

BELOW IS A SAMPLE OF THE AGREEMENT MADE BETWEEN THE SCHOOL AND THE PARENTS/GUARDIANS CONCERNING THE POLICIES OF THE DAYCARE DIVISION OF THE BAPTIST ACADEMY OF ANTIGUA.

STATE OF ANTIGUA & BARBUDA

AN AGREEMENT made the twenty-fourth day of July, 2007 BETWEEN [PARENT'S NAME] of Pares Village, Antigua (hereinafter called the CLIENT) of the one part and the EAST CARIBBEAN BAPTIST MISSION (hereinafter called the MISSION) of the other part.

WHEREBY IT IS AGREED as follows –

1. The mission will admit [CHILD'S NAME] (hereinafter called the CHILD) to the Baptist Academy of Antigua, Daycare Division (hereinafter called the DAYCARE) situated at Radio Range, St. John's, for the period beginning the third day of September, 2007 and ending on the thirty-first day of August, 2008 and upon the terms hereinafter mentioned.
2. The Client will pay the mission a non-refundable registration fee of \$100.00 upon the signing of this agreement.
3. The Client will pay the mission a non-refundable childcare fee of \$400.00 per month, for each month of this agreement, and this will be payable no later than the second business day of each month.
4. The Client will pay childcare fees in cash or make all cheques payable to ECBM or the Baptist Academy of Antigua at any branch of the Bank of Antigua.
5. The Client will pay to the Mission a penalty of \$40.00 if fees are paid late and a penalty of \$50.00 if his/her cheque is returned by the bank. These penalties are to be paid in cash at the ECBM Office at Radio Range.
6. The childcare fees for a given month will be waived only if notice in writing is given to the Mission by the Client of the withdrawal of the child from the daycare and that this notice comes no later than thirty days before the month in question begins.
7. The Client will purchase all daycare materials as described in official daycare correspondence before the session begins.
8. The Client must clearly and permanently label, with the child's name, all of the child's property that is brought to the daycare and advise the daycare staff of the items brought.
9. The Mission will not be liable for the damage or loss of any items brought to the daycare by the child which are not required of the Client in this agreement.
10. The Mission may exclude the child from its childcare facilities if the financial arrangements described in this agreement are not in order and up-to-date.
11. The Client will not bring the child to the daycare if the child is ill or manifests any symptom of illness, and shall immediately collect the child from the daycare if advised by the daycare of any symptom of illness that is seen in the child.
12. The Client is responsible for making sure that, upon arrival at daycare each day, the child's clothes are clean and ironed; and that the child manifests good oral and total body hygiene.
13. The daycare will bathe all children each afternoon and the Client will advise the daycare in writing if he/she does not want the child to be bathed.
14. The Client will send a change of clothing for the child each day.
15. The Client must provide all food, beverage, and sufficient drinking water for the child for the entire daycare day; and the daycare will feed the child only that which is sent by the Client.

16. The Client is responsible for making sure that the car parking policies of the daycare are observed by anyone delivering or picking up the child from the daycare. This includes the policy, which prohibits the blocking of and parking in parking spaces and carports, which have been reserved for daycare staff.

17. At the end of each daycare day, the Client (or his/her representative) will sign and print their names on a document indicating the time that the child has been taken from the daycare.

18. The daycare is to be notified, before the child is picked up at the end of the day, of the identity of any representative of the Client who will pick up the child for the Client.

19. The Client will pick up his/her child, at the end of the daycare day, no later than **4:45 p.m.** each day.

20. The Mission may charge the Client a penalty of \$10.00 per quarter hour or a part thereof beyond **4:45 p.m.** on any daycare day for supervising the child.

21. The Client must be present at, or send a representative to, all parent-staff meetings scheduled by the daycare, and the daycare must be advised in writing, before each meeting, of the identity of any representative of the Client.

22. The Client and his/her representatives shall dress modestly at all times when on the premises of the daycare, not wearing any close fitting clothing, or any dresses or pants that are more than one inch above the knee, or any clothing that exposes the chest, abdomen, or back.

23. The Client may not engage in any immoral conduct including, profane language, violence and or threatening behaviour, while on the premises of the school. The Client is responsible for the actions of his/her representatives while they are on the premises of the school. Any breach of this clause will result in the immediate termination of this agreement.

24. The child will participate in all the religious activities and religious instruction provided by the daycare.

25. The Mission will use as its guide for all religious instruction in the daycare the Holy Scriptures (Old and New Testaments), as interpreted by the Statements of Faith and Constitutions of the churches of the East Caribbean Baptist Mission.

26. The Mission will close the daycare on any day on which it determines that weather conditions would impede the proper functioning of the daycare, and when notified of such conditions, the Client will immediately collect the child from the premises of the daycare.

AS WITNESS the hands of the parties the day and year first before written.

SIGNED by the Principal on behalf of the Mission in the presence of:)	
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)	
.....)
Witness		Principal

SIGNED by the Client in the presence of:)	
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.....)
Witness		