

## **Checklist for service agreements :**

It is mandatory for the parent to make an appointment with the Coordinating Office in order to come register their child. In the case where the parent is missing documents of that the service agreement is incomplete, we will not be able to proceed with the registration and the parent will have to come back with the documents and the completed contract.

When you are filling out a service agreement with a parent, you must always prepare two copies: one for the parent, one for yourself (same goes for renewals)

Both contracts must each have original signatures (not a photocopy of the signatures) (the copy of the contract at the BC can be a copy)

In order to be able to register a child, the contract must be complete, and must contain all the following information: please refer to this checklist to ensure that it has been filled out correctly:

- The name and address of the parent;
- The name and address of the provider;
- A description of the services you engage to offer;
- Your opening and closing hours;
- The dates where your service will be closed (vacation time, legal holidays, others...)
- The date the child will begin attending your daycare;
- The duration of the contract;
- The cost of the services, per day;
- The **total amount** that the parent must pay you for the duration of the contract;
- The applicable penalties for late fees, if you choose to apply this;
- The method of payment;
- The note explaining the penalty of canceling the contract. This note comes from article 46 of the Regulation respecting the application of the Consumer Protection Act
- The social insurance number of the parent or parents that will be receiving the relevé 30 from the Coordinating Office for the additional parental contribution come income tax time (please make sure it is legible)
- The service agreement must be signed by the parent or parents that will be paying the additional contribution at the end of the year
- The percentage that each parent will be responsible for paying, **according to the parent's choice** (article 4.3 of the service agreement)

**\*\*SEE PAGE 2\*\***

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**In the case where ONE parent will be 100% responsible for the additional contribution :**

- This parent must sign the application to determine eligibility form, with:
- His/her documents establishing he/she is eligible to receive the subsidy
- this parent must sign the service agreement
- the contract must include the social insurance number for this parent

**In the case where the additional contribution will be SHARED by both parents:**

- BOTH parents must fill the application to determine eligibility form:
- Each parent must provide documents establishing that they are eligible to receive the subsidy
- BOTH parents must sign the service agreement
- The contract must include the social insurance number for EACH parent as well as the % each parent be responsible for paying at the end of the year

**\* Please refer to the document :**

**'Information concernant l'inscription'\***

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