

# Agreement for Child Care Services

(see guidelines on reverse)

## Agreement between:

\_\_\_\_\_ and \_\_\_\_\_  
 Parent or guardian Child care centre or child care home provider, hereinafter called the Child Care Service

\_\_\_\_\_ Street Address/Box Number \_\_\_\_\_ Street Address/Box Number

\_\_\_\_\_ Town/City \_\_\_\_\_ Postal Code \_\_\_\_\_ Town/City \_\_\_\_\_ Postal Code

This agreement is a legal and binding contract between the child care service and the parent. **Please ensure that all terms and conditions are thoroughly discussed, and clearly and accurately recorded in the agreement. A copy of this Agreement for Services is to be retained by both the parent and the child care service. The parent may be required to sign additional documentation regarding policies of the child care service.**

1. The parent agrees to place the following children in the above named child care service:

Name: _____	Date of birth: _____	Name: _____	Date of birth: _____
	Year / Month / Day		Year / Month / Day
_____	_____	_____	_____
	Year / Month / Day		Year / Month / Day

2. The parent and the child care service agree that child care services will be available for the above named children as indicated below.  
**The child care service will provide alternate care when the provider or centre staff is not available (including reasons of illness and vacation) during the hours indicated below unless other arrangements are agreed upon between the parent and the child care service.**

Monday _____ a.m. to _____ p.m.	Thursday _____ a.m. to _____ p.m.	Sunday _____ a.m. to _____ p.m.
Tuesday _____ a.m. to _____ p.m.	Friday _____ a.m. to _____ p.m.	
Wednesday _____ a.m. to _____ p.m.	Saturday _____ a.m. to _____ p.m.	

**Additional care schedule arrangements:** \_\_\_\_\_

**Alternate arrangements:** \_\_\_\_\_

3. The parent and the child care service agree that the total child care fee shall be \$ \_\_\_\_\_ per month/week/day/hour, payable by the \_\_\_\_\_ day of the month.  
 The fee may be adjusted by providing \_\_\_\_\_ month(s) written notice. Non-payment of fees may be cause for immediate termination without notice.

**Additional fee payment arrangements:** \_\_\_\_\_

4. (Optional) The parent and the child care service agree that the following fee shall be charged for late pick-up of a child: \_\_\_\_\_

5. (Optional) Either party shall give \_\_\_\_\_ days/weeks written notice during the first \_\_\_\_\_ days/weeks/month of care.

6. The parent and the child care service agree that this agreement may be terminated upon \_\_\_\_\_ weeks(s)/months(s) written notice by either the parent or the child care service. Notice shall be received by the \_\_\_\_\_ day of the month. The fee may be paid in lieu of notice.

The parent and the child care service agree to comply with the child care facility policies and *The Child Care Regulations, 2015* as amended from time to time, a copy of which is available from the Ministry of Education.

I hereby acknowledge that I am aware of the conditions stated in this agreement and agree to abide by these requirements.

In witness whereof the parties hereto have set their hands this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ (year) \_\_\_\_\_ in the province of Saskatchewan.

\_\_\_\_\_  
Signature of witness Signature of parent or guardian

\_\_\_\_\_  
Signature of witness Signature of the supervisor or operator of the child care centre or the child care home provider

## Guidelines for Completion

This form is completed by the child care service and the parent prior to admitting a child. It is a contract between parent and child care service and serves as a legal document. The child care service keeps the original on file and gives the parent a copy. A new agreement must be completed whenever there is a change in number of children covered by the agreement, hours of care, fees or other relevant policies. Be sure you discuss all aspects of this agreement with the parent prior to signing.

**Section 1.** All children from one family may be included on one agreement or separate agreements may be used if fees and/or care schedules differ.

**Section 2.** Fill out normal hours of care required each day. The parent and the child care service must discuss and make arrangements for any variations that could occur in the schedule. Any permanent changes require that a new agreement must be completed.

Under additional care schedule arrangements, parents and child care service should include when care may or may not be provided, variable or casual work/care schedules, statutory holidays, part-time care and extended care hours. Under alternate care arrangements child care services should reflect their policies regarding use of alternates not provided by the child care service (reimbursement, provision of receipts, etc.)

**Section 3.** Total child care fee includes parent portion and subsidized portion. Child care services should inform the parent of his/her responsibility for any portion of the fee not received through Child Care Subsidy. Indicate the day of the month payments are due. Any change in fees requires a new agreement (i.e. facility fee increase, child moving from infant to toddler fee).

Under additional fee payment arrangements, the parent and the child care service should include payments other than monthly payments, specifics regarding fluctuating fees, additional fees for outings or activities, agreements for payments during parent vacations and child illnesses, interest charges for late payments, summer school-age increases, deposits and holding fees.

**Section 4.** Completion of this section is optional. Any fees that are charged for overtime or late pick-up should be specified. Be sure to specify the dollar amount for the period of time and the time when late charges become effective. (i.e. \$1.00 per minute after centre closing hours, \$5.00 per half hour after 5:30 p.m.)

**Section 5.** Completion of this section is optional. Facilities may establish a shorter period of notice during a specified trial period. (i.e. one week during the first month of care).

**Section 6.** If the facility has a policy stating the notice must be received by a certain date, such as the first of the month, this line should be completed.

**Section 7.** Signature of witnesses is optional, however, signature of a witness further authenticates the document. Any adult can be a witness to a legal document and it is preferable for the witness to be present when the form is signed, however, it is not legally required. A witness can state to the person after the person has signed the document: "Is that your signature?" and if the person responds "yes", the witness can then witness the document in writing.