

## PARENT AGREEMENT

This agreement is between Fatemeh Farzi owner/operator of Starfish child center LTD,  
Address, 1657 Philip Ave, North Vancouver, BC, V7P2V9, Tel: (604) 500 3049 License # FA20784  
and \_\_\_\_\_ Parent / Guardian to care for  
(child/children's name(s)) \_\_\_\_\_. The Parent / Guardian  
hereinafter called the 'parent ' agrees to the following conditions:

Starfish child center is open from 8:00 AM to 5:30 PM From Monday to Friday, except for  
holidays and staff holidays.

### POLICIES

Parents are to review and be complying and in full agreement with policies and procedures as  
detailed in the Policy and Procedures Manual from Starfish child center. Copies of this manual  
are provided by the center.

#### Attendance

The child will attend from \_\_\_\_AM to \_\_\_\_PM on these days of the week:

\_\_\_\_\_

#### Fees

**For drop in:** The parent agrees to pay \$ \_\_\_\_\_ on the first day of starting for drop in.

**For full time and part time:** The parent agrees to pay \$ \_\_\_\_\_ (Parent part + optional fee)  
on the first day of each month for care.

- It is important to be aware that the government will renew the price each year during the  
starfish Child center annual contract. All parents will be notified of the new prices by the  
daycare. Fees shall be paid in full by the parent regardless of the child being absent due  
to sickness, vacation, or any other absences. Please refer to the fee policy in the policy  
and procedures manual for more detail. **There is a \$10 late fee for payments received  
after the 5 business days of the first day of each month**
- Failure to pay the full childcare fee can result in the termination of the childcare space.

### Late pick up Fee Policy

All children must be picked up by 5:30 PM on attendance days. There is an extra charge of \$15 for the first 15 minutes and \$25 per hour for late pick-up upon each incident.

### Registration fee

All new registrants can register the child with \$100 non-refundable registration fee. If your child does not attend the childcare as agreed upon, this fee is non-refundable. A deposit equivalent to one month fee is required at the time of registration.

### Withdraw

■ A deposit equivalent to one month fee is required at the time of registration, if you wish to withdraw or make changes from the program early, **you must give two (2) months notice in writing by the 1st day of the month prior to the change for a full refund of your deposit.** Failure to do so will mean that your deposit is forfeited.

■ Spaces cannot be saved or reserved for returning children. If a family wishes to maintain a space for any absence, the family will be required to pay monthly fee for their space.

### Facility's Request for Withdrawal

Starfish Child Center LTD. can terminate its services to a family under the following circumstances:

- 1) If fees for services are not paid in full and on time and suitable arrangements cannot be agreed upon.
- 2) If the center is unable to satisfactorily resolve a problem with a family.
- 3) If a family member harasses, threatens, or commits a violent or unlawful act toward the owner, child or other family involved in the program.
- 4) If, in the assessment of the owner, a child is unable to be safely managed in a group of children within the given adult-to-child ratio, in this case, termination



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of services will be a measure of last resort.

Probationary Period

The probation period is a time for supervising and sets the steps for future performance expectations. Both parents and caregivers have the right to child(ren) withdrawal if the child is unable to adapt or adjust within the first two weeks or in the caregiver's opinion has social, emotional, or physical needs that the caregiver feels he/she is unable to provide for. **5 days'** notice is required for either the parent or the caregiver for a full refund of your deposit. After 5 days, The fee will be charged only for the days attended during the probationary period. Please pay attention that, \$100 registration fee is Nonrefundable.

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Center Operator Name and Signature \_\_\_\_\_



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## DROP OFF AND PICK UP POLICY

Please notify us if an unauthorized person will be picking up your child just written permission must be received from parents before releasing a child to anyone who is not authorized on the registration form. We will not allow your child to leave with an unauthorized person without prior permission. This is for the safety and protection of your child.

A parent or guardian must authorize up to 3 individuals to pick up their child from childcare. Authorized individuals will be required to present valid identification to pick up any child from the childcare.

I authorize the following individuals to pick up my child from the childcare:

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If an authorized individual without valid identification or an unauthorized individual comes to pick up my child from childcare, you can contact me at this number:

\_\_\_\_\_

All parents and guardians must make sure that a staff person recognizes that the child has been dropped off or is being picked up from childcare.

\_\_\_\_\_

Parent name

Date

## CHILDCARE SUBSIDY POLICY

Childcare Subsidy, administered by the Ministry of Children and Family Development BC Provincial Government, is a monthly payment that helps eligible British Columbia families with the costs of childcare. Families fill out an application and provide supporting documentation to apply. Once the family is approved and authorization is established, the provider receives an authorization number and billing forms.

Childcare cannot start until authorization and billing forms are received unless the parent agrees to pay the regular fee.

Providers can only bill for the maximum number of days that the family is qualified for, if the child attends. If the child is booked to attend but does not, the provider can only bill subsidy for that day if the parent informs the provider that the child or their parent was ill or on holidays. It is up to the parent to ensure that the provider is informed if the child is away because of illness or vacation. If the provider is not informed, the parent will be responsible for the regular fee. The fee for missed days that are not covered by subsidy is to be paid before the end of the month.

The parent is responsible for any fees over and above what subsidy pays on behalf of the family. The parent portion is due on the first of the month. Parent signature required to attest to understanding and agreeing to the above policy.

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Date



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## CONFIDENTIALITY POLICY

It is the policy of Starfish child center, that any information or records held regarding your family and child will be kept confidential. The only release of information or records would be for a legal matter that is requested or required by law.

It is also appreciated that any information you become aware of regarding other families at childcare be kept confidential.

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Date

Signature of Parent/Guardian

Signature of Childcare Provider



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## PHOTO RELEASE FORM

I, ----- give permission to starfish child  
Center LTD staff to photograph for the following purposes:

Circle below all that apply:

YES NO    Display still photos in our classroom, albums, bulletin boards and around our  
classroom.

YES NO    Video clips and still photos used in our program for current clients as **memory keep  
sakes.**

YES NO    Display still photos or video clips on our social media sites example Facebook.

YES NO    Practicum Students to take and use photos only for the purpose of school projects.

(Photos will only be used in written assignments, not used online)

YES NO    Use still photos in promotional materials.

Note: No surname will appear with picture.

I understand that it is my responsibility to update this form in the event that I no longer wish to  
authorize one or more of the above uses.

Parent Name:

Parent Signature: Date:



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## FIELD TRIP AUTHORIZATION

### General, local field trip authorization

Safety on Outings & Field Trips One or two adults accompany the class when they walk to and from the park or go on other outings depending on staff/child ratios for that class. We always carry a first aid kit and emergency cards, and teach the children about safety, stranger tips and rules to follow when outside the center. On walks, children are required to walk in pairs, holding a rope and/or independent walking in the group and adults are positioned at the front, middle and end of the group of children. For planned field trips, you will receive detailed information including transportation plans, ratio numbers and forms to fill out well in advance of the event.

I, \_\_\_\_\_ give Fatemeh Farzi and her employees (if applicable),  
(Parent's name)  
permission to  
take my child, \_\_\_\_\_ on short field trips and other outings as part of the  
(Child's name)  
daycare program.

Signature of parents.....



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