

Ritchie Bros. Auctioneers Corporate Child Care NON RBA - Enrollment Agreement



Date: _____

Child Name: _____

Child Birthday: _____

Category: Infant-Toddler (3 months – 3 years)

Preschool-Kindergarten (3 – 5 years)

Pick Up/Drop Off Schedule:

Monday – Friday: **Drop off time:** _____ **Pick up time:** _____

PART 1 – General Terms and Conditions

- 1.1 A child may not attend the Facility unless this Enrollment Agreement has been completed in full and signed and all other required documents have been completed and submitted to the Facility. A new child is considered accepted to the Facility only upon confirmation from the Corporate Child Care Director.
- 1.2 Infants must be at least 3 months of age to commence the Infant-Toddler or Multi-Age Program Classroom. Children must be at least 36 months to enroll in the Preschool-Kindergarten Program. Children must be younger than 12 years to attend the Multi-Age Program.
- 1.3 The educational model at our Facility is based on a two-way partnership. It requires an investment of trust, cooperation, time, and energy in support of each child's care/education both at home and at the Facility. Parents are expected to actively participate in the activities of the Facility as much as possible, including scheduled parent-teacher conferences, class and Facility events. All parents must carefully read the Parent Handbook PDF found on the blog at rbkids.ca.
- 1.4 From time to time, the Facility and/or Ritchie Bros. Auctioneers may use photographs, video, and/or movies taken of children in the Facility for the purpose of program promotion (for example in newspaper advertisements or articles, on the Facility's and/or Ritchie Bros. Auctioneers website, promotional brochures and handouts or other similar types or marketing materials). By signing this Agreement you understand that this may occur and that the Facility will not always be able to notify you when such promotion may occur.
- 1.5 On occasion or as required, your child may participate in the Multi-Age Program at the discretion of the Corporate Child Care Director.

PART 2 – Fee Schedule & Payments

- 2.1 A deposit fee must be provided before a child attends the program. The deposit is equivalent to the first month's fees and will be put towards the last month the child is enrolled in the Child Care. The deposit is not deductible from any other Facility fee. The deposit must be provided once enrollment is confirmed. The deposit must be paid by cheque.
- 2.2 A pro-rated annual supply fee cheque must be provided upon confirmation of enrollment, as per the schedule below.

2.3 Twelve post-dated cheques (dated for the first of the month) must be provided one year from the date of enrollment, according to the following fee schedule.

	Fee:	Infant/Toddler (3 months – 3 years):	Preschool/Kindergarten (3-5 years):	Date Payable:
1	Pre-Registration (One-time)	\$25		Upon submission of pre-registration form
2	Deposit (One-time)	Equivalent to one month's fees which will be used toward the last month the child is enrolled in the program.		Upon confirmation of enrollment
3	Enrollment (One-time)	\$100		Upon confirmation of enrollment
4	Monthly (Based on 5 Days per Week)	\$1,400	\$1,080	First day of attendance
5	Supply (Annual)	\$100	\$125	First day of attendance

- 2.4 There are no refunds for mid-month withdrawals, holidays, sick days, scheduled facility closures, professional development days, weather closures, or days missed for any other reason throughout the Facility year. The Facility will close annually for the last three business days of June for program maintenance and planning. The facility will also be closed on three days throughout the year for staff professional development days.
- 2.5 A charge of \$25 will be levied against all NSF cheques or cheques returned for any reason.
- 2.6 A late pick-up charge which is applied at the rate of \$1.00 per minute any time that a teacher has to remain beyond established classroom hours to care for a child. RBA Corporate Child Care is open from 7:30am to 5:30pm.
- 2.7 Ritchie Bros. Auctioneers Corporate Child Care reserves the right to modify the fee levels with 30 days written notice to parents.
- 2.8 In the event that it shall be necessary to place this contract or any other debt due to the Facility by the undersigned with a collection agency or lawyer, parents will pay all court costs and reasonable collection/legal fees, plus interest at a rate of 15% per annum on the outstanding balance, over and above all other sums then due.
- 2.9 Additional fees may be charged for special outings and field trips.

PART 3 – Personal Information

- 3.1 Personal information collected by Ritchie Bros. Auctioneers Corporate Child Care is only the information that we feel is necessary to provide your child with a quality educational and/or childcare experience. We will not disclose any of your personal information to a third party, unless compelled to do so for legal, educational transition, emergency health or debt collection purposes. Any complaints, concerns or questions regarding our handling of your personal information should be directed in writing to: Ritchie Bros. Auctioneers – Attention: Counsel & Director, Legal Affairs.

PART 4 – Medical Situations

- 4.1 Ritchie Bros. Auctioneers Corporate Child Care, or any agent acting on its behalf, will secure and provide medical (emergency medical, ambulance transport etc.) and dental attention that may be necessary during a period when a parent cannot be contacted by telephone. The financial responsibility for any and all medical/dental expenses incurred on behalf of the child will be assumed by the parent.
- 4.2 If staff is required to administer medication to my child, I agree to bring the medication directly to staff. A medical permission form must be completed as required by the Fraser Health Authority, before the staff can administer any medication to your child. Please see Child Care Director for further documents.

- 4.3 I will keep my child home from Facility if there is any question of illness, and will notify the Facility at once about any serious or contagious illness. If my child becomes ill while in attendance at the Facility I will pick my child up promptly if requested to do so.

PART 5 – Withdrawal

- 5.1 Written notice of a child’s withdrawal from the Facility must be received one month prior to the intended date of withdrawal and must be dated and received by the Facility **prior** to the first day of the month. Provided that written notice is received one month prior to withdrawal and is dated and received by the Facility **prior** to the first day of the month the Facility will apply the last month’s prepaid Deposit toward the last month’s fee for the last month of attendance.
- 5.2 If withdrawal notice is not received according to this procedure, the current month’s tuition will be payable in full and the pre-paid deposit **will not** be refunded under any circumstances.
- 5.3 Parents who wish to take the summer months (July and August) off recognize that they are withdrawing their child from the Facility and as such are not automatically guaranteed a space for the following September. Parents who wish to withdraw their child for the end of June must follow the withdrawal procedures outlined above.

Enrollment in Ritchie Bros. Auctioneers Corporate Child Care does not guarantee continued enrollment. The Corporate Child Care’s primary objective is to find the right match between child, family and Facility. If it becomes clear that our Facility has proven to not be an appropriate match with either the child or the child’s family; the Facility will communicate its decision for the child not to remain at the Facility. A six week probation period is in effect for all new children in the program.

The terms of this Enrollment Agreement are in effect until the child is formally withdrawn from the program, in accordance with the Withdrawal section (Part 5).

I have read and understand the terms of this Agreement, the methods of payment and the policies of Ritchie Bros. Auctioneers Corporate Child Care, and I hereby agree to all the terms and conditions stated therein.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Signature of Corporate Child Care Director

Date