

FAMILY DAY HOME PROGRAM

AGREEMENT

BETWEEN

**THE CAMROSE CHILDREN'S CENTRE FAMILY DAY HOME**  
(hereinafter called "*the Program*");

-and-

**SELF EMPLOYED INDIVIDUALS WHO CHOOSE TO CONTRACT  
THEIR SERVICES IN CARING FOR CHILDREN TO THE  
PROGRAM**  
(Hereinafter called "*the Program Educator*");

-and-

**INDIVIDUALS WHO CHOOSE TO CONTRACT CHILD CARE  
SERVICES FROM THE PROGRAM**  
(hereinafter called "*the Parent/Guardian*").

Parent/Guardian: \_\_\_\_\_

Child's Name: \_\_\_\_\_

## **THE PROGRAM:**

- will employ due care and diligence to ensure that all approved Program Educators and their homes meet Provincial regulations;
- will employ due care and diligence in establishing and maintaining suitable placements for all children whose parents/guardians have contracted child care services with the Program;
- will maintain complete records related to each child in the care of approved Program Educators;
- will employ due care and diligence in providing uninterrupted child care services for all parents/guardians who have contracted with the Program;
- will foster good communication and understanding between itself, Parents/Guardians and Program Educators;
- will pay to the Program Educator any and all remuneration due them according to the fee structure currently in effect;
- reserves the right to not approve any potential Program Educator, and to cancel the approved status of any Program Educator without notice, with just cause;
- reserves the right to cancel this Agreement with the parents/guardians at any time should the parent/guardian fail to comply with this agreement and the Camrose Children's Centre Family Day Home current Parent Handbook;
- will adhere to the Camrose Children's Centre Family Day Home Program Policy and Procedures and any revisions, deletions and/or additions to said policy;
- will adhere to the Early Learning and Child Care Regulations, Early Learning and Child Care Act, and the Child Care Licensing Handbook – Family Day home agencies;
- will adhere to the Family Day Home Standards Manual and any revisions and/or deletions to said policy.
- will adhere to the Family Day Home Extended Hours Policy, which follows Standard 6B of the Family Day Home Standards Manual:

“Care provided to children outside regular hours of service is a private arrangement between the Family Day Home Program Educator and the parent/guardian. Minimum requirements for extended care hours are as follows:

- No Program Educator shall offer child care for a child for a period longer

than 18 hours in any 24-hours without prior written notification to the agency;

- A Program Educator offering child care to a child for a period longer than 18 hours in any 24 hours must provide that child with sleeping time;
  - In such cases, the Program Educator must give each child his or her own bedding and sleeping accommodations that meet the child’s developmental needs (male and female school-aged children must sleep in separate rooms); and
  - A Program Educator offering extended care is required to provide the child with facilities for bathing/showering (children must be bathed individually and supervised, according to developmental needs).
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- will monitor the Family Day Home Program Educator during the time set for extended hours for agency purposes. The CFS will also monitor during these extended hours if needed.
  - will agree with the Family Day Home Program Educator and parent/guardian on the set hours for the extended hours needed by the parent/guardian.
  - will agree to the extended hours fee structure as agreed upon by Family Day Home Program Educator and parent/guardian.
  - will agree to have the Family Day Home Program Educator call the Family Day Home Director by cell phone or home phone should an emergency incident occur during the extended hours. In extenuating circumstances when the agency is deemed unavailable, the Program Educators must call the SAFE KIDS HOTLINE at 1-800-385-kids (5437).
  - will agree that any hours after the set extended hours schedule will be deemed to be private care between Family Day Home Program Educator and parent/guardian.

I, \_\_\_\_\_, Family Day Home Coordinator, have read, understood, and agree to adhere to the Camrose Children's Centre Family Day Home Policy and Procedures and this Agreement.

\_\_\_\_\_  
Family Day Home Coordinator’s Signature

\_\_\_\_\_  
Date

## **THE PARENT/GUARDIAN:**

- will maintain good communication with both the Program Educator and the Program, ensuring that all parties are aware of the child/ren's progress and development in both their own and the Program Educator's home. Any changes which a bearing on the child's placement status may have, emotional wellbeing, physical condition, social and/or intellectual development will be reported to the Program Educator and the Program;
- will maintain current information which the Program has on the Childcare Registration Form. Any and all changes in place of residence, place of employ, home and/or work telephone numbers, persons having access to the child, emergency contact persons, and enrollment commitment will be reported to the Program Educator and the Program immediately;
- makes an enrollment commitment as follows: Circle One: Full Time Part Time

My child requires care on the days listed: \_\_\_\_\_

and the following times \_\_\_\_\_;

- will pay to the Program all fees due on receipt of the invoice, according to the fee structure currently in effect;
- will give a thirty (30) day trial period for an adjustment time for parent/guardian/ Program Educator and Program Educator/child. If they wish to terminate after the trial period, they parent/guardian / Program Educator) must give two (2) weeks written notice or payment of two (2) weeks in lieu of notice.
- will give two (2) weeks written notice of holidays, and/or termination of childcare as per the current Camrose Children's Centre Family Day Home Operational Policy. Failure to do so will result in the parent/guardian being liable to pay money owing to the Program for the holiday period, or the two (2) weeks in the case of termination of child care without proper notice
- gives permission for the child to accompany the Program Educator on any outings or field trips which may be planned as part of the daily program. It is understood and agreed that some destinations are within walking distance and others require a vehicle;
- gives permission, in the event of an emergency, where the parent/guardian cannot be reached, for medical treatment to be obtained from their doctor, or a doctor selected by the Program Educator or the Program;
- understands that the policies which are included in the attached Parent Manual become part of this agreement.

I will adhere to the Family Day Home Extended Hours Policy, which follows Standard 6B of the Family Day Home Standards Manual:

“Care provided to children outside regular hours of service is a private arrangement between the Family Day Home Program Educator and the parent/guardian. Minimum

requirements for extended care hours are as follows:

- No Program Educator shall offer child care for a child for a period longer than 18 hours in any 24-hours without prior written notification to the agency;
- A Program Educator offering child care to a child for a period longer than 18 hours in any 24 hours must provide that child with sleeping time;
- In such cases, the Program Educator must give each child his or her own bedding and sleeping accommodations that meet the child’s developmental needs (male and female school-aged children must sleep in separate rooms); and
- A Program Educator offering extended care is required to provide the child with facilities for bathing/showering (children must be bathed individually and supervised, according to developmental needs).

I am aware that the agency will monitor the Family Day Home Program Educator during the time set for extended hours for agency purposes and that the CFSA will also monitor during these extended hours if needed.

I will agree with the Family Day Home Program Educator and agency on the set hours for the extended hours needed by myself, the parent/guardian.

I will agree to the extended hours fee structure as agreed upon by Family Day Home Program Educator and the agency.

I will agree to have the Family Day Home Program Educator call the Family Day Home Director by cell phone or home phone should an emergency incident occur during the extended hours. In extenuating circumstances when the agency is deemed unavailable, the Program Educators must call the SAFE KIDS HOTLINE at 1-800-385-kids (5437).

I will agree that any hours after the set extended hours schedule will be deemed to be private care between Family Day Home Program Educator and myself, the parent/guardian.

I, \_\_\_\_\_, PARENT/GUARDIAN, have read, understood, and agree to adhere to the Camrose Children's Centre Family Day Home Program Parent Handbook and this Agreement.

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

\_\_\_\_\_  
Date

## **THE PROGRAM EDUCATOR:**

- will employ due care and diligence in caring for any child placed in my care, providing a healthy, happy atmosphere which fosters the child's physical, emotional, social, intellectual well-being and development;
- will maintain good communication with both the Program and the Parent /Guardian, ensuring that all parties are aware of the child's progress and development in my home and any changes which may have a bearing on the child's placement status, emotional well-being, physical condition, social and/or intellectual development;
- will maintain current information which the Program has obtained on the Program Educator's Application. Any and all changes in place of residence, telephone numbers, residents in the home, mental, physical and emotional health will be reported to the Parent/Guardian and Program immediately;
- will maintain complete records, which the Program will provide, related to my approved status, and to any child placed in my care by the program;
- will maintain nutritional diets for any child placed in my care;
- I will use methods of helpful discipline so that children may develop their own problem solving and choice making skills; **AT NO TIME WILL PHYSICAL OR EMOTIONAL INTERVENTION SUCH AS SPANKING, ISOLATION, SHAKING OR ANGRY SHOUTING BE USED AS DISCIPLINARY METHODS**
- will give a thirty (30) day trial period for an adjustment time for parent/guardian / Program Educator and Program Educator/child. If they wish to terminate after the trial period, they (parent/guardian / Program Educator) must give two (2) weeks written notice or payment of two (2) weeks in lieu of notice.
- will, upon acceptance of any child in placement, be bound to provide care for that child during all hours stated in the enrollment commitment made by the Parent /Guardian. Proper notice will be given to both the Program and Parent/Guardian, if I am unable to provide service at any time;
- will comply with the requirements of the Alberta Family Day Home Standards Manual and any revisions and/or additions to said manual;
- will adhere to the Early Learning and Child Care Regulations, Early Learning and Child Care Act, and the Child Care Licensing Handbook – Family day home agencies;

- will adhere to the current Camrose Children's Centre Family Day Home Program Plan (and any revisions, deletions and/or additions to that Policy, including, but not limited to:
  - obtaining and maintaining liability insurance coverage,
  - obtaining and maintaining an approved First Aid in Childcare Certificate,
  - allowing the Agency and Program access to premises at any time during the hours of childcare,
  - participating in training provided by the Agency,
  - understanding that while caring for Program children, I CANNOT simultaneously care for other children, apart from my own, and children who may visit. I understand that I must stay within the required ratio.
  - giving a minimum of one month's notice of termination with the agency,
- understanding that a Program Educator's status is that of "self-employed" but is under contract with the agency.
- My hours of operation are: \_\_\_\_\_a.m. to \_\_\_\_\_p.m. Monday to Friday.  
We are closed for all Statutory Holidays.

I will adhere to the Family Day Home Extended Hours Policy, which follows Standard 6B of the Family Day Home Standards Manual:

“Care provided to children outside regular hours of service is a private arrangement between the Family Day Home Program Educator and the parent/guardian. Minimum requirements for extended care hours are as follows:

- No Program Educator shall offer child care for a child for a period longer than 18 hours in any 24-hours without prior written notification to the agency;
- A Program Educator offering child care to a child for a period longer than 18 hours in any 24 hours must provide that child with sleeping time;
- In such cases, the Program Educator must give each child his or her own bedding and sleeping accommodations that meet the child’s developmental needs (male and female school-aged children must sleep in separate rooms); and
- A Program Educator offering extended care is required to provide the child with facilities for bathing/showering (children must be bathed individually and supervised, according to developmental needs).

I agree to be monitored by the Family Day Home Director during the time set for extended hours for agency purposes. The CFS will also monitor during these extended hours if needed.

I will agree with the agency and parent/guardian on the set hours for the extended hours needed by the parent/guardian.

I will agree to the extended hours fee structure as agreed upon by agency and parent/guardian.

I will agree to use the “after hours” incident reporting procedure should such an incidence occur and call the Family Day Home Director by cell phone or home phone. In extenuating circumstances when the agency is deemed unavailable, I will call the SAFE KIDS HOTLINE at 1-800-385-kids (5437).

I will agree that any hours after the set extended hours schedule will be deemed to be private care between myself and the parent/guardian. The specific extended care needs are as follows: \_\_\_\_\_

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I, \_\_\_\_\_, **PROGRAM EDUCATOR**, have read, understood and agree to adhere to the Camrose Children's Centre Family Day Home Program Policy and Procedures, to the Program Educator contract, to the Oath of Confidentiality, and to this Agreement.

\_\_\_\_\_  
Program Educator Signature

\_\_\_\_\_  
Date



Camrose Children’s Centre Family Day Home Program

**NOTICE OF ACTIVITIES**

(as required by the freedom of information and protection of Privacy act, Section 32 (c). 33 and 37)

(Parent/Guardian- **Please read carefully**)

The purpose of this notice is to inform you about the collection and use of children information by the Camrose Children’s Centre Family Day home Program.

In many cases personal information is collected and used for authorized programs and activities that are a normal part of the Day Home life. These uses, which are listed below, are a vital part of a healthy and functioning day home and participation of all children is very important. We realize, however, that there may be occasions where you, as parents/guardians, have concerns relating to the safety of your child with any of these uses of information; if this is the case, please contact the Day Home Coordinator.

Types of activities where information may be collected or used include:

- The use of child’s name, photo, and comments in the day home calendar, newsletters or daily classroom bulletin;
- taking of individual or group photos and the use of child’s photo for purpose of identification;
- the use of children’s names or artwork or other materials displayed at the Day Home or Camrose Children’s Centre sponsored displays in the community
- the use of children’s names and telephone numbers for verifying absences, etc.:
- the taking of photos and/or videos to document children’s development or milestones. These photos and/or videos could be shared with families via a digital device. Some Program Educators post activities to their public Facebook page but no child’s face will be posted. Program Educators Facebook pages are monitored closely by the Day Home Coordinator;
- the taking of photos and/or videos of daily activities, and their use, by the media, Centre brochures and other organizations where children are not interviewed or identified by name. (Where individual children are identified or interviewed, and the material will be used outside the day home, a separate specific consent will be required. You will be contacted for permission prior to the event.) Please note that the photos and/or videos of activities that are open to the general public may be taken and used for purpose within and outside of the day home situation. The day home may not be able to restrict such activity at public events;
- the taking of photos and/or videos of day home activities by the Camrose Children’s Centre Family Day Home Program where the materials will be used within the program. (Where individual children are identified or interviewed, and the material will be used outside the program, a separate, specific consent will be required. You will be contacted for permission prior to the event.);
- the use of children’s names/ photos in listing of roll calls, clients list, or for birthday recognition purposes;
- the circulation of information on a “need-to-know” basis regarding children who have severe or life threatening medical conditions.
- I give permission for the Camrose Children’s Centre Family Day Home Program to photograph and record my child’s image and voice on still photographs, motion picture file, audio tape, video tape or digital media and to use this material and or similar of my child in whole or part now and in the future through the media, internet multi-media presentations, newspapers, audiotape, in printed form and display form for promoting the Camrose Children’s Centre Family Day Home Program. (Camrose Children’s Centre website, and Facebook page, brochures, Booster etc.)

I hereby give permission for the Camrose Children’s Centre Family Day Home Program to use information/photos of my child for all purposes specified above.

Signature	Child’s Name	Date
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<p><b>I wish to object to the use of information about or photographs of my child under the following circumstances. (please list):</b></p> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>
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