



West Central
Women's
Resource
Centre

Childminding Contract Between Hiring Organization and West Central Women's Resource Centre

I understand that my organization is responsible for arranging a suitable environment for group child care. My organization will supply toys, craft supplies and snacks if needed, and I will inform the Childminding Coordinator if these are not available. Childminders are usually not responsible for diaper changing. I will inform parents that they may be required to change diapers. My organization can request diaper changing services by contacting the Childminding Coordinator.

I understand that the rate of pay for childminding services provided by WCWRC is \$11.50/hour and my organization is responsible for paying the childminders \$10.50/hr. directly upon completion of their assignment. I understand that West Central Women's Resource Centre charges an administrative fee of \$1/hour per childminder. West Central Women's Resource Centre will invoice the hiring organization at the end of each month for the administration fee, so this fee is NOT paid to childminders. If no children come to our event, we will pay the childminder for half the time they were booked for. My organization is not responsible for busfare for childminders.

I understand that the ratio of children to childminders from West Central Women's Resource Centre is 6:1 for children 2 yrs. and older. If there are more than 3 children under the age of 2 years, or more than 6 over 2 yrs. then an additional childminder is required. I understand that I must inform the Childminding Coordinator of the number and ages of children who are expected to attend the event, if possible. Childminders are allowed to bring one or two of their own children if my organization has not surpassed the amount of children per childminder. I can ask childminders not to bring their own children if we expect the number of children/childminder to be at or near the quota.

I understand that if the Childminding assignment is cancelled without at least 2 working days notice to the Childminding Coordinator at WCWRC, my organization will be responsible for paying for half of the time booked, as well as the total administrative fee for that day. I understand that a representative from my organization may be asked to complete a yearly evaluation with an estimate of children cared for during that year.

Organization: _____

Representative (please print): _____

Representative's Signature: _____

WCWRC Childminding Coordinator, Fiona Muldrew: _____

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