

VANCOUVER ISLAND COOPERATIVE PRESCHOOL ASSOCIATION - V.I.C.P.A.

PARENTS' AGREEMENT FORM of Cordova Bay Preschool a member school of V.I.C.P.A. for the school year _____.

We, the undersigned have read carefully the Constitution and By-Laws of Cordova Bay Preschool and agree to abide by it. We will also read the Early Childhood Educator's (E.C.E.) Contract when available.

1. As a duty-parent/caregiver, I will arrange to arrive 15 minutes before preschool opening and to stay for 15 minutes after preschool closing. So that both my child and I may get the most out of this very special day, I will not bring any other children to the preschool. If I cannot be present, I will trade duty days with another parent/caregiver and notify the necessary people, i.e. E.C.E., class rep, duty scheduler.
2. We will make every effort to be **prompt in bringing**, and **picking up** our child for preschool.
3. We will not send our child to school if the child is ill, nor will we come as duty parents when we are ill. If our child contracts a communicable disease or condition (i.e. chicken pox, head lice, etc.) we will notify the E.C.E. immediately.
4. We understand that, in the school room and on the playground, the E.C.E. has overall responsibility for the program, teaching methods, discipline and health and safety measures; on a duty day, the parent/caregiver is there as the E.C.E.'s assistant.
5. We hereby authorize the E.C.E. to:
 - a) Arrange for periodic examinations by public health personnel;
 - b) Send our child home, if we are unable to pick him/her up, accompanied by an adult approved by us, if he/she appears ill, when it has been ascertained there is someone there to receive him/her;
 - c) In case of serious injury or other medical emergency, to obtain professional help (family doctor and/or ambulance) and notify the parents/caregivers immediately. We agree that any cost incurred for such services shall be the sole responsibility of ourselves. If parents/caregivers cannot be reached contact is then made with the person whose name appears as an alternate on the enrolment form, and emergency form;
 - d) To exercise discretion to ensure the safety and well-being of our child.
6. We will keep the E.C.E. informed of any event or change of routine at home that may affect our child's behaviour.
7. If we have questions about our child's progress or the program of the preschool, we will direct them to the E.C.E.; we will direct queries or suggestions about the administration of the preschool to the executive through the President or Personnel Committee.
8. We will pay our child's tuition fees according to procedures adopted by our preschool.
9. If it becomes necessary to withdraw our child from school, we will give one months notice in writing to the Secretary, or pay one month's dues in lieu of notice. We understand that in some circumstances, June fees are non-refundable as outlined in the Preschool's Constitution and/or enrolment policy.
10. **TO BE A FULLY COOPERATIVE MEMBER OF THE PRESCHOOL, WE ARE WILLING TO SERVE ON THE EXECUTIVE, ON A COMMITTEE, OR TAKE ON A JOB(S), AND TO ASSIST IN GENERAL UPKEEP AND THE FUNDRAISING FOR THE PRESCHOOL.**
11. We undertake to attend **MONTHLY MEETINGS**, held at the preschool on the 2nd Wednesday of each month for the purpose of conducting preschool business and the **PARENT EDUCATION PROGRAM. (Participation in an ongoing Parent Education Program is a requirement to maintain compliance with Community Care Facility Act, Child Care Licensing Regulation).** We understand that the presence of one duty parent/caregiver per family is required at every meeting, **and that our family will be asked to withdraw from the preschool group if more than two meetings are missed.** We are aware that telephone contact with the Secretary is necessary in the event of an unavoidable absence and that the posted minutes of the meeting must be read and signed **and Parent Ed must be followed up as per VICPA Standards.**
12. We will take an active interest in the **Vancouver Island Cooperative Preschool Association (V.I.C.P.A.).**
13. We understand that in accordance with the **Child Care Licensing Regulation** as a duty parent/caregiver we are required to have

on file the written opinion of a medical practitioner that our mental and physical health is adequate for the job. A form letter from the V.I.C.P.A. is provided to the duty parent/caregiver for the Medical Practitioner's signature. **We may not serve as duty parents in the classroom until a 'photocopy' of this form has been presented to the Enrolment & Orientation officer and kept on file at the preschool.**

If the Local Medical Health Officer in your community does not require a T.B. (tuberculosis) test then disregard item 14.

- 14. We understand that in accordance with the **Child Care Licensing Regulations**, it is compulsory for the regular duty parent/caregiver born or raised in countries where tuberculosis is endemic, to have a TB test that proves they do not have active tuberculosis. A copy of the results of this test must be presented to the Enrolment & Orientation officer and will be kept on file at the preschool. This process must be completed before the parent/caregiver begins the first duty day.
- 15. We agree to make every effort to present the forms for items 13 and 14 at the time of registration and no later than 2 weeks after our child has commenced preschool. **THESE FORMS ARE LICENSING REQUIRMENTS FOR THE LEGAL OPERATION OF OUR PRESCHOOL. Parent cannot assist as duty parent until above mentioned documents have been received by the Enrolment & Orientation Officer. Children cannot attend the program fully until all their registration forms have been submitted.**
- 16. We understand that according to government regulations, if we (parents or legal guardians) are unable to do participation days in the classroom whomever we appoint will require a Criminal Record Check.
- 17. We understand that the use of the preschool facilities and the activities which our child or children undertake at the preschool involves some risk of minor physical injury. We hereby release and discharge the V.I.C.P.A., the Cordova Bay Preschool, and its employees and volunteers from any actions, causes of action or liability which we may have individually or have on behalf of our child or children in excess of the public liability insurance carried by V.I.C.P.A. and the preschool.

This Parents' Agreement form and in particular, the waiver-release clauses herein contained represent the entire agreement between the parties and the said terms are contractual in nature and not a mere recital.

We have read the Parents' Agreement form in its entirety and confirm that we know the contents of this agreement and that we sign the agreement voluntarily.

This Agreement signed and duly witnessed on the ____ day of _____, 20__.

Parent/Caregiver

Parent/Caregiver

Parent/caregiver(s) (print): _____
(persons "on duty" and delivering child to class)

Signature(s): _____

Witness (print): _____

Signature: _____

Address: _____

Occupation: _____

For use only for families participating for a consecutive year. I/We have reread the Parent Agreement form.

Signature(s): _____

Date: _____