



Wise Owl Montessori Childcare Inc.

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**PART/FULL TIME CHILDCARE ☐ GROUP DAYCARE
BEFORE/AFTERSCHOOL CARE**

ENROLLMENT CONTRACT TERMS & CONDITIONS – CCFRI/ACCB

WISEOWL® MONTESSORI CHILDCARE INC. at EAGLE HARBOR

I/we, the undersigned herewith acknowledge that **Wise Owl Montessori Childcare Inc.** has been approved by the Ministry of Children and Family Development to opt in to the Child Care Fee Reduction Initiative ("CCFRI") reducing parent fees in accordance with their respective governance, inclusive of any future updates as they may apply. We therefore agree and accept the terms and conditions of this Enrollment Contract, within current or future CCFRI policy compliance, subject to 30 days prior disclosure. We herewith acknowledge receipt and/or comprehensive review of **Wise Owl Policy Handbook** prior to completion of our duly signed Registration Form (s), Payment Authorization (s) by preauthorized payments and, submitted mandatory health/medical disclosure (s).

1. **WISE OWL MONTESSORI CHILDCARE INC., (hereinafter "WISEOWL®")** will provide licensed childcare services for my child, namely:

_____ and _____, starting _____ at a monthly cost of \$ _____ / \$ _____ for services as described on the Registration Form, subject to fees payable to **WISEOWL®** as Ministry published and approved fee matrix, inclusive of all applicable funding and/or subsidy (s) as of the date herein above stated, which you herewith duly acknowledged. We therefore require payments by Preauthorized debit, within compliance to basic monthly fees as posted, including but not limited to additional, duly disclosed fees as they may apply within compliance, less applicable subsidies and/or funding, as your child (s) may have been approved for..

2. The parent/guardian (s) will pay **WISEOWL®** \$ _____ per month, payable by Preauthorized Payments, automatically debited first day of each month during entire enrollment of child and if applicable, payment (s) will be processed for summer care as agreed time to time. Other form of payments may be subject to a \$10.00 surcharge at discretion of **WISEOWL®**.

a. To reserve and secure placement for new, and/or returning child for the _____ school year, please return this contract duly signed. In the event of this is being a new registration, a onetime Registration Fee of \$195.00 and, 50% of first month security deposit in full is required and, payment to be made either by cheque and/or Interact eTransfer to info@wiseowlchildcare.com stating child's name. All Security deposit (s) will be retained on file until termination of childcare and, will be applied as credit towards the last month of childcare fees as applicable. As per Section 2/b herein below and/if applicable, any reserved registrations more than 30 days in advance may be subject to terminations fees which fees will be non-refundable. We reserve the right to withhold any security deposit (s) and apply them towards past dues in the event of missed, NSF or late payments.

b. *NEW registrations may be completed at any time of a calendar year, however;*

- ❖ Any "Reserved Registration", ie; **WISEOWL®** providing reasonable guarantees reserving space for a child for a commencement date in excess of 30 days in advance, must be accompanied by a non-refundable security deposit payment in full, as per Section 2/a above, made payable to **WISEOWL®** upon signing, in the amount equal to 50% of posted childcare service fees, including applicable Registration Fees
- ❖ In the event a new registration may also involve an Application for Affordable Childcare Benefit Subsidy ("ACCB") under the Ministry of Children and Family Development ("MCFD"), **WISEOWL®**, requires one full month Security Deposit, payable upon signing, whereas such Security Deposit will be refunded upon contract termination and/or applied towards last month childcare fees. In the event of delinquencies, premature terminations or NSF's, it may be withheld at the sole discretion of **WISEOWL®** until all delinquencies and/or ACCB payments received in due process.

3. Parents with children subject to any applicable Government Subsidy, must enroll and have funding granted minimum 7 days prior to commencement of care. In the event subsidy is NOT approved at least 7 days prior to any month' commencement, child care fees will be charged in full as posted. Upon prior MCFD approval and account in good standing, funds will be credited automatically for current month however, any delay in subsidy approval and/or late, retroactive payments received from ministry for prior month (s), will be credited however, will be subject to a one time administrative fee of \$50.00 for account reconciliation services and, debited against current or future month' receivables.

4. To withdraw a child from any of our registered programs, **WISEOWL®** requires two, prior month (60 days) written notice. Failing to receive notification in due course, two months of applicable service fees will be charged. Any withdrawal after 1st of October or 1st of April of any year, will be charged three months (90 days) of termination fees (ie. up to 31st of December and/or to 30 June of any year). Out of School Care enrollments are based on school year 10 months' contracts whereas, terminations may not be accepted during school year save, in case of Acts of God and/or family leaving catchment. Any Reserved Registrations may not be terminated less than two full months prior to commencement and, will be charged 60 days of child care.

5. Summer Care is optional and, subject to **WISEOWL®** was granted of each year, license extension from SD45, to provide summer care to families, only on a full time basis July and August, inclusive. Part time care would only be offered if feasible, space is available, at the sole discretion of **WISEOWL®**. All summer registrations offered are final at time of reserving space and, require 50% of one month childcare fee non-refundable deposit whereas, payment (s) will be processed in accordance to our payment policies.

6. All NSF payments regardless of reasons, will be charged \$40.00 Bank Dishonor Fee. Any late ACCB applications will be charged \$50.00 Administration Fee payable to **WISEOWL®**, whereas payment (s) either paid via eTransfer and/or debited automatically, solely at

WISEOWL® discretion. Unless childcare service fees are paid in full prior to 7th day of any month, your child's attendance may be suspended until payment received in full or terminated without further notice. Such delinquency may be reported to the Ministry of Children within their stated compliance.

7. Late fees of \$20.00 per family per occurrence will be charged if your child is not picked up within fifteen minutes of posted closing and thereafter, every additional minute of late pickup will be charged at \$1.00 per minute, payable at time of pickup.
8. To pay all applicable fees, whether or not my/our child attends school, inclusive of any absenteeism due to illness or holidays, we as REGISTERED GUARDIANS/PARENTS herewith acknowledge that any such absence will not be exempt from above stated childcare payments. It is further acknowledged that all **WISEOWL®** fees are pro-rated over ten/twelve months, whichever may apply in any year therefore, all Statutory Holidays and/or Pro-D Days are incorporated and no discounts/refunds will be considered for Christmas and/or Spring breaks. Any vacations and/or family holidays taken by a family at their own discretion relevant to absenteeism of my child, will NOT qualify for any discount considerations nor reduction in **WISEOWL®** Program Fees, which terms are acknowledged herewith.
9. Each child will be enrolled subject to an initial 30 days probation whereas **WISEOWL®**, at its sole discretion, may terminate enrollment contract without further notice if it was considered to be to the sole benefit of the child and/or with respect of Childcare Licensing Regulation Compliance, would there be any observed health and safety concerns shared with family in due process.
10. I/we shall deliver our child directly to you and agree to pick up our child on time and if required, advising you of alternate guardian prior to pick up, only by those guardians as previously registered and authorized.
11. To keep my/our child home and away from school if there was any question and/or sign of illness as solely expressed in **WISEOWL®** posted health policy compliance and, acknowledged to notify **WISEOWL®** without delay and with full disclosure, pertaining to the nature of illness. We will, at all times, honor The Ministry of Health and **WISEOWL®** Health and Safety Policy guidelines as stated and/or disclosed from time to time.
12. I/we herewith grant you our permission if required and necessary, to call a physician or an ambulance in case of accident or illness when neither parent (s) can be immediately available and/or reached for permission.
13. In the event my/our child needs to have medication administered, medication will be *given directly to you, with written instructions. If our child may require, we acknowledge providing you with **Permission Form signed by us*** and if further necessary, a mutually approved health care plan. **We will never send medication** with our child.
14. You are herewith authorized to use Vancouver Coastal Health Services, if and when required.
15. To give permission for teachers at **WISEOWL®** to take photographs or video of my child during class time. We acknowledge these media files will be solely used to communicating with families and for bulletin board displays, Instagram direct communication with families (requiring prior invitation and password login) and school album. Herewith warranted, any photographs and/or videos taken at our premises will be taken for the sole use by **WISEOWL®** and will not be transferred, sold and/or distributed to third parties.
16. **WISEOWL®** reserves the right to request withdrawal of a child, subject to prior communications with guardians, if it was believed, would serve the best interest of the child and/or other children attending **WISEOWL®**.
17. To notify **WISEOWL®** advising in advance each time there was any change in our contact information and especially, if any person other than the undersigned is authorized to pick up my child.
18. Further to Section 2 above and in reference to "school year", please be advised that our School Year is from 01 September to 30 June of each calendar year. Summer months' childcare may be available subject to SD45 school district consent. You acknowledge herewith that returning, group daycare children will have priority for summer enrollment. If space was still available, current and or children graduating June of any year, moving on to kindercare for subsequent school year, may enroll for summer care on a first come, first serve basis.

PARENT/GUARDIAN

Date: _____
Please Print First/Last NameSignature

I, Mariana Stiasny and/or **WISEOWL®** appointed manager, on behalf of **WISEOWL®**, herewith advise that I/we confirm your Enrollment and, the receipt of your registration fee ☐ and security deposit ☐ and, are pleased to advise that your child, namely:

_____, herewith reserved for admission to the school, commencing _____.

Date: _____
First/Last NameManager Signature

CHILD ATTENDANCE TERMINATED:

DATE: _____ BY: _____ REASON: _____ ACKNOWLEDGED BY: _____