

REGISTRATION	<ol style="list-style-type: none"> 1) A copy of an up-to-date immunization record is required prior to care. 2) All Full-Time users must provide information about their anticipated drop-off and pick-up times before they can proceed with child care services. 3) Full-Time users may be required to send advance payment if child care is to begin after the relevant monthly payment due date has passed.
ATTENDANCE	<ol style="list-style-type: none"> 1) Children are not to arrive before 6:30 am and must be picked up by 6:30 pm. 2) Parents are expected to contact the Centre if their child will not be attending as scheduled. Repeated failure to communicate will end the care arrangement.
NON-PAYMENT OF FEES	<ol style="list-style-type: none"> 1) In the event that a statement of account is not paid by the specified due date, a 5% interest charge will be added to your balance. 2) Failure to make timely payments will result in the termination of care. 3) Those with a history of overdue accounts will be restricted to the Call-In user option.
HEALTH	<ol style="list-style-type: none"> 1) Children cannot attend when ill as they must be able to participate in daily activities (<i>see Parent Manual for further details</i>). 2) We administer prescription medication only (must be in original container with child's name, dosage, etc.). An administration consent form must be completed. 3) Non-prescription medication cannot be stored on the premises. 4) We are a peanut and tree nut free facility!
PICK UP AUTHORIZATIONS	<ol style="list-style-type: none"> 1) Children are only released to their parents/caregivers, emergency contact or designated pick up persons. Other arrangements must be communicated. 2) A piece of photo identification may be required in order to confirm identity of pick up person to staff (pick up persons must be at least twelve years of age).
CHANGE OF USER OPTION	<ol style="list-style-type: none"> 1) User option changes are permitted. However, once a Full-Time space is given up, we cannot guarantee that it will be available at a later time. The Centre is expected to offer vacant child care spaces to families on our Waiting List. 2) A Summer Waiting List will be kept for each calendar year. Call-In families in need of Full-Time care during the summer session are welcome to contact the Centre to add their child(ren) to this list. Vacancies in each age group (if any) will be filled in order of position on the Summer Waiting List.
CREDIT DAYS	<ol style="list-style-type: none"> 1) Each child attending Full-Time will be eligible for prorated credit days, renewed annually. These credit days will be used to cover the cost of absent days (planned or unplanned). Three credit days are earned per month, to a maximum of thirty-six credit days per calendar year. 2) If absences exceed the credit day allotment, they will be billed as days spent in care. If payment for absences is not received by the due date indicated on the invoice, the care arrangement will be terminated.
TERMINATION	<ol style="list-style-type: none"> 1) Full-Time users must provide notice of termination and/or change of user option by the relevant billing date. Billing dates are posted on our website: chapleauchildcare.ca 2) Once a monthly invoice has been sent, payment is expected in full for the child care space that has been guaranteed for that month.