



OnFarm Summer Childcare Program

Booking Procedures & Fee Structure

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

2024 Fees

- Annual administration fee of \$25/family
- \$10.00/hour of childcare requested to be paid at the end of each Caregiver shift to onfarm@durhamfamilyresources.org, password: "onfarm"

Booking Procedures

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

- *Online On Farm Family Registration Form* – please use online fillable form
- *General Membership Form* – please use fillable form and email to onfarm@durhamfamilyresources.org
- Each farm family is required to pay an *administration fee of \$25.00* to join the DFRFR organization. Please e-mail transfer to onfarm@durhamfamilyresources.org
NOTE: this fee entitles all members to attend and vote at the Annual General Meeting to be held in June each year.

To Book a Caregiver:

- Contact the OnFarm Coordinator directly at onfarm@durhamfamilyresources.org or text/call Josie at (705) 341-4747 to request the date and time that you would like to have a caregiver come to your farm.
- After all your documentation and administration fees have been completed you will receive the "self-serve online booking link" which will take you to an online portal to book a day/time for childcare
- Each family is limited to a maximum of **two** "pre-booked" days per week (unless otherwise discussed)
- The minimum booking is 4 hrs each day/family; maximum is 9 hrs each day/family.

Payment Options:

At the end of each day, the family is required to pay for the childcare services based on the number of hours the caregiver was at their home. Preferred payment is e-transfer to onfarm@durhamfamilyresources.org password: "onfarm" or can be made by cheque or exact cash please. **Please include the date & number of hours you are paying for.**