until full fees are paid. I understand there is a \$24.50 N.S.F. charge on returned cheques. If outstanding fees have not been paid, and if a payment schedule acceptable to the Society has not been made and adhered to, the Society may commence legal proceedings against me or turn my account and registration information over to a Collection Agency and the cost of securing the payment will be borne by me.
- (2) That in order to reserve the childcare space, the full fees must be paid in advance, for any period of time in which my child is away from the centre, including vacation, sickness or other absence or closure of the centre for any reason. I understand there will be no refund for any of these reasons. If my family is asked to leave the centre for any reason, there will be no refund.
- (3) That I will give one calendar month's notice, in writing, to the office by the last day of the month preceding the final month in which my child will be enrolled in the centre or one month's fees are due in lieu of notice. I will pay fees for the full month of the final calendar month of enrollment. There will be no refund for part month's attendance. I understand if I paid a deposit, it will be deducted from my last month's fees.
- (4) That I will abide by the centre's hours of operation and will pay a late fine of \$10.00 plus \$1.00 per minute. This amount is due and payable to the staff members on duty. Consistent late pick ups will result in notice of withdrawal of childcare services being issued by the Port Coquitlam Daycare Society.
- (5) That as a member of the Port Coquitlam Daycare Society I will attend the Annual General Meeting held once a year, where I will pay a \$2.00 membership fee.
- (6) I understand that the centre will be closed on all statutory holidays and Easter Monday, for 1 week over the Christmas holidays, returning on the first working day of January that is included in your parent fees as well as 1 week through the summer that is not included in parent fees and will be determined by January 1st of the following year.
- (7) Port Coquitlam Daycare Society follows the Privacy Information Act and that it is available, upon request, from the office.  
**There will be no refunds for deposits and registration fees paid to secure spaces.**

**I HAVE READ, UNDERSTAND, AND HEREBY AGREE TO ABIDE BY THE ABOVE CONDITIONS.**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Manager**

\_\_\_\_\_  
**Date**