



## On Farm 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.

### 2023 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](mailto:onfarm@durhamfamilyresources.org), password: "onfarm"

### Booking Procedures

Required Documentation – These documents to be received by the On Farm 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](mailto: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](mailto: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 On Farm Coordinator directly at [onfarm@durhamfamilyresources.org](mailto:onfarm@durhamfamilyresources.org) or text/call (705) 341-4747 to request the date and time that you would like to have a caregiver come to your farm.
- NEW – This year we have set up a "self-serve" online booking portal which you will receive the link to after all your documentation and administration fees have been completed
- Each family is limited to a maximum of **two** "pre-booked" days per week
- 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 farm family is required to pay the caregiver based on the number of hours the caregiver was at their home. Preferred payment is e-transfer to [onfarm@durhamfamilyresources.org](mailto: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.**