



## MAC MGS PRESCHOOL AND CHILDCARE CENTRE ENROLLMENT AGREEMENT



160 Courtland Ave East  
Kitchener, ON Canada N2G 3M6  
childcare@macmaplegrove.com  
Phone: (226) 647-8500 ext 214

1. I am aware of MAC MGS Preschool and Childcare Centre's hours of operation from **7:30 am to 5:30 pm** from September through June. PD Days, Ramadan, Summer, March Break and Winter Holidays (when open) are **8:00 am to 5:00 pm**. I understand that I must make alternate pick up arrangements if I cannot arrive by the closing time. **It is important that you bring your child to the centre at a regular time each day and advise us in advance if you need to revise your child's attendance schedule.** \_\_\_\_\_
2. I am aware that MAC MGS Preschool and Childcare Centre is closed two days for each Eid holiday, between Christmas Day and New Year's Day, two Professional Development days a year, as well as all statutory/civic holidays. You will receive a calendar each year showing the dates when the centre is closed. \_\_\_\_\_
3. Parents/Guardians who are late picking up their children will be charged a late fee of \$1.00 per minute after 5:00/5:30 p.m. which is payable directly to the staff on duty. This fee is subject to change without notice. **NO RECEIPT WILL BE ISSUED FOR LATE FEES.** To discourage consistent late pickups, after a child has been left late three times (genuine emergency incident excluded), the parent may be given a two (2) week notice of withdrawal, in order to make alternate day care arrangements for their child. \_\_\_\_\_
4. I will ensure that information on file at MAC MGS Preschool and Childcare Centre is always current. This includes immunization updates, home and business/school telephone numbers as well as names and telephone numbers of persons authorized to pick up my child. **Picture identification will be required from any individual with whom staff are unfamiliar.** \_\_\_\_\_
5. Regardless of the age of my child, I will make daily contact with staff upon arrival and departure. \_\_\_\_\_
6. I am aware that it is my responsibility to provide diapers, wipes, clothing, outdoor gear, blanket and other items my child needs in order for them to attend the childcare centre. These items will not be provided by the childcare centre \_\_\_\_\_
7. I will permit my child(ren) to leave the premises of MAC MGS Preschool and Childcare Centre on walks and to visit nearby parks provided he/she is supervised by a qualified staff member. \_\_\_\_\_
8. I give permission for staff to apply sunscreen that I provide (labelled and in its original container), as needed. Lotion sunscreen permitted only. \_\_\_\_\_
9. I grant permission for my child to be included in any pictures and/or video connected with MAC Maple Grove School or MAC MGS Preschool and Childcare Centre program or promotional material.
10. On occasion, staff take photographs and/or videotapes of children involved in various activities. These tapes and photographs are often shared in the centre, and our social media pages and may become part of an individual's collection of memories. I give permission for my child to participate in the above.
11. I am aware that fire drills and evacuation procedures in case of an emergency are in place at MAC MGS Preschool and Childcare Centre in compliance with the *2014 Child Care and Early Years Act*.
12. Children are expected to participate in all aspects of the program, including outdoor play activities. I understand that in order to ensure the health and safety of all children I will be requested to pick up my child and/or keep my child away from the centre when symptoms of ill health are observed. I have read the detailed sick policy in the handbook and understand it. Once I receive a call to pick up my ill child, I must pick them up within half an hour of being notified. \_\_\_\_\_
13. In the event of a minor accident, a form will be completed and reviewed with me at pick up time. I will be asked to sign the accident form and be given a copy.
14. If my child has a serious accident or medical emergency while at MAC MGS Preschool and Childcare Centre, I understand that an ambulance will be called and I will be contacted to meet a centre staff member and my child at the appropriate hospital.
15. I understand that I must complete and sign the appropriate **daily administration forms** in order for my child to receive any medication while at MAC MGS Preschool and Childcare Centre and will inform the childcare centre staff about any changes in my child's health or medication. Staff will **ONLY** administer pharmacy labelled prescribed medication. \_\_\_\_\_
16. I understand that I must follow all childcare centre policies and procedures as they are put in place to keep my child safe and secure. \_\_\_\_\_
17. I understand that if I am to spend any time in the program, I must provide a vulnerable sector check/police record check that is no more than 30 days old, as well as a recent immunization record, and read and follow all policies and procedures of the childcare centre. \_\_\_\_\_
18. The childcare centre reserves the right to immediately terminate care of a child if deemed necessary by the centre, due to the lack of adherence to our policies and procedures, health and safety of the staff and children, or if we feel you or your child is not the right fit for our centre. \_\_\_\_\_

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_ have read and understand the above policies of MAC MGS Preschool and Childcare Centre. **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Centre Employee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_