

CANADIAN MOTHERCRAFT of OTTAWA-CARLETON
475 EVERED AVENUE, OTTAWA, ONTARIO, K1Z 5K9
TEL: 613-728-1839 *FAX: 613-728-0097 E-MAIL: info@mothercraft.com

APPLICATION FOR LICENSED HOME CHILD CARE

DATE _____ HOW DID YOU HEAR ABOUT OUR SERVICE? _____

PARENT'S NAME _____ PARENT'S NAME _____

ADDRESS _____ POSTAL CODE _____

PARENT'S HOME PHONE _____ PARENT'S WORK PHONE _____

PARENT'S HOME PHONE _____ PARENT'S WORK PHONE _____

CELL #: _____ E-MAIL: _____ CELL #: _____ E-MAIL: _____

| CHILD'S NAME | BIRTHDATE | SCHOOL & GRADE | HRS/DAYS CARE NEEDED (MIN. 3 DAYS/WEEK) |
|----------------------|-------------|---------------------------|--|
| EXAMPLE - Mary Jones | May 1, 1997 | ABC Elementary Grade 1 | 7:30 am to 9:00 am and 3:30 pm to 6:00 pm , 5 days per week |
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| | | | |

ARE YOU WILLING TO DRIVE OUTSIDE OF YOUR IMMEDIATE AREA FOR HOME CARE?

YES NO

WHEN DO YOU REQUIRE CARE? _____

OFFICE USE ONLY

DATE RECEIVED _____

1ST FOLLOW-UP _____

2ND FOLLOW-UP _____

3RD FOLLOW-UP _____

CANADIAN MOTHERCRAFT HOME CHILD CARE

Established in 1944, Canadian Mothercraft's mission is to enhance the well-being of families through responsive, quality services.

Canadian Mothercraft of Ottawa-Carleton has been offering high quality licensed child care services for thirty years. The enclosed brochure gives you a brief description of our agency and the scope of our service. Our goal is to assist you in choosing quality care for your child within the Ottawa area. Our carefully selected providers must meet all regulations as set out in the Day Nurseries Act. We will attempt to find a provider who will offer the best day care environment for your child.

Upon receipt of your application form, a Home Child Care Advisor will be assigned to discuss your child care needs with you.

General Information

Children are eligible to receive care from the age of three (3) months to ten (10) years. Children over ten (10) who still require supervision may continue in the Full-Fee Child Care Program.

In the event that all spaces become filled, the agency will keep a waiting list.

The agency requires a minimum of three (3) full days per week enrolment.

We provide a receipt for child care on an annual basis. If at any time, you have questions about your account, please do not hesitate to contact our Accounting Department.

Length of Operating Day, Week, Year and Holidays Observed

The agency will arrange care during the parents' working hours plus travel time to and from work.

The availability of providers may limit our ability to meet all requirements.

Our office is open from 7:30 am to 5:30 pm daily with the exception of all Statutory Holidays.

The following eleven days are recognized as Statutory Holidays:

| | | | | | |
|----------------|---------------|--------------|---------------|---------------|------------|
| New Year's Day | Good Friday | Victoria Day | Civic Holiday | Thanksgiving | Boxing Day |
| Family Day | Easter Monday | Canada Day | Labour Day | Christmas Day | |

Providing care on a Statutory Holiday is NOT mandatory; therefore, if care is required, twice the applicable rate will apply.

Revised: 1/2011

CANADIAN MOTHERCRAFT HOME CHILD CARE
FINANCIAL AGREEMENT

To All Parents:

For your convenience, Canadian Mothercraft Home Child Care accepts automatic debit, Visa and MasterCard as payment methods for your child care fees. Accounts will be debited on the fifth business day of each month.

Parents choosing to pay by cheque are required to submit postdated cheques covering the first two months of care preadmission. Please keep in mind that there are typically 22-23 days in a month.

Payment for the first two weeks of child care in the form of a cheque, cash or money order will be required by all parents prior to your child/children starting in the Home Child Care Program.

Parents pay for every day the provider is available to provide care. This includes the child's sick and vacation days. The provider is also paid for all Statutory Holidays but is not required to be available on those days. If care is needed on a Statutory Holiday and the provider is in agreement, twice the applicable rate will apply. Parents are not required to pay when the provider is unavailable and alternate care is not needed. Please refer also to Fee Schedule and Explanation of Rates (see attached).

Discharge Policy: Mothercraft reserves the right to discontinue child care when an account is one (1) month in arrears unless alternative payment arrangements have been made.

Interest Policy: An interest charge of 2% per month will be added to all overdue accounts with balances in arrears for more than 30 days. (Note: interest is not a deductible child care expense.)

Mothercraft will send monthly account statements. Payments received after the last day of the month will appear on your account statement the following month. It is the parents' responsibility to ensure that debit, credit card authorization or postdated cheques are on file with our Accounting Department.

Parents are required to provide both the agency and provider with two weeks' notice prior to termination of care.

This contract is between Canadian Mothercraft Home Child Care and the parent. Private arrangements with the provider are discouraged and are granted only under exceptional circumstances. These arrangements must receive written approval from the Coordinator.

CHILD'S NAME _____ HOURS OF CARE _____

DAYS OF CARE _____ RATE _____

DATE _____ PARENT'S SIGNATURE _____

WITNESS _____ Agency copy Parent Copy

Revised: 1/2011

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| | |
|--------------------|---|
| CHILD'S NAME _____ | HOURS OF CARE _____ |
| DAYS OF CARE _____ | RATE _____ |
| DATE _____ | PARENT'S SIGNATURE _____ |
| WITNESS _____ | <input type="checkbox"/> Agency copy <input type="checkbox"/> Parent Copy |

Revised: 1/2011

CANADIAN MOTHERCRAFT HOME CHILD CARE

2011 FEE SCHEDULE

The Agency recognizes the following Statutory Holidays:

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day,
Canada Day, Civic Holiday, Labour Day, Thanksgiving, Christmas Day, Boxing Day

WEEKLY RATE – Fee Schedule is subject to change with a minimum of two months' notice.

INFANTS, TODDLERS AND PRESCHOOLERS

- \$198.40 A. FULL DAY - up to 10 hours of care
\$39.68/day – a nourishing lunch and two snacks for children eating table food
- SCHOOL AGE CHILDREN – all rates include the usual working hours of the parent minus the time the child attends school.
- \$150.70 B. KINDERGARTEN – up to 7 hours of care
\$30.14/day – includes a nourishing lunch and snack
- \$120.20 C. SCHOOL AGE WITH LUNCH – up to 5 hours of care
\$24.04/day – includes nourishing lunch and snack for school age children
- \$ 100.35 D. SCHOOL AGE WITHOUT LUNCH – up to 4 hours of care
\$20.07/day – includes one nourishing snack
- \$198.40 F. FULL DAY RATE FOR SCHOOL AGE CHILDREN – up to 10 hours of care
\$ 39.68/day – includes lunch and two snacks
- G. SPECIAL HOURS/NEEDS – to be added to any of the above rates as required for the needs
\$4.56/hour

Infant, Toddler and Preschool Children under 2 years of age who receive care up to 5 hours constitute ½ day (B rate over 5 hours is a full-day rate).

CANADIAN MOTHERCRAFT HOME CHILD CARE

EXPLANATION OF RATES

It is required that parents verify and sign the provider's attendance records (time sheets) each month. Once this is done, you have approved all entries for payment so it is important that you read and understand the following explanation of each category. This will avoid any misunderstandings and discrepancies regarding provider payments and parent fees.

- A Infant, Toddler, Preschool – Child in care full days
- B (1) Kindergarten – Child in Care
(2) Children under 2 in care up to 5 hours
Over 5 hours is an A rate
- C School Age with Lunch – Child in care
- D School Age without Lunch – Child in care
- F Full-Day Rate for School Age Children – Child in care full days: P.D. days, all school breaks, sick (in care)
- G This rate is payable as a supplement of all of the above to cover special needs/hours, etc. This rate must have prior approval.

The following are of the utmost importance to both parents and providers so please make note accordingly.

- S Child sick and NOT IN CARE. Provider Paid. Parents pay.
- CH Child on holidays and NOT in care. Provider paid. Parents pay.

For S or CH, parents pay applicable rate, i.e., a school age child who is sick or on vacation during all school breaks would be an F rate.

- SH Statutory holiday. Provider paid. Parents pay. If care is provided on SH (not mandatory), provider paid twice the A rate or in the case of school age children, the usual rate plus the F rate. Parent pays.
- U Provider unavailable. This is the ONLY time a provider is not paid. Parent not required to pay (unless needing alternate care).