

Observation Nursery Program Contract

This contract is valid from _____ to _____
Month/day/year *Month/day/year*

Parent/Guardian _____
Last Name *First Name*

street address, apt #, city, province, postal code

Telephone number

email

Child _____
Child's last name *Child's first name*

Date of Birth _____
Month/day/year

Payment

Registration Fee: \$100.00 (deducted from tuition fee-non refundable)

Tuition: \$1000.00

Terms and Conditions of Payment

Tuition Fees are to be paid in 4 installments of \$250.00 on these dates.

September 1st

November 1st

January 1st

March 1st

*Please provide post-dated cheques and make them payable to **Concordia University**.

Fee of \$20.00 shall be charged for a cheque returned for reasons of non-sufficient funds (NSF). This fee is due within seven days of receiving a written notice.

Days Payable According to Contract

I agree to pay the number of days reserved per week per child for the duration of the program. This includes national holidays, vacation and or sick days of the child and or the parent.

Please note:

In order to maintain the files up to date, the parent is responsible to notify the teachers with any changes (e.g. address, telephone numbers, marital status, custody, etc.)

When a child is absent on a day when childcare services are offered, childcare services are required as if the child had attended. The parent is to notify the teachers if the child will be absent.

The teachers must be informed of all health issues and allergies. In the case of special diets, it will be necessary for the parent to supply the food.

Authorization

I authorize the teachers to request medical assistance and bring my child to a medical facility when deemed necessary.

I authorize my child to participate in daily outings. Special outings will require authorization.

I agree to allow my child to be photographed and or videotaped for the purpose of student teaching and documentation.

Cancellation of Contract

One month written notice of intent to withdraw a child from the preschool is required.