

TBMC

Les Tournesols/Sunflowers  
Bilingual Montessori Centre

## Parent Agreement

### Tuition Fees:

1. Registration fees – \$50.00 upon registration. This fee is non-refundable.
2. Full time option – The child may stay for the period of working shift to a maximum of ten hours per day.
3. Part time option – Hourly rate and only applies for OSC (if space available)
4. No part time in the Preschool and Kindergarten programs

Monthly fees are due on the first day of each month as we have obligations and commitments that must be met.

If monthly fees are not received by the first week of each month, there will be a late fee of \$20.00 (this includes NSF checks too)

Parents are encouraged to pay by posted dated checks. In case of payment by cash, you should request an official receipt immediately.

Tax return receipts will be distributed at the end of the year.

### Termination and Vacation Time:

Please provide us with one month written notice if your child will be leaving the centre. This will allow us sufficient time to notify prospective customers of an available space. Payment instead of notice will be charged if sufficient notice is not received. Most people take an annual two-week vacation and wish to take their children from the centre at this time. Full payment is still required that the space is still available for when you return.

I have read, understood, and agree to all the above terms and conditions.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

*Les Tournesols/Sunflowers*  
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**Media/TV and Photo Permission Form**

For the safety of your child, we are asking your permission if we can take pictures of your child. Also if there should be the TV news come into the daycare or the playground, we are asking your permission if your child can be on TV or other media.

Please note that ID will be taken of the person taking pictures or filming.

allow my child \_\_\_\_\_ to have their picture taken only.

allow my child \_\_\_\_\_ to have their picture taken and/or be on the media.

DO NOT allow my child \_\_\_\_\_ to have their picture taken nor be on the media.

Parent/Guardian Signature \_\_\_\_\_

Director's Signature \_\_\_\_\_

TBMC

To ensure the safety and well-being of staff and children within the centre, this policy establishes written standards for personnel, which addresses appropriate and inappropriate touch within the centre.

Members of staff at TBMC recognize physical contact as an important part of child development and guidance.

**Examples of appropriate touch may include the following:**

- ❖ Respecting the personal privacy and personal space of children
- ❖ Responses affecting the safety and well-being of the child (e.g. holding the hand of a child while crossing the street, holding a child gently but firmly during a temper tantrum)
- ❖ Hugs, lap sitting for younger children, reassuring touches on the shoulder, back rubs, and touch for health and hygiene
- ❖ Diaper changes, putting on cream or Vaseline with cotton swabs on genital areas, wiping genital areas
- ❖ Assisting with zippers and buttons

**Examples of inappropriate touch include:**

- ❖ Coercion or other forms of exploitation of the child's lack of knowledge
- ❖ Satisfaction of adult needs at the expense of the child
- ❖ Violation of laws against sexual contact between adults and children
- ❖ Any attempt to change child behavior with adult physical force, often applied in anger
- ❖ Forced kisses, corporal punishment, slapping, striking or pinching, tickling for prolonged periods, fondling or molestation

**Inappropriate touching will be grounds for immediate investigation and termination**

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_