



DAVAR CHILD CARE SOCIETY

Family Child Care Agency

P.O. Box 37053

Calgary, AB T2E 8V1

Phone: 403 250-5211 Fax: 403 273 8113

## CLIENT / AGENCY AGREEMENT

### WELCOME TO DAVAR CHILD CARE SOCIETY THIS IS OUR COMMITMENT TO YOU AND YOUR FAMILY

SUPPORT	ADMINISTRATION
<input type="checkbox"/> Unannounced Monthly Day Home Monitoring <input type="checkbox"/> Ensuring Proper Care & Supervision <input type="checkbox"/> Arranging Back up Care <input type="checkbox"/> Liaising between Parents & Providers <input type="checkbox"/> After Hours Emergency Contact (403.606.1354) <input type="checkbox"/> Monthly Newsletter / Providing Resources on Child Development <input type="checkbox"/> Lending equipment to better meet the needs of the Child(ren)	<input type="checkbox"/> Automatic Debit Choices <input type="checkbox"/> Visa / MasterCard Accepted <input type="checkbox"/> Subsidies available; Onsite Subsidy Applications <input type="checkbox"/> Year End Child Care Receipts <input type="checkbox"/> DAVAR Society Memberships <input type="checkbox"/> Affordable Quality Monitored Childcare

• **The services of Davar Child Care Society are contracted by:**

- Calgary Child and Family Services Region 3  
#300,1240 Kensington Road NW  
Calgary, AB T2N 3P7

Phone: 403 297-6100

**Agreement between \_\_\_\_\_, \_\_\_\_\_  
and Davar Child Care Society.**

As a client with Davar Child Care Society, I agree to the following Standards and Policies, as well as those contained in the Davar Parent Handbook:

- Will your family be applying for Subsidy? \_\_\_\_\_.
- Does your family currently receive subsidy? \_\_\_\_\_. Expiry date: \_\_\_\_\_ ID# \_\_\_\_\_.  
What name does your subsidy documentation reflect \_\_\_\_\_.  
Child's Name \_\_\_\_\_.
- To cooperate with the requirements of the agency and the family day home provider, with the understanding that the provider has been screened, approved, and is monitored by Davar Staff, following the Calgary and Area, Region 3 and Davar policies, regulations and guidelines.
- To release Davar, its agents and employees from any and all liability for any personal or consequential injury incurring the client's children while in care of the day home provider. (This does not release the day home provider from liability).
- That the entire "Child Care Profile" form regarding the client's children will be shared with the client's day home provider and any alternate care providers to inform her/him of the needs of the client's children and all pertinent information.
- Preschool hours and days of care/ school age hours and days of care; Hours of care are contracted on a 10 hours per day, 5 days per week basis. Any changes to this policy must be agreed upon by the family day home provider prior to the care start date. If contracted hours and days agreed upon in the child profile should change, the provider must agree to changes and a new child profile cover sheet must be completed and submitted back to Davar. A surcharge for professionals days and school holidays is in effect.

Davar Child Care Society Created September 1998  
Revised 10/00;01/03;06/04;09/05; 01/09; 01/12;

- That it is the parent's responsibility;
  1. It is the parent's responsibility to notify the day home provider if your children will be late or absent from care. As much notice as possible is expected. The provider is not obligated to remain home if they have not been notified of your schedule of change.
  2. To pick up your child at the contracted time, understanding that it is a private arrangement once the agreed upon pick up time has passed;
  3. To notify the day home provider, of your children's professional days from school. Notification well in advance is the expectation.
  4. To inform the school that your children attend a family day home and to supply the school with the provider's name, address and telephone number. The parent, however, is still the primary person to contact in case of an emergency at school.
  5. To understand that your family day home provider is not responsible for the supervision of your children walking/ bussing to and from school. Nor is the provider responsible for transporting the children to and from school.
- Written permission must be given;
  1. To the provider for any off-site field trips that the provider arranges. The provider will request your permission be documented on a field trip form.
  2. To the provider for any medication that the provider must administer to your children. The provider will request your permission be documented on a medication form.
- Holiday Closures are as follows:

New Year's	Family Day	Good Friday	Easter Monday	Victoria Day	Canada Day
Heritage Day	Labour Day	Thanksgiving	Remembrance Day	Christmas Day	Boxing Day

- Closures and closures in lieu are indicated in monthly newsletters.
- To understand that if you require care for any of these closure days, alternate care arrangements can be made through the office. However, it is considered to be a private arrangement, and the provider, even if they are your regular provider must be paid directly. This is not included in the client's monthly fee.

That the client has read, understands and follows the Davar Parent Handbook with specific reference, but not limited to the following policies and procedures

Emergency Medical Procedures	Medication Administration	Release of Children	Signatures/ Initials on all Attendance Records	Contagious Diseases / Ill-ness Policy	Late Pick-up Fee to Provider
Alternate & Emergency Care	Behaviour Guidance	Confidentiality	Infant Care	Financial Agreement	Holiday Closure Policy

<b>I have read and understood the Client/Agency agreement and the Financial Agreement and will comply with the requirements of it and the Parent Handbook. If I should ever have any questions or concerns, I will notify Davar and speak with my consultant or the director.</b>	
Parent Signature:	Consultant:
Parent Signature:	Date: