



## 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.

### **2021 Fees**

- Annual administration fee of \$25/family
- \$10.00/ hour of childcare requested

### **Booking Procedures**

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

- ✓ *Registration & Consent Form – please use fillable form.*
- ✓ *General Membership Form – please print and provide to Caregiver on the first day you receive care.*
- ✓ Each farm family is required to pay an administration fee to join the DFRFR organization of \$25.00. This can be mailed to: DFRFR P.O. Box 176 Uxbridge, ON L9P 1M7, e-mail transfered to [onfarm@durhamfamilyresources.org](mailto:onfarm@durhamfamilyresources.org), or paid to the caregiver on the first day your family receives care. **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 905-809-6373 to request the date and time that you would like to have a caregiver come to your farm.
- ✓ 'Pre-Bookings' need to be received by Friday at 12 pm for the following week. Each family is limited to a maximum of **two** 'pre-booked' days/week.
- ✓ Each Saturday by 12 noon, an e-mail will be sent to the families who have paid their \$25.00 administration fee for the season advising them of any dates and times that remain available after the 'pre-bookings' for the upcoming week. These available openings will fill up on a first come first serve basis and are available to any family (including those who may already have two dates pre-booked that week).
- ✓ The minimum booking is 4 hrs each day/family; maximum is 9 hrs each day/family.
- ✓ **NEW** – Families are required to fill out and submit the COVID-19 Screening Form prior to EACH DAY childcare is to be received.

### 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 e-mail transfer to [onfarm@durhamfamilyresources.org](mailto:onfarm@durhamfamilyresources.org). **Please include the date & # hrs you are paying for.**