



JLC VICTORIA

Agreement for Child Care

This is the Agreement for Child Care for:

Student Name:

(Last) _____ (First) _____ between

Enrolling Parent (EP) Name:

(Last) _____ (First) _____ and

Japanese Language Consultants Inc., 5-785 Central Spur Road, Victoria, BC.

Privacy Statement

Personal information provided upon registration will be collected and protected under applicable privacy laws. Information collected is used in maintaining your child's registration in this program, corresponding with you, and distributing information about JLC VICTORIA program and services.

Condition of Enrollment

Please initial each condition to signify that you have read and understand the conditions.

Throughout this document the abbreviation "EP" will be used for Enrolling Parent.

Financial

1. All tuition and fees are payable to JLC VICTORIA. The parent enrolling their child in JLC VICTORIA, is solely responsible for all fees and payments.
Initial _____
2. A \$80.00 (\$40.00 for the 2nd year) non-refundable registration fee is due at time of enrollment. This non-refundable fee covers administration costs only. This charge does not go towards the monthly tuition.
Initial _____
3. JLC VICTORIA agrees to give a minimum of 5-week notice of any fee changes.
Initial _____
4. The monthly tuition is the flat amount divided the total annual fee by 10 months, and there is no fluctuation of the fee with statutory holidays and scheduled school closures.
Initial _____
5. In order to maintain a child's space, the full fee must be paid for any period of time during which the child is away from the school, including vacation, and sickness, or any other reasons. The parent is permitted to sublet their child's position as long as the requirements are met for the classes. Initial _____



6. EP agrees to make payment by one of the following options.
 - Recurrent e-Transfer or Dated Cheques of 10 month for monthly payment set at time of enrollment
 - Advanced payment (1 x 10 month/2 x 5 month) by e-Transfer or Dated Cheques
Initial _____
7. Failure to pay Child Care fee the 1st day of the month, or to make alternate payment arrangements with JLC VICTORIA, may result in the notice of immediate cancellation of childcare services being issued by JLC VICTORIA.
Initial _____
8. The EP is responsible for any administrative charges (\$50) due to frequent late-payment.
Initial _____
9. The EP is responsible for the late-pick-up fee of \$5 for every 5 minutes.
Initial _____
10. Parents agree to give **an advance notice of the cancellation** in writing to JLC VICTORIA by the 15th of the previous month of the last month (e.g. by March 15th for May 1st).
Initial _____
11. JLC VICTORIA will give a minimum of two months written notice to the EP if we are no longer able to provide Child Care Services of reasons other than non-payment of fees.
Initial _____
12. A receipt will be issued at the end of the year upon request by the EP. It is the EP's responsibility to give a copy of their receipt to the other parent. Replacements are available for a \$10.00 service fee.
Initial _____

Affordable Child Care Benefit Program/Subsidy

1. The EP is responsible for ensuring that all information and authorizations are in place at the government system prior to enrollment and commencement in the program. The EP is responsible for the renewal of the benefit program.
Initial _____
2. The EP agrees to pay the full amount of the preschool program fees, and the benefit amount approved and paid to JLC Inc. by the government will be transferred to the EP by e-Transfer only twice a year (in December and June). The monthly transfer option is available with the administrative fee of \$30/year. Initial _____



Parent/ Guardian Conduct

- In the event parents/guardians do not follow the parent conduct policy when dealing with concerns, or parent conduct is disrespectful, inappropriate or abusive, the Agreement for Care contract may be terminated immediately at the sole discretion of JLV Victoria. In the event services are terminated without notice, the unused portion of fees will be returned within five business days.

Initial _____

Emergency Procedures

In the event of an unforeseen emergency that requires closures of JLC VICTORIA are following conditions apply:

An unforeseen emergency includes, but is not limited to:

- Natural hazards such as communicable disease outbreak, severe weather, earthquake, and flooding
- Technological hazards such as fire, utility disruption (heat, water, power), hazardous materials e.g. gas leak.
- Bomb threat or threatening phone call.

In the event of unforeseen emergency situation that necessitates facility closure, closures is describes as temporary or permanent.

- **Temporary closures** is defined as shutdown with intent to resume services.
- **Permanent closures** is defines as cessation is operations with no intent to resume services due to damage to the school beyond repair, economic conditions or other reasons.

Initial _____

1. In order to remain open during a utility disruption, the JLC staff will assess continued operations based on the ability to meet licensing regulations and requirements for water use, heat, and power.

Initial _____

2. Closures due to severe weather condition will generally follow the lead of School District 61 or will be determined at the discretion of the JLC director. If a notice is given on the radio or TV (CFAX) that schools are closed due to weather, then our school will also be closed. If it is announced that school will be closing, please prepare to pick up your children as soon as possible as we will also be closing our school as soon as all the children are picked up. Severe weather includes but it is not limited to snow, extreme heat and forest fire smoke.

Initial _____



Hours and Closures

1. Parents agree to abide by the school's hour of operation. JLC VICTORIA Japanese School is open from 8:30 to 15:30 for the preschool programs (the hours differ to program to program). Parents agree to abide by the school closures for all statutory holidays, winter holiday and spring holiday.

Initial _____

Substitute Staffing

1. JLC VICTORIA agrees to inform parents if it is necessary to engage a substitute teacher if the regular teacher will be absent for more than four consecutive weeks. Substitutes will be used when regular teachers are off due to holidays, illness or bereavement.

Initial _____

Parental Responsibilities

1. The EP agrees to complete and will keep updated the following forms that will remain at the school.
 - 1 Registration Form
 - 2 Emergency Permission Form
 - 3 Immunization records
 - 4 Permission to administer medication form and Asthma or Anaphylaxis Action Plan
 - 5 Agreement of Child Care (This form)

Initial _____

2. If required, list on the registration form all names of persons who are legally restricted in access/ contact with their child due to a court order/ separation agreement. A copy of the relevant court order or separation agreement must be attached and any changes immediately filed with the JLC director.

Initial _____

3. Parents/Guardians require to give JLC VICTORIA their work contact numbers as well as names of persons who can be reached at besides parents in case of emergency.

Health Policies

1. JLC VICTORIA will abide by any and all Health and Safety Regulations as outlined by Island Health and JLC VICTORIA. Parents agree to read "Health Policies and Procedures" in the Parent Handbook and follow the stated rules as outlined.

Initial _____

2. To attend the school, children must be well enough to participate in all aspects of the program including outdoor play. Initial _____



3. The EP agrees to advise the staff of any changes in their child’s health and update any records immediately upon any changes occurring.
Initial _____
4. Having up-to-date immunizations helps ensure that children have the best protection possible against certain diseases that can be very serious or even fatal. It also helps reduce the risk of disease outbreaks in group childcare settings
Initial _____
5. All children enrolled in our programs are strongly recommended to have up-to-date immunizations and must submit the record of immunization against the following diseases:
Diphtheria, Tetanus, Pertussis (whooping cough), Polio, Haemophilus Influenzae type b (Hib), Measles, Mumps, Rubella, Varicella (chickenpox), Rotavirus, Pneumococcal Disease, Meningococcal Disease
If you child is exempted the parent must submit the immunization exemption consent form. Initial _____
6. Parents agree to inform staff of any communicable diseases that their child may have contacted and, in order to safeguard the health and well-being of all children, parents understand that the staff has right to exclude children because of health reasons, such as communicable diseases. Parents agree to provide, upon the staff’s request, written medical clearance from a physician before their child is re-admitted. Parents understand that the staff have the right to request prompt pick up of their child from the school, if the child is ill. Initial _____
7. Only medication prescribed in writing by a physician and provided in its original packaging with full instructions and precautions, will be administered to children by school staff. The school staff will only administer the medication if parents have completed a “Permission to Administer Medication” form and provided this form to staff. Initial _____

Safety

1. JLC VICTORIA staff have in place, emergency plans which will be followed in the event of a fire and other emergencies and will provide parents with details if requested.
Initial _____
2. In case of sudden illness or accident, parents authorize the staff of the school to call the Provincial Ambulance Service to transport the children for treatment at the nearest available medical facility (VGH).
Initial _____



3. Parents will sign their child in and out each day on the sign In/Out sheet posted at the school (during the COVID-19 pandemic, the sheet will be signed by JLC staff.)
Initial _____
4. In the event failure to pick up happens, after one hour from the school closing time (12:00/ 3:00), and the staff have been unable to contact parents or their designated emergency contact, the Ministry for Children and Family Development will be contacted to take temporary custody of your child.
Initial _____
5. JLC staff will not release children from the school to unauthorized individuals. Parents will notify school staff if someone other than those persons that they have authorized on the Registration Student Information form will be picking up their child. Parents must be provided notice in writing, or by email. Picture identification will be requested at the time of pick up if staff have not met the adult picking up the child.
Initial _____
6. Parents have read and understand the policy regarding violent/ aggressive behaviors.
Initial _____
7. If notice is being given to your family due to your child displaying violent/ aggressive behaviors towards other children or staff, JLC VICTORIA will give minimum of two-week notice.
Initial _____

Inclusion

JLC VICTORIA will try to accommodate children with diverse abilities but cannot guarantee that we can provide special services. JLC VICTORIA is inclusive and supports children to the best of our ability provided that:

- a. The staff have the expertise to keep the children safe. For example, medical requirements will not exceed the staff's professional ability as Early Childhood Educators.
- b. The child does not require more time and resources that the school could offer.
- c. Offering supported care does not deprive the majority of children of their Japanese Immersion Preschool Program experiences.
- d. When the child needs extra supports which is beyond JLC VICTORIA's regular staffing, JLC VICTORIA may consult with the parents/guardians to consider hiring a personal support worker at their own expense to continue the program.

Initial _____



Behavior Guidance

Staff agree to follow the guidance and discipline guidelines given to us by Child Care Licensing. Physical or emotional outbursts will not be tolerated (hitting, kicking, bullying, spitting, and biting). If such behavior is ongoing, parents will be contacted to develop a Care Plan. Parents may be given notice of cancellation of services if;

- a. The staff have exhausted their resources and cannot meet the needs of the child.
- b. The safety and well-being of the children/ staff in the programs are in question.
- c. The child continuously fails to follow the program rules and care plan.

The EP understands that having a Care Plan in place does not guarantee that your child will be able to participate in our programs without additional supports. Parents will need to pick up their child immediately if safety is concern.

Initial _____

Parental Consents

1. Please sign to give your consent to have your child photographed by staff or others, as the need arises. Photo may be used in the promotion of JLC VICTORIA programs; however, names will not be used. If you do not wish your child to be photographed regardless of the circumstances, please inform the principal.

Initial _____

2. The children may go for a daily walk in the neighbourhood, or to a park within walking distance. These will be spontaneous, depending on the weather and other circumstances. During the year, children may also take field trips in and around Victoria. These excursions may involve walking or taking the city bus. We require your permission for your child to be included on these trips. These trips will be planned ahead of time in order to give parents adequate notice and perhaps have parents make arrangements to join in. Initial _____

3. We may have children participating in the program with severe allergies. The result of children with severe allergies being exposed to their specific allergens can result in anaphylactic shock and can be life-threatening. Although we will endeavor to safeguard the health and safety of your child, we cannot guarantee elimination of potential allergens. Therefore, it is the responsibility of the parent to develop a Care Plan with the director and principal and to provide any necessary emergency medication with the appropriate consent forms. If possible, Public Health or hospital staff are welcome to provide in services for our staff to facilitate support while awaiting the Provincial Ambulance Service. Initial _____

4. JLC VICTORIA has a closed private Facebook page. This group is for staff to share pictures of your child taking part in daily activities and special events. This group is for primary



caregivers only. This page was not created for families to use in lieu of speaking with preschool staff directly. If you wish to be a part of this group please be advised the following is NOT permitted:

- a. Posting that your child will be away from the school for any reasons (sick, holidays. Etc.)
- b. Tagging photos. Tagging photo reveals them to public.
- c. Posting content that would be related to personal beliefs (religious, political. Etc.)
- d. Sharing posts to your own wall.
- e. Promoting your own business.

The director is the administrator for this group and monitors the activity on the page. Please be aware that if a family is not following the items listed above it is grounds for removal from the group.

Initial _____

Receipt/ Familiarity with Program Parent Handbook

1. The EP acknowledges receiving the JLC VICTORIA Japanese Parent Handbook and receiving a copy of this Agreement for Care Contract.
Initial _____
2. The EP is familiar with the programs policies and procedures.
Initial _____
3. The EP understand that if the child cannot follow/cope with “Japanese Only Policy” during the program, the child needs to leave the program.
Initial _____
4. The EP understands that should they have any questions or concerns about the preschool program, that they are welcome to discuss these matters directly with the principal and/or director at any time.
Initial _____

By initialing each item above, and signing below,
I, _____ (EP’s Full Name) indicate that I have read and understand the Parent’s Handbook which outlines the specific policies and procedures of JLC VICTORIA’s programs. The intent of these policies is to promote high quality childcare by creating an environment which addresses safety, health and hygiene, guidance and discipline, programming, and the professionalism of JLC VICTORIA staff.

EP Signature: _____ Date: _____