



# CHILOCARE KIT



E N R O L L M E N T   P A C K A G E

TEA GARDEN CIRCLE | MISSISSAUGA, ON L5B 2Y9 | PLANETCHILD.CA

647 965 3082



# ENROLLMENT PROCESS



Welcome to my planet, where your child's growth and development are nurtured in a mixture of Montessori and Highscope -inspired environment. As a sole provider, I strive to make the enrollment process simple and engaging for both children and parents. Here's an outline of our enrollment procedure:

## **Inquiry and Visit**

I invite interested parents to schedule a visit to my home-based childcare. During the visit, you'll have the opportunity to explore our -inspired learning areas, interact with me as the caregiver, and gain insights into our daily routines and activities.

## **Application and Enrollment Forms**

To initiate enrollment, parents are requested to complete the necessary forms for their child(ren). These forms gather essential details about your child. I may also require additional documents for identification or legal reasons. A checklist with details will be provided to help make things easy to track.

## **Enrollment Confirmation**

Upon receiving the completed application and necessary documents, I'll review the information provided. If space is available and after ensuring alignment with our childcare's philosophy, I'll confirm your child's enrollment.

## **Orientation Meeting**

Before your child's first day, we can arrange an orientation meeting. This meeting allows us to discuss your child's unique needs, preferences, and any specific routines they follow. I'll also provide detailed information about our policies, daily schedules, and what you can expect from my daycare services.

## **Registration Fees and Deposits**

To secure your child's spot, a registration fee and/or deposit may be required. I'll provide specific details regarding fees and payment schedules upon confirming enrollment.

## **Trial Period**

I understand the importance of a smooth transition. Therefore, I offer a trial period for your child to acclimate to our environment. This period allows us to ensure compatibility and create a positive experience for your child.

Your child's well-being and development are my top priorities. I'm here to assist you at every step of the enrollment process and beyond, ensuring a rewarding experience for your child.



# CHILDCARE ENROLLEMENT CONTRACT



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# ENROLLMENT CONTRACT



This is a child care agreement between:

Please sign  
& Return

AND:

Parent's name: \_\_\_\_\_

Contact number/s: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Contact number/s: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

For the care of the following child(ren): List full name(s) and birthdays (including the year)

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Emergency contact (in the event a parent cannot be reached):

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**OTHER NOTES:**



# ENROLLMENT CONTRACT

Terms of agreement are as follows



**Kind of care: (PA \_\_\_\_\_  
Day, Camp, Before  
or/and After school)**

Fees are payable in advance, no later than the 1st day of care in any given week.

late pick-ups will be charged a fee of \$2 for every 5 minutes you are late. This fee is expected to be paid promptly on the day you are early/late.

There will be an added fee of \$5 for every day you're late in payment.

Meals and/or snacks are provided for children and included in the weekly rate. Parents are asked to provide the following:

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A registration fee of \$20 is required upon enrollment. This fee secures your child's place at Planet Child and covers administrative costs related to enrollment.

**My policy regarding a child who is absent:** The weekly fee remains the same.

**Holidays:** The following are considered days off and paid holidays for the provider providing they fall on a regular day of care:

[ Canada day | Labor Day | Thanksgiving | Good Friday and Easter Monday | Christmas Day ]

Parents are not required to pay for anytime off taken by the provider

Please sign  
& Return



# ENROLLMENT CONTRACT



## **My vacation policy is as follows:**

I take a week or two off every year during March Break. And one week on the first week of August. You will be given a minimum of three weeks notice. There is no charge while I am on vacation.

Should you take a vacation, two-weeks notice is required. Your fee is 1/2 of your regular fee to hold the child(ren)'s spot.

## **Termination of Care:**

In the event of termination of care, by either party, there is a required two-week notice.

During the two-week notice time frame, you will be expected to pay each week in full regardless of whether your child attends daycare or not. There is a two week trial period, during which either party may terminate this agreement at any time. At the end of the two week trial period, the contract will be in full effect.

Additional information here:

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Parent Signature / date



Director Signature / date

