

**Service Agreement
Between
City of Cornwall Consolidated Municipal Service Manager (CMSM)
Child Care Services
And
(Child Care Service Operator)**

As the CMSM has the authority to enter into this Service Agreement for the provision of child care services.

Therefore, the parties agree to the following:

1. The CMSM has the sole responsibility to determine eligibility for child care fee subsidy.
 - A. In the event that the family is determined to have “available income” to contribute towards the cost of the child care, the CMSM will advise the Child Care Service Operator of the amount owing from the family.
 - B. If the family is determined to have “available income” to contribute towards the costs of the child care, the Child Care Service Operator is responsible for the collection of this amount from the family.
 - C. The Child Care Service Operator will be notified and advised of the start date, the approved child care code and the parental contribution
2. The CMSM will pay the Child Care Service Operator for child care fees as per the operator’s rates.
3. The Child Care Service Operator will advise the CMSM of any changes to the attached approved child care fee rates.
4. The Child Care Service Operator will complete a monthly “Attendance Sheet” as provided by the CMSM. This document must be returned to the CMSM on or before the third (3rd) business day of each month. In the case that child care programs are participating in the on-line attendance reporting, timeframes remain the same.
5. Families deemed eligible for subsidized child care must continue to meet criteria to remain eligible. Child Care Services conduct eligibility reviews and will inform the Child Care Service Operator of any relevant changes.

6. Payment will be issued via Electronic Fund Transfer on the 10th of each month.
7. This Service Agreement will be in force from (Date), unless it is superseded by a subsequent Agreement, or it is terminated in its entirety by either party by giving sixty (60) days written notice.

The Corporation of the City of Cornwall

Name of Child Care Operator

Per: _____
(signature)

Per: _____
(signature)

Name: _____

Name: _____
(print name)

Title: Division Supervisor
Child Care Services

Title: _____

Date: _____

Date: _____