“Where Kids Count”

Enrollment Agreement

**Acknowledgment, Understanding and Agreement:**

I/We, being the parents or guardians of the child/children named in the registration form, understand, acknowledge and agree with following clauses to this document.

**Payment of Fees:**

1. I/We will be responsible for the payment of fees.
2. M.T.J.B. uses the EZCare2 online system for invoicing of child care fees. While families can arrange to submit payment by cheque, online payment via email transfer is the preferred option (see instructions attached).
   1. Monthly statements/invoices will be sent out via email by the first day of the month;
   2. Payment in full will be required by the 15th of that month;
   3. Any manual cheques MUST be made out to the More Than Just Babysitting Child Care Centre

Inc. (name in full) & dated no later than the 15th;

* 1. Reminder statements/invoices will be sent out to all families with a balance owing on or about the 12th of the month in order to facilitate payment;
  2. In the event that full payment is not received by the 15th of the month, child care services can be terminated as of that date. However, every effort will be made to assist families in meeting their payment obligations;
  3. Should termination of services occur, children can return once payment in full has been received and provided that the child care space is still available.
  4. MTJB contracts with Dixon Collection Agency for the recovery of delinquent accounts when necessary.

1. There will be a $15.00 service charge for N.S.F. (non-sufficient funds) payments. Parents will have five days to replace the amount of the N.S.F. payment with a certified cheque or money order.

**Registration Fee:**

1. A non-refundable registration fee ($15.00 per single member or $20.00 for a family) will be paid upon enrollment.

**Late Pick-up:**

1. There will be a fine for late pick-up of your child. It is expected that families will be out of the Centre by closing time. A rate of $25.00 per half hour will apply to late pick-ups. Late fees will be charged to the current month’s invoice.

**Enrollment:**

1. I/We understand and acknowledge that child care fees are payable for 100% of scheduled days. Therefore, if a child is ill or cannot attend for other reasons (vacation, appointments, etc.), there will be no credit or refund for those days.
2. I/We understand that fees are payable based on all regularly scheduled days (for example, every M/W/F) even when said days fall on a PublicHoliday or other holidays (Christmas, March Break).

**Fundraising Fee:**

1. M.T.J.B. has Fundraising Fee policy that states that, in order to continue to finance special items & reduce the overall investments in time & effort for our families & staff (running fundraising campaigns, etc.), all families will be invoiced for a monthly $10.00 fee. This item will be included on the monthly statements/invoices.

**Termination/Change of Services: By the Applicant:**

1. I/We, understand and acknowledge that I/We, may withdraw my child from the program and terminate the contract upon written notice giving at least two weeks prior to the intended date of withdrawal. If written notice is not given, I/We will be billed for the fees outstanding during this period.
2. I/We, acknowledge that I/We may re-register after an absence. However, the registration fee will apply. Also, as notice of my withdrawal is received my child’s name will be added to the bottom of the waiting list and I/We cannot be guaranteed re-entry to the program.
3. I/We, acknowledge that should I/We require a reduction in the number of days originally contracted per week, MTJB requires two weeks written notice; I/We understand, as per clause 15. (a), that full-time (5 days per week) clients take precedence over part-time clients. Should new client request a full-time space you will be given an offer to resume full-time care.
4. I/We, acknowledge that full-time families who wish to reduce their services in the summer will continue to pay a minimum of two days per week in order to maintain their child care space.
5. For families on a contracted schedule (as determined at the time of enrollment) there is no allowance for non-payment of fees during vacation periods.

**Termination/Change of Services: By the Corporation:**

1. I/We understand and acknowledge that this contract may be terminated upon written noticegiven at least two weeks prior to the intended date of withdrawal of the Board of Directors of the More Than Just Babysitting Child Care Inc., according to the Policies and Procedures.

***MTJB Enrollment Agreement Continued:***

**Withdrawal Due to Special Circumstances**

In the event that an individual’s behaviour is causing disruption to the program, harm to others or harm to property of the program a family may be withdrawn from the program. This extreme measure would only take place after consultation with the child’s family. All decisions that are made are made considering the best interest of all of the children enrolled in the programs. MTJB reserves the right to withdraw services for the following reasons:

I. A child’s behaviour is consistently causing excessive disruption to the program; harm to other children, staff members or harm to property.

**Procedure for Discharge Due to Child’s Inappropriate Behaviour**

o Each situation involving extreme behaviours and issues will be monitored and assessed by the Program Manager and if necessary, the Creative Program/Financial Directors and Board of Directors.

* + Each family and child will be treated with respect and dignity and procedures and recommendation will be made with the best interest of all children in mind.
  + Two weeks notification may or may not be given if a family is asked to withdraw a child. o Regular fees and fees due during notice will be levied.
  + Contracts may be terminated upon written notice given at least two weeks prior to the intended date of withdrawal of the Board of Directors of the More Than Just Babysitting Child Care Inc., according to the Policies and Procedures

1. A parent’s refusal or inability to abide by the policies and procedures as set out in the Parent Handbook.
2. A parent’s conduct being harassing, belligerent, abusive or in any other manner inappropriate.
3. Outstanding fees

**Enrollment Criteria:**

1. As a non-profit charitable organization, the financial viability of this Corporation is based on all childcare spaces generating fees for service. As a result, the Corporation will consider the following enrollment criteria.

M.T.J.B. will:

* 1. Fill child care spaces with clients who commit to a full-time enrollment contract.
  2. Enroll clients on a part-time basis where a contract can be put in place committing the family to payment for a minimum number of days of service (for example, three days per week or a set rotation)
  3. Enroll clients for full-time summer care if child care spaces are available.
  4. Enroll clients for part-time summer care if child care spaces are available.
  5. Enroll clients on a fee-for-use basis if child care spaces are available. If there is no child care space available at this time or should you require a space at a later date, you must place your child on our waiting list in order to receive consideration.
  6. In certain circumstances, parents can request that a child care space be reserved for a future date (maximum six months). A non-refundable holding fee of $150.00 will be required.

**Income Tax Receipts:**

1. I/We, acknowledge that the Corporation will issue income tax receipts on an annual basis prior to February 28th. These receipts will include amounts for all services rendered and will be delivered either by hand or through the Canada Postal Services to the last known mailing address. It is solely the responsibility of the applicant and co-applicant to notify the Corporation as to any changes with respect to the mailing address.

**Preferred Payment Method: Email Transfer Payment Instructions**

1. You will receive your monthly statement/invoice via email. Please ensure that the email addresses in our file are kept up to date. Some employers (school boards, governments) have filters that do not allow for the receipt of specific document types, including M.T.J.B. Invoices so please provide an alternate if required;
2. Upon opening the statement/invoice, you will see the details regarding your monthly billing;
3. You must have access to online banking through your bank;
4. Contact the Financial Director (Kathy Jodoin) at mtjbkjodoin@xplornet.com to set up an “answer” to the security question;
5. Send an email transfer to mtjb1987@gmail.com through online banking;
6. M.T.J.B. will receive a message that a transfer is pending;
7. Kathy will process the payment;
8. Payment is deposited into M.T.J.B.’s bank account & you are done;
9. This is a quick way to submit your payment and have the money withdrawn from your account immediately;

If parents have any issues or questions regarding the invoicing, or payments please contact:

Kathylyn Jodoin, BA, RECE Financial Director – M.T.J.B.

(613)925-4032

(613)925-5007 (613)349-2852 mtjbkjodoin@xplornet.com

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**“Where kids count”**

**Acknowledgment, Understanding and Agreement:**

I/We, being the parents or guardians of the child/children named in the registration form, understand, acknowledge and agree with following clauses to the MTJB Enrollment Agreement.

Are you:

Applying for financial assistance through United Counties? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paying Full Fee? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other funding source? (Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Co-applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_