



Service Agreement

Participant Name: Parent/Guardian Fund Administrator (Payee): Payee Mailing Address:	This Agreement Is In Effect Commencing: And Shall Remain In Effect Until: Program Office Location: #18 – 4300 Steeles Ave W Vaughan, ON L4L 4C2
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As part of the **Ministry of Children, Community & Social Services Quality Assurance Measures (QAM)**, agencies are obligated to request disclosure of government funding allocations for participants. Please take the time to list and provide your annualized funding from the following resources:

Yearly Passport Funding
 Yearly Special Services at Home
 Monthly ODSP
 Other: _____

The following are the service options, costs and billing schedules. Please enter your selection.

	Service Option	Cost	Billing schedule	Initial your choice(s)
Virtual	Individual (1:1) virtual classes – individualized program, topic of choice	\$30/session	Invoiced at the end of the month based on your selections.	
On-Site	1:1 Full Day M T W TR F (Please select)	\$250/day	Invoiced at the beginning of each month for the month ahead.	
	1:2 Full Day M T W TR F (Please select)	\$125/day	Invoiced at the beginning of each month for the month ahead.	
	1:5 Full day M T W TR F (Please select)	\$108/day	Invoiced at the beginning of each month for the month ahead.	

- ✓ Payment can be made by cheque, credit card or cash.
- ✓ Invoices are due within 30 days of receipt. Non-payment will result in an interest fee of 10%/month. Please contact the Finance Department for other options.
- ✓ Overdue invoices past 30 days will result in services being put on hold and may result in a discharge. Please contact the Finance Department to discuss a payment plan.
- ✓ Termination of Service/Contract: May be made by either party through the provision of 30 days written notice. If 30 days written notice is not received, Creating Alternatives may need to invoice the fund administrator accordingly.
- ✓ The **Individual Service Agreement** specifies the goals and outcomes to be achieved within the program.
- ✓ This service agreement is in effect June 1, 2022, unless a termination of contract occurs prior to this date.

By signing below, all involved agree to the plan above:

Fund Administrator (Payee) Name: _____	Signature: _____	Date: _____
Creating Alternatives Per: _____ (Finance Office)	Signature: _____	Date: _____