



Welcome to Teddy Bear Friends Childcare

We're delighted that you're considering joining Teddy Bear friends Childcare. With over 18 years of experience nurturing young children in a safe, loving, and enriching environment, we're excited to continue that tradition with our group childcare program for infants and toddlers.

To begin the registration process, families are asked to complete two important documents:

- Registration Form
- Parent-Caregiver Agreement

These forms help us get to know your child and ensure we meet all licensing and safety requirements. Please provide accurate information for all parent contacts and authorized pick-up persons, including at least one emergency contact who is not a parent. Children cannot be accepted into care until all registration documents are completed, signed and submitted.



PARENT/CAREGIVER AGREEMENT

This agreement is between:

Noushin Eskandari, owner of Teddy Bear Friends Childcare, located at 1883 Walnut Cr., Coquitlam, BC V3J 7T3 and _____ Parent /Guardian to care for (child/children's name/s) _____

The Parent(s) or Guardian(s) here in after called the 'Parent' AGREE TO THE FOLLOWING CONDITIONS:

Enrollment

The child is enrolled in the Teddy Bear Friends Childcare from: _____ AM to _____ PM on weekdays _____.
Childcare start date _____

Fees

The Parent agrees to monthly fee of \$ _____ on the first day of each month. E-transfer to Info@teddybearfriendschildcare.com or Postdated checks are preferred.

Fees shall be paid in full by the parent regardless of the child being absent due to sickness, vacation, or any other absences. Failure to pay the full childcare fee can result in termination of the childcare space.

Families who qualify for Affordable Childcare Benefit (ACCB) must apply by themselves. Daycare fees are to be paid in full until ACCB coverage is approved. Once approved, we will balance out the billing and any remaining credit will be applied to the next month fees or refunded.

Parents will receive tax receipts at the end of the fiscal year when all daycare fees are up to date.

Parent Initial ----- Parent Initial -----Caregiver Initial-----



Deposit

Upon registration, a deposit equal to 50% of the monthly fee (\$_____) is required. This deposit is non-refundable if the space is cancelled before the child's start date.

If the parent chooses to withdraw from the program, the deposit will be applied toward the final month's fees provided that a written notice is submitted at least two months in advance.

Notice

The notice must be received before the first day of the two-month notice period leading up to the child's last day in care.

Trial Period

During the first month of care, either the Parent or the Caregiver may give **two week** notice to terminate this agreement. If there is still time left in the probationary period after notice given, a refund will be extended from the last day the caregiver is prepared to provide care to the last day of the probationary period.

Closures

The Childcare will be closed on the following statutory holidays:

New Year's Day	BC Day	Persian New Year Day
Family Day	Labor Day	
Good Friday	Thanksgiving Day	
Easter Monday	Remembrance Day	
Victoria Day	Christmas Day	
Canada day	Truth and reconciliation day	

The Childcare will also be closed for two weeks in summer and one week for Christmas and New Year.

Drop-off and Pickup/ Safe release of children

- Parents must accompany children in and out of childcare each day. Children will only be accepted and released in the presence of either the Caregiver or Substitute. Children must never be dropped off in the driveway or front sidewalk.
- If parents wish to designate any person not identified on the original written release to pick up a child, the parent must provide a handwritten and signed note to this effect. The designate will be required to show picture identification. Please notify the Caregiver by 8:00 am if the child will be absent for the day.

Parent Initial ----- Parent Initial ----- Caregiver Initial-----



- If the parents do not show up to pick the child up on time, I will wait for an hour. Then the emergency contact person will be contacted. If the emergency contact person is not available, I will keep calling parents and emergency contacts for an extra hour. If nobody was available, the Ministry of Children and Family Development would be advised.
- In the event that a parent arrive whose behavior potentially harmful to the child (such as intoxication drugs or alcohol) the other parent (or emergency contact person) will be advised to come to pick up the child. Meanwhile, I will ask the first parent to leave or wait until the other parent arrives. If he/she insists on picking the child, I will do my best to convince him/her that it is for the safety of the child, otherwise I must call the police.

Medication

Prescribed and non-prescribed Medicine may only be administered by the caregiver if the appropriate permission form is completed and signed. All medication must be given to the caregiver upon arrival. Medication will be stored out of children's reach in a locked container or refrigerator if required.

Too ill to Attend

If a child cannot participate in daily activities due to illness, they should stay home until the symptoms have disappeared. **See wellness/illness policy.**

Affordable Childcare Benefit (ACCB) (Childcare Subsidy)

We accept families eligible for ACCB . Daycare fees are to be paid in full until ACCB coverage is approved. Once approved, we will balance out the billing and any remaining credit will be applied to the next month fees or refunded.

Custody and Access

If parents live separately, I expect that the information provided by the enrolling parent is accurate. Without a custody agreement or court order on file at the center, I cannot deny access to the non-enrolling parent. If one of the parents is not authorized, the policy on unauthorized persons will be followed.

If custody has not been legally determined and conflict between the parents and or their families is evident, I will not be able to care for the child unless both parents and or families sign a written agreement confirming details re: authorization for pick up and access to information about a child. If a family has a custody agreement or court order, a copy must be provided and placed in the child's file only if one parent is denied access.

Parent Initial ----- Parent Initial -----Caregiver Initial-----



Obligation to Report

Every person in Canada has a personal and legal obligation to report any concern about neglect or abuse to the local Ministry of Children and Family Development office to ensure the child's safety and wellbeing. See the abuse policy for more details.

Emergency

In case of emergency or need to evacuate the Teddy Bear Friends Childcare, the Caregiver will contact the Parent. Our main emergency contact is 778-680-3732 and the alternative contact address and phone number is 1784 Prairie Ave, Port Coquitlam BC, V3B 1V1, 778-237-2677.

Fire safety plans and procedures are in place. Regular Fire and Earthquake drills will be practiced with the children once a month.

Missed days

When your child misses their scheduled day (for any reason), there will be no refunds, discounts, or make-up days. This includes but is not limited to

- If the center is closed because of unforeseen circumstances (power outage, inclement/extreme weather, etc.) that is beyond our control.
- If your child has any communicable diseases

Authorizations

In case of an emergency, a substitute caregiver may be used. ☐ yes ☐ No

I agree that the caregiver can apply sunscreen to my child. ☐ yes ☐ No

I agree that my child can be photographed by the Teddy Bear Friends Childcare staff. ☐ yes ☐ No

I agree that my child may go for walks in the neighborhood with the caregiver. ☐ yes ☐ No

Parent Initial ----- Parent Initial ----- Caregiver Initial-----



In order for your child to attend special field trips, a signed consent form must be completed before the event.

The Caregiver will provide:

☐ Bedding

The Parent will provide:

☐ Diapers/Baby Wipes

☐ Extra Clothing including indoor shoes

☐ Sunscreen

☐ Blankets and bedding sheets

☐ Other _____

The following space is provided for any **clarification/amendments/or additions** to the above, initialed and dated by Parent and Caregiver.

It is understood that this agreement is for the benefit of the Childe(ren), Parents, or Guardian and the Caregiver. I have read, understand, and agreed to the policies and procedures as set out in this agreement on ____ day of _____, 20__ at _____

Parent/Guardian

Date of Acceptance

Parent/Guardian

Date of Start

Caregiver

Date of Withdrawal