



On Farm Summer Childcare Program Booking Procedures & Fee Structure

PLEASE PRINT and KEEP for your reference the INFORMATION BOOKLET FOR PARENTS. The DFRFR policies & procedures are outlined there. Should you have any questions, contact the On Farm Coordinator directly.

2017 Fee Structure

Fee structure is as follows: \$9.00/hour for up to 3 children
\$10.00/hour for 4 or more children

Booking Procedures

Required Documentation – These documents to be received by the On Farm Coordinator prior to booking Caregivers.

- ✓ *Application for Child Care*
- ✓ *Consent to Child Care*
- ✓ *General Membership form*

- **Once complete these forms can be either e-mailed to onfarm@durhamfamilyresources.org or faxed to: 905-655-0484**

- ✓ Each farm family is also required to pay an annual membership fee to join the DFRFR organization of \$10.00 (this is to be mailed to: DFRFR P.O. Box 176 Uxbridge, ON L9P 1M7) or paid to the caregiver on the first day your family receives care from one of our caregivers. **NOTE:** this fee entitles all members to attend and vote at the Annual General Meeting to be held in June each year at the DFRFR Uxbridge Early Learning Center, located at the Uxbridge Public School.

To Book a Caregiver

- ✓ Contact the On Farm Coordinator directly at onfarm@durhamfamilyresources.org or 416-571-2572 to request the date and time that you would like to have a caregiver come to your farm. The minimum booking is 4 hrs each day/family; maximum is 9 hrs each day/family.
- ✓ Each family is limited to a maximum of 2 'pre-booked' days/week.
- ✓ Each Sunday while the program is operating, an e-mail will be sent to the families who have paid their \$10.00 membership fee for the season advising them of any available dates and times for the upcoming week. Openings will fill up on a first come first serve basis.

Payment Options:

At the end of each day, the farm family is required to pay the caregiver based on the number of hours the caregiver was at their home. Payments can be made by Cheque – Cash (exact please) or **NEW for 2017** - Email Money Transfer to onfarm@durhamfamilyresources.org. **Please include the date & # hrs you are paying for.**