



SUMMER CARE 2018

Summer is fast approaching and we are starting to think about contracts for your summer care with us. Due to the extensive planning on our end, we require these contracts to be handed in by **Friday June 01, 2018**. Any contracts received after this date will not be guaranteed care until we have the chance to account for available spaces. Any contracts that are handed in late will be dated and available spaces will be granted in the order they are received.

As has been past practice, Discovery Early Learning & Care has, on occasion, had to combine sites during the summer months to accommodate renovations, maintenance of floors or just to better utilize staffing and keep programs financially viable. In the event that care will be affected at any of our sites we will notify you as soon as possible.

POLICY FOR SUMMER FULL TIME CARE

Full time care is classified as 4 to 5 days per week. If you do not know your vacation schedule at that time but will be using most of the summer please submit your summer contract with as much information as possible by **Friday June 01, 2018** to guarantee summer care. With two week's notice you are still able to make changes as required.

POLICY FOR SUMMER PART TIME CARE

Part time care is classified as 1 – 3 days per week. We understand that some families who require part time care will only receive their work schedules on a weekly basis. Please submit your summer contract, signed, with as much information as possible by **Friday June 01, 2018** to guarantee summer care. If you have chosen to submit your schedule weekly, all schedules must be given to your site or the Main office by Wednesday of each week to confirm care for the following week. If we do not have your schedule by Wednesday at 4:00 p.m. we will not be able to guarantee space for the following week.

POLICY FOR CALL IN CARE

DiscoveryCare.ca



Call in families will continue to take their chance and call in for care as needed. Call in care is booked by calling in the morning of your requested day or the Monday of the week you are requesting care. Call In care does not mean that you automatically have a space for the days requested and you may be refused care if there are no spaces available for that specific day. Using care on a call in basis does not guarantee you a full time space in September.

POLICY FOR TERMINATION OF CARE

Families who wish to discontinue services for the summer are required to fill out the appropriate section on the attached summer contract at least two weeks (14 days) in advance of the discharge date. All fees owing to the day care must be paid prior to leaving the program. A 4% monthly interest fee will be added to accounts left in arrears and the account will be sent to collections.

If you have any difficulty completing the contract attached please speak with the Program Supervisor at your site.

Looking forward to a great summer!

Jessica Carroll
Executive Administrator
Discovery Early Learning & Care

DiscoveryCare.ca



Summer Contract 2018

As a *Summer Care Contract* Parent/Guardian, I understand that I will be billed according to the current fee schedule and usage. Fees are invoiced in advance of care, and payment is due by the 15th day of each month. If payment is not received by the 15th, an automatic two weeks' notice will be given, and termination will be imminent on the last day of the month if payment is not received. Payments can be made by cash or cheque at all sites, and VISA, MasterCard or debit at our Main Site only – **please remember, if you are coming to pay at the Main office, please call ahead of time to ensure someone is in the office to process your payment.** In the event of an N.S.F. cheque, the bank penalty policy of \$45 will be charged to the Parent/Guardian as stated in the Family Handbook. A 4% monthly interest fee will be added to overdue accounts. A two week (14 day) notice is required by either party to terminate this agreement, without the notice you will be billed two weeks of care after the termination date. With regards to part time schedules, all schedules must be submitted no later than Wednesday by 4:00pm for the following week. If we do not receive schedules prior to this time, we cannot guarantee a space as meals and staffing are completed on Thursday morning each week. Any scheduled day not used for any reason will still be invoiced, unless proper notice of two weeks (14 days) is provided in advance of the requested change.

I understand that there may not be alternate dates available if I try to change the dates previously booked. Alternate dates will only be given if available. I understand that I will

DiscoveryCare.ca



be charged for any days not utilized during my requested weeks due to illness, other holiday arrangements, or absenteeism for any other reason. Any additional time requested for care will be on a first come basis and based on availability during the week.

I understand that if I do not require any care for the summer (Monday July 02 - Friday August 31, 2018) it is my responsibility to place myself on the City of Greater Sudbury Child Care Registry if I require child care in the future. A two week written notice of termination of care is required at any time to discontinue services with Discovery Early Learning & Care.

Continued on back

The last day of school for all school boards is Friday June 29, 2018. This contract is in effect from Monday July 02 to Friday August 31, 2018.

Child: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Dated: _____

Signature of Program Supervisor: _____



Summer Contract 2018

Child: _____

WHAT TYPE OF CARE DO YOU REQUIRE DURING THE SUMMER? (Place "X" on appropriate line)

- _____ Full Time (4-5 days per week)
- _____ Part Time (1-3 days per week)
- _____ As per schedule (will provide weekly schedule)
- _____ Call In (no guaranteed care)

_____ No Summer care required

Termination date effective: _____

If using full time or part time care, please place one of the following codes in EVERY box on the calendar provided on the back of this page.

DiscoveryCare.ca



Code	Description
PD	Part day (less than 6 hours of care)
FD	Full day (over 6-under 9 hours of care)
Ext	Extended day (over 9 hours of care)
X	No care required this day

If your hours required will be the same every day, please provide these times here:_____

If they will vary depending on the day, please provide these specific times in each box along with the appropriate code. **Please see calendar on the back of this page**

These contracts must be submitted by Friday June 01, 2018 to guarantee care.

Parent/Guardian Signature:_____

Parent/Guardian Signature:_____

Dated:_____

Signature of Program Supervisor:_____

Date received by Program Supervisor:_____

Summer Contract 2018

MONTH	MON	TUES	WED	THURS	FRI
JULY	2 CLOSED Canada Day Stat	3	4	5	6
JULY	9	10	11	12	13
JULY	16	17	18	19	20
JULY	23	24	25	26	27

DiscoveryCare.ca



JULY	30	31			
AUGUST			1	2	3
AUGUST	6 CLOSED Civic Holiday Stat	7	8	9	10
AUGUST	13	14	15	16	17
AUGUST	20	21	22	23	24
AUGUST	27	28	29	30	31

If using full time or part time care, please place one of the following code(s) in **EVERY** box on the provided calendar above.

Code	Description
PD	Part day (less than 6 hours of care)
FD	Full day (over 6-under 9 hours of care)
Ext	Extended day (over 9 hours of care)
X	No care required this day