**Services Agreement**

This agreement is between

Westlock Independence Network (WIN)

and

Client

(Parent/guardian if applicable)

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Client

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardian if applicable

This Agreement starts on\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ends on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Services are provided based on a cooperative planned approach. WIN is a developmental organization and strives for the individual to do as much as they can. These services may be funded through a variety of sources as per current funding agreement(s). This agreement aims at a summary of usual service conditions. This agreement may be changed as needed.

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###  TERM OF AGREEMENT

**Travel:**

When WIN transports clients individually or should clients travel together, the client(s)/parent/guardian are responsible for the per kilometer cost.

* All rates are subject to change,
* Prompt payment of travel invoices is required,
* Travel will be billed as a round trip when WIN staff travel to/from the client’s home in order to transport them.

**-When the roads are deemed unsafe due to poor conditions or when the temperature drops below -30 degrees Celsius services may be cancelled for the day.**

**Changing/Ending Services**:

Ideally, ending services will be on planned and mutually agreeable terms.

-Anyone wanting to make a change to their services shall give one month written notice.

-This agreement may be ended with 30 days written notice for any reason without cause.

**Roles and Responsibilities:**

|  |  |  |
| --- | --- | --- |
| All:* Promptly make all relevant information available.
* Be forthright and to treat each other with respect.
* Abuse of clients or staff will not be tolerated.
* Participate in the development of specific support to assist client(s) in reaching goals.
* Comply with all applicable legislation and conditions for funding agreements.

Other:  | Client/Parent/Guardian:* Demonstrate a commitment to working towards goals.
* Responsible to pay direct expenses (i.e. travel, food, entertainment etc.) as outlined in travel conditions.

Other:  | WIN:* As the employer has the authority for all staffing. Input on hiring and performance is encouraged from all.
* Training and supervision to staff.
* To provide trained, competent staff.
* Provide support to assist clients in achieving stated goals.
* Provide invoices no later than the end of the following month for all direct client expenses.

Other:  |

**Signatures:**

Client Date

Parent/Guardian (if applicable) Date

WIN Representative Date