



Boys & Girls Club  
of Charlotte County

# Parent /Guardian Handbook

The Boys and Girls Club of Charlotte County is a non-profit organization which was established in 1998.

## **Mission Statement**

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

## **Philosophy**

Our Early Learning and After School programs are legislated by the New Brunswick Department of Education and Early Childhood Development. Our philosophy is to provide an environment that is guided by the Operators Standards and our National Mission Statement.

## **Goal**

To provide the highest quality childcare services and programs that is accessible to the citizens of Charlotte County.

## **Objectives**

- To promote healthy lifestyles through daily activity and encouraging healthy eating
- To foster the physical and emotional development of program participants
- To foster a sense of security within the childcare setting
- To stimulate the development of communication, social and cognitive skills of each participant
- To teach and demonstrate respect for and acceptance of individual differences, cultural and ethnic diversity
- To promote the involvement of parents in the development of their children
- To develop an atmosphere of inclusion of all children in every opportunity.
- To ensure a welcoming and supportive atmosphere where all participants feel valued and cared for.
- To offer appropriate activities to suit the developmental abilities and interests of all participants

## **Program Content**

The Youth Workers and Early Childhood Educators will provide a wide variety of activities, keeping in mind each child's experiences, development and interests. Schedules will include a balance of activities designed to foster a positive self concept, demonstrate positive health, safety and nutritional habits; encourage creative expression. Most importantly, activities will be designed to meet the developmental needs of participants (physical, social, intellectual, creative and emotional) and to suit individual needs and interests.

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Programming opportunities will provide active and quiet play, indoor and outdoor play, group and individual activities, rest and snack time. Areas of programming will include playground, gym activities, field trips, science, drama, cooking, self-development activities, arts and crafts, board games, puzzles, music, homework assistance, computers, video games, movies and special events.

### **Club Programming**

**Our school age programming focuses on the Boys and Girls Clubs Core Values. These Core Values are the standard by which all Boys and Girls Club services are measured.**

**Inclusion & Opportunity** - We strive to offer children and youth from all economic, cultural and social backgrounds access to the resources, supports and opportunities that will enable them to overcome barriers and achieve their positive potential in life.

**Respect & Belonging** - We provide a safe, supportive place, where every child is listened to, respected and valued in an environment of inclusion and acceptance. Our staff and volunteers model honesty, fair play, positive attitude, cooperation and respect for self and others.

**Empowerment** - We believe all young people can grow into responsible, contributing and self-reliant members of society. Children and youth are at the centre of everything we do. Through adventure, play and discovery, we encourage and empower them to develop healthy lifestyles, a life-long passion for learning, leadership and life skills and a sense of social responsibility.

**Collaboration** - We work together with families and volunteers in each community, in partnership with the public and private sector, to create healthy community solutions to providing children and youth with what they need for optimal development.

**Speaking Out** - We speak out on behalf of children, youth and their families to reduce disadvantage, enhance their lives and enable their voices and ideas to be heard.

### **Early Learning Programming**

**Our Early Learning Centre is mandated by the province to use the NB Curriculum Framework and we offer it in English. More info on the Curriculum can be found at <http://www.gnb.ca/0000/ECHDPE/ELCC-Curriculum.asp>**

**The Framework consists of 4 goals:**

**Well-Being** - Children experience safe and caring environments where their emotional and physical health, positive identities, and a sense of belonging are nurtured and protected. We achieve this by providing nurturing staff in each classroom so children can build positive relationships, learn to trust and enable their communities to expand while they learn and grow.

**Play and Playfulness** - Children experience open and flexible environments where playful exploration, problem solving, and creativity are encouraged and purposefully planned. We achieve this by providing environments that are rich in developmentally appropriate materials that are strategically staged to invite learning through play.

**Communication and Literacy** - Children experience intellectually, socially and culturally engaging environments where their communicative practices, languages, literacy and literate identities are valued and supported. We achieve this by creating print rich environments where children can begin to identify print and symbols and attach meaning. We also foster communication skills by creating learning stories and assisting children in expressing their vision. Staff are also available to assist children with expressing their emotions and help navigate difficult conversations with peers.

**Diversity and Social Responsibility** - Children experience socially inclusive and culturally sensitive environments in which consideration for others, inclusive, equitable, democratic and sustainable practices are enacted, and social responsibility is nurtured. We achieve this by observing all holidays that all children celebrate. Our classroom materials reflect the diversity of our wonderful world creating a welcoming and inclusive space for all children. We encourage our children to be community minded by participating in environmental clean-ups, shared meals and events.

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## Contacts

Our program bulletin boards have updated contact information for the following, Executive Director, our licensed programs Quality Assurance Monitor and Inspector as well as our board members.

## Hours of Operation

### **Daycare Centre at the Club 54 Disher Lane**

The Daycare Centre at the club operates all year round, Monday to Friday from 7:30 am -5:30 pm.

The After School Program at the club operates throughout the school year, Monday to Friday from 2 pm to 5:30 pm. This service is also provided from 7:30 am to 5:30 pm during Full day programs.

The club and the daycare centre at 54 Disher Lane are open on storm days, however if the club were to close due to severe weather we will post our closure on classroom Facebook groups as well as 98.1 Charlotte FM.

### **Milltown Elementary School (MES) Programs**

The **Daycare Program** at MES operates Monday to Friday 7:30am-5:30pm. (Daycare is open year round and during March Break, Summer Break and Christmas Holiday)

MES **After School Programs** operate 2-5:30pm Monday to Friday

MES **After School Programs** do not operate on days that there is no school

All Programs at MES are closed when there is a school closure due to weather.

### **Blacks Harbour Elementary School (BHS) Programs**

BHS **After School Programs** operate 1:20-5pm Monday to Friday

BHS **After School Programs** do not operate on days that there is no school

All Programs at MES and BHS are closed when there is a school closure due to weather.

**If any of our facilities were to experience a power outage or loss of water, parents will be contacted and will need to pick their child up immediately**

**All of our programs at 54 Disher, MES and BHS will be closed on the following days**

New Years Day

Good Friday

Labour Day

Boxing Day

Canada Day

New Brunswick Day

Christmas Day

Victoria Day

Remembrance Day

Christmas Eve

Easter Monday

Thanksgiving Day

Family Day

## Financial Assistance

### **After School Programs**

All families who net (after taxes) less than \$55,000 per year; may qualify for Daycare Assistance for all of our programs, please ask staff for a verification of enrollment prior to contacting Daycare Assistance

For those families who do not qualify for Daycare Assistance yet still require help, they must contact the Executive Director to make arrangements for assistance. Families who do not receive an approved request for reduced or waived programs fees; will be responsible for the fees generated. The Executive Director will not backdate assistance, therefore a request for assistance must be made upon registration in a program.

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## **Daycare Programs**

The Designated Centre- Parent Subsidy program assists families with financial support to help pay for the costs of early learning childcare in designated NB Early Learning Centres. The program provides free early learning and childcare services to families with a total annual gross income of \$37,500 or less for children aged 5 and under. Families will not exceed 20% of their gross annual family income to cover child care costs while their child is attending a designated NB Early Learning Centre. The level of subsidy is based on a sliding scale (between \$37,501 and \$80,000) and will be determined based on the gross annual household income. For more information go to [www.gnb.ca/earlyNB](http://www.gnb.ca/earlyNB)

Our no child refused due to inability to pay policy, does not apply to Birth to Pre K programs

### **Fee Structure**

Please see price list

### **Payment Schedule**

Pre-Authorized Debit (PADS) is required on all accounts

Early Learning PADS

Weekly Payment Option: occur each Monday or the next business day

or

Monthly Payment Option: occur the first Monday of the month or the next business day

After School PADS

Withdraws occur every Tuesday for previous week's attendance

(you may revoke your authorization at any time subject to providing 30 days written notice)

A Non-Sufficient Fund Fee will be charged to your account for the amount of \$5 for an unsuccessful withdrawal.

### **Misc. Payment Policies - All Programs**

Two weeks paid notice must be provided when withdrawing a child from the early learning and after school programs as well as when there is a change in your child's schedule.

In the event that our 54 Disher Lane facility is unable to operate due to severe weather or loss of power we will issue a full daily refund if the closure happens prior to 12pm. If the closure happens after 12pm no refund will be issued.

Regular Fees are charged for Statutory Holidays

For programs that are charged based on registration; the Boys and Girls Club of Charlotte County does not make exceptions for illness or vacation.

All accounts that are 14 days past due will result in immediate termination of the child's spot at the BGCCC.

We provide a receipt each year for income tax purposes issued by the last business day in February.

### **Enrollment**

**Once your spot has been confirmed you must pay a non-refundable registration fee of \$100 to hold your spot. This will be applied to your account.**

### **Daycare (Club and MES)**

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Programs are open to all children. Registration is based on the first come, first served rule. Participation in the program may begin only upon proper completion of all required forms.

### **Club After School Program**

Programs are open to all children. New registrants not currently attending are based on a first come, first served rule. Participation in the program may begin only upon proper completion of all required forms. If your child has previously attended our afterschool program they have a secured spot in the after school program the following year as long as new registration forms have been submitted by the deadline.

See front desk staff for summer registration.

### **MES and BHS After School Programs**

These programs are offered to students attending MES and BHS, please see our Program Director (programs@bgccc.ca) or MES/BHS Home and School Coordinators for information on how to register your child.

**All changes in your child's schedule must be done by contacting the club's front desk staff or posting on your child's class Facebook page. Texting your child's schedule changes will not be accepted.**

### **Inclusion Policy**

We strive to meet the needs of all children in our care, ensuring each child is included as an active participant in all aspects of the program. We will collaborate, advocate and partner with our community to create healthy solutions that address the needs of children, youth and their families.

We believe inclusion is an effective way to combat discriminatory attitudes and contribute toward the creation of welcoming and inclusive communities.

We believe that all people benefit from the opportunity to participate and learn in inclusive and diverse communities. We recognize the right of all children and families to participate regardless of ability, gender, race, religion, culture, sexual orientation or economic status.

We strive to ensure that young children and families in our community have access to a quality early learning and care environment that is developmentally and individually appropriate regardless of differing abilities and needs.

#### **Our inclusion policies are based on the following principles:**

1. **No child refused:** Every child is welcome. No child will be excluded based solely on level or type of disability.
2. **Naturally occurring proportions:** The centre provides a mainstream setting. The proportion of children with disabilities accepted into the program is roughly that which occurs in the surrounding community.
3. **Same range of options:** All children and families will have the same enrolment options with regard to days and hours of attendance.
4. **Full participation:** Necessary supports will be provided so that each child can participate, in some way, in the whole range of learning, play activities and daily routines offered at the centre.
5. **Parent participation:** All families are welcome. The parents', or guardians', role in the care, well-being and development of their child is honoured and supported. Parents will be able to participate in the program to the full extent of their comfort level.
6. **Leadership:** Staff, board and families promote inclusive, accessible, affordable, quality childcare. The centre advocates on behalf of individual children and their families so that funds for necessary and appropriate supports will be made available to allow for their inclusion in the program.
7. **Successful Inclusion Process:** Inclusion is successful when it is a positive experience not just for the child and family but also for educators, peers and program. The centre will actively problem solve with all participants to achieve an inclusion process that is positive for all involved.

Children who have been identified by their parents/guardians as needing enhanced support but have not yet been approved will first be allowed a 2 week trial period without support. Should the 2 week trial not have favorable outcomes a team meeting will be held to determine the next step of support.

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Although we continually strive to provide inclusive environments, there are circumstances in which we reserve the right to discharge and/or suspend members due to behavioral concerns.

### **Our Discharge Procedure is as follows:**

School age children who cause physical harm to others will be dismissed immediately. Our facilities utilize a 3 strike policy:

- 1st offence results in a dismissal for the remainder of the day.
- 2nd offence results in a dismissal for 2 days.
- 3rd offence results in a suspension of membership for a 2 week period. Once membership is reinstated the 3 strike policy is no longer in effect and each case will be dealt with individually.

Children over the age of 2 in our Early Learning Facility who continually cause harm to other children/staff or are demonstrating behavioural concerns will be redirected by our staff as a way to support the needs of the child/children in the class. If all forms of redirection have not had favourable outcomes, our staff will then have a team meeting with the parent/caregiver to come up with a support plan for that child. If an intervention is needed and children/staff safety is a concern, the child will be sent home immediately as it is our responsibility to prevent undue harm towards other children/staff. Once a child has been sent home 3 times, staff and parents will meet to develop an individualized support plan before the child can return to the centre.

### **Working with Community Supports**

Bearing in mind issues of confidentiality and parental consent, we are open to outside agencies visiting our facilities for observation, intervention and support purposes. The goal of these visits is to increase the child's chances of participating independently and appropriately in all his or her physical and social environments. Arrangements for visits are made with the Program Directors and Executive Director.

### **Improving Inclusion Practice**

We routinely monitor and evaluate the effectiveness of our inclusion practices. We appreciate opportunities to develop new skills and grow in our understanding of best-practices in inclusive early learning and child care environments. We welcome the mentoring and skill development offered to us by our partners in the inclusion process.

We are happy to share our positive experiences and knowledge of inclusion in early learning and care. We welcome students, visitors and others in the ECE community who are interested in learning about how inclusion works at our centre. When possible, we also provide volunteer and work experience opportunities to community and education programs.

We look forward to opportunities to celebrate and share the achievements of the children, families and staff involved in our program.

### **Parental Involvement**

The Boys and Girls Club recognizes that families have the right and responsibility to make child care choices for their children. Parents are an essential source of expertise with respect to their own children and are strongly encouraged to be actively involved in planning for the inclusion and development of their children within club programs. Parents/Guardians and other caregivers are invited to visit the program at any time during operating hours when their child is present. Parents and children are also encouraged to visit the Club prior to enrollment in the program. The club maintains an "open door policy" with regards to parental involvement, however, we do reserve the right to limit parental involvement should the situation warrant.

### **Parent / Guardian Complaints, Suggestions or Grievance Procedure**

Parents should feel free to discuss any situation with the program staff. Staff are more than willing to assist with any concerns that may arise. In the case of a disagreement or unresolved concern, please discuss the matter with a Lead

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Educator. If the Lead Educator is unable to resolve your concerns, please see the Executive Director. If you feel your concern has not been resolved in one of our licensed programs our Quality Assurance Monitor/Inspector's contact information is located on the program parent board.

### **Field Trips**

Our programs provide a large number of field trips and activities for club members. Parents will be requested to sign a consent form/waiver for field trips and activities involving swimming; children without a consent form/waiver will not be permitted to attend. All swimming activities take place with a lifeguard present. Activities such as daily walks or neighborhood playgrounds are considered part of the regular program, consent for these daily activities are included in this parent handbook and are required to be on file for each child.

### **Transportation**

Transportation for our after school program and field trips not within walking distance is provided by ASD South.

### **Personal Belongings**

Please label any and all items brought to club programs (including bottles, baby food, and soothers). Sweaters with drawstrings, mittens with strings, scarves and very loose clothing are not recommended due to the risk of playground choking hazards. All children must come prepared for outdoor play.

Depending on weather, sunhats, splash pants, snowsuits, hats, and mittens are required.

For the daycare centre, the following are required by each member: toothbrush, toothpaste, diapers (or pull-ups), wipes, diaper cream, and a change of clothes.

Club members are not encouraged to bring toys or valuables such as game systems and trading cards. The Boys and Girls Club is not responsible for these items if they were to become lost or broken. Cell phones are not permitted.

Children at the daycare centre are not encouraged to bring toys with them to the centre with the exception of a comfort item to nap with.

Children must have an extra set of clothing in case of an accident.

### **Food**

The Boys and Girls Club of Charlotte County is a peanut reduced environment. We do not serve peanut products during snacks or meals. Children are not to bring products that contain peanuts to the club.

If your child is attending our programs at MES keep in mind this is a nut reduced facility.

Our menu is posted on a weekly basis, if your child does not like what is being served – you are responsible for packing an alternative. We operate with a summer menu during the warmer months and a winter menu during the colder months.

If you choose to pack a lunch for your child, please ensure it is packed with healthy options. Some healthy alternatives would include veggie sticks with dip, whole grain crackers and cheese, yogurt and applesauce.

### **Child Pick Up Procedures**

Participants in the program must be picked up at 5:30 pm. Parents are expected to call the club if they will be running late. Late fees \$10 for every 15 min will apply for all of those who arrive past closing time. Children will only be released to parents/guardians or anyone who is listed as an alternative on the child's form. Identification will be requested from anyone who is unfamiliar to the staff. Parents are asked to notify the club if their child is being picked up early or by

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someone other than a parent. Every time a child is picked up, the parent must sign their child out. In cases where there are custody issues, copies of court orders must be provided.

### **Absenteeism**

In the case of a child's absenteeism, parents must notify the club's front desk staff or post on child's classroom Facebook page with the reason for not attending. Providing reasons for absenteeism is a mandatory practice as stated in the New Brunswick Department of Education and Early Learning's Operator Standards. This practice is to help ensure the effective management of illnesses within the program. We may also need to ensure the completion of a "Return After Exclusion Form" We do not intend to invade your privacy, but the safety and well being of all participants is important. Your full cooperation is appreciated in this area.

### **Child Guidance Practices**

Program rules and regulations will be clearly explained to all participants. All rules will be logical and comprehensive and will be administered in a consistent manner. Staff will follow positive discipline techniques and guidance at all times and will do their best to eliminate potential problems. Positive reinforcement and encouragement will be used as well as redirection of negative energy. Children will be provided with the opportunity to discuss incidents with staff and parental involvement will be encouraged. Redirection will be used as a means of calming a child down, to allow for a time for self reflection and to provide an opportunity to discuss the incident. Staff may complete an incident report, for any problems that may arise depending on their severity. A copy of the incident report is kept on file and a copy is sent home. After several attempts at resolution, if the unacceptable behavior continues parents may be asked to find alternate arrangements for their child.

### **Child Abuse and Neglect Protocols**

All program staff is educated as to the signs and symptoms of child abuse and neglect. Staff is trained in dealing with disclosures and is knowledgeable in the mandatory reporting requirements as set in the Child Victims of Abuse Protocols of the Province of New Brunswick.

It is the legal responsibility of all Club personnel to document and immediately report any suspected case of abuse or neglect. Failure to report suspicion of abuse or neglect is a criminal offense under the Family Services Act.

The staff at the Boys and Girls Club will report any suspicious behavior or disclosures to the Department of Social Development

### **Emergency and Evacuation Procedures**

- All staff are certified with First Aid and CPR and trained in emergency procedures
- Parents are required to sign a consent form for emergency medical attention and transportation
- Fire Drills are practiced once per month
- In the event of the need for an alternate location, children will be walked to the Disher Homes offices for our club programs, Milltown Elementary and Blacks Harbour School programs walk to designated outside locations posted in classrooms.

### **Pandemic Response Policy**

The BGCCC believes in maintaining and sustaining the health and safety of its members and employees, both physically and emotionally during a pandemic outbreak or disaster. The following guidelines and procedures are in place to address both potential and active illness among employees. These guidelines are also in place to help reduce the spread of transmission in relation to pandemics, but it will also be adapted to apply in major disasters.

In the event of a pandemic or disaster, the BGCCC will follow any applicable legislation and guidance from Public Health, the Department of Education and Early Childhood Development, and the Boys & Girls Club of Canada.



## **Quarantine and/or Illness**

- In the event an employee has had contact with someone who has been confirmed to have the pandemic virus they must immediately quarantine themselves and notify the Executive Director.
- Employees who have contracted a confirmed case of pandemic influenza at their place of work are eligible to file a WorkSafeNB claim.
- Should a salaried employee have no sick days accrued and has used all flex time and vacation days, they shall be granted unpaid leave for the duration of their illness and will not be subject to disciplinary action.

## **Mandatory Closures**

As stated above, the BGCCC will respond and take direction from Public Health, the Department of Education and Early Childhood Development, and the Boys and Girls Club of Canada.

In the event of a mandatory closure related to a pandemic, the BGCCC will continue to charge 100% of daycare and after school fees for a maximum of 10 business days and will continue to pay employees. If the closure continues past two weeks' parents will not be required to pay and staff will be required to apply for Employment Insurance Benefits until normal operations can resume.

During a mandatory closure the BGCCC will suspend all company benefits, excluding the Employee Assistance Program.

**Note: This policy shall be adopted to apply to any disaster out of BGCCC control.**

## **Health Practices**

### **Hand washing:**

Public Health Standards require that all staff and children wash their hands as often as necessary but always in these situations: upon arrival at the Club, before snack, after using the washroom, after outside play, after cleaning up after a sick child, after handling items soiled with blood or other bodily fluids and before and after giving or taking medication.

### **Child Illness:**

In the case of child illness, parents will be contacted. The child will be placed in a supervised, designated area separate from other children. The child must be picked up within one hour of notification of illness. A potential illness form will be completed and must be signed by the staff and parent each time a child leaves early due to illness.

Parents will be contacted to pick their child up from the program if:

- 1) The illness prevents the child from participating comfortably in activities
- 2) The illness results in greater care than the staff can provide
- 3) The child has a temperature of 38.5 Celsius (101 F) or greater along with other signs of illness including diarrhea, vomiting or blood in the stool
- 4) The child has other signs and symptoms as outlined in the "Management of Illness in Children and Staff in New Brunswick Child Care Days. Please refer to the Parents Role section of this booklet.
- 5) If your child has a tick on them our staff will not remove the tick but will call parents immediately, parents must pick their child up and have it removed.

### **Exclusion Criteria:**

Exclusion periods will be enforced as laid out in the "Management of Illness in Children and Staff in New Brunswick Child Care Facilities". Reports will be made to Public Health where required. Exclusion periods are mandatory and the Exclusion Reference Guide has been attached for your reference.

Parents must complete the form "Return after Exclusion" before a child can re-enter the program to verify that all exclusion requirements have been met. With Head Lice and Chickenpox, the BGCCC does go above and beyond the provinces list of exclusion periods.

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- Head Lice - children cannot attend until they are nit free
- Chicken Pox - children cannot attend until all spots have dried up.

The BGCCC reserves the right to go above and beyond any exclusion period, if we believe it is in the best interest of the majority of the children in our care.

**Communicable Disease:**

Parents will be notified of any communicable disease, illness, infections or infestations in the program. Notices will be posted on the parent bulletin board. Public Health will be notified as required.

**Immunization:**

Parents must provide an up to date immunization record for their children at the time of registration. Children will not be allowed to attend the program until the immunization information is received. Parents are responsible to provide notification of any changes in immunization as soon as possible.

**Medications:**

Only medication brought to the facility by the parent, whether over the counter or prescribed will be given to the child. A consent form for administration of medication must be completed. All medication that is brought to the club must be in the original container with the original label, have child protective caps and be identified with the dosage and child's name.

**Reportable Incidents in the program include:**

- (a) unexpected illness or injury where child requires immediate transfer to the hospital
- (b) motor vehicle accidents or injuries caused while being transported
- (c) missing child

In the case of any of the above, the parent will be notified immediately. A major incident report form will be completed and forwarded to the Regional Coordinator, Department of Education and Early Childhood Development. A copy will be provided to parents.

Non reportable incidents are those that do not require emergency medical attention i.e. cuts bruises and bumps. The child may need minor first aid done by a staff member. Any notable incidents of injury, behavior, health or other situations will result in an incident report. Parents will be requested to sign the form and a copy will be kept in the child's file.

**WAIVER OF LIABILITY**

**BY SIGNING THIS AGREEMENT YOU WILL WAIVE OR GIVE UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE.**

**Definition:** The Boys and Girls Club of Charlotte County Inc. shall include, but is not limited to: music, cooking, arts and crafts, recreational games, sports, tutoring, dancing, video games, computer games, internet, swimming, field trips, and special projects that may take place inside or outside **The Boys and Girls Club of Charlotte County Inc.**

In consideration of being permitted to participate at **The Boys and Girls Club of Charlotte County Inc.**, I hereby agree as follows: I, the undersigned, have provided the Club with accurate information and will immediately notify the Club in writing of any changes to this information.

**To release** any and all rights and claims for damages we have or may have against the Boys and Girls Club of Charlotte County Inc., its employees, volunteers, directors or officers, agents, and other participants including students, or their representatives, successors and assigns for any and all injuries, accidents, mishaps, or illnesses which may directly result from any participation in any programs, activities, or events offered by the said Club.

I, the undersigned, the parent/legal guardian, have read this waiver and understand the terms and I acknowledge and agree to the terms stated therein. This agreement shall be effective and binding upon my heirs, next of kin, executors, administrator, assigns, and representatives.

I, the undersigned, understand that the **Boys and Girls Club of Charlotte County Inc.** Its employees, volunteers, directors or officers, agents, and other participants including students, or their representatives, successors and assigns are not responsible for lost or stolen items.

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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The following must be complete before your child can attend.

- **child profile**
- **media consent**
- **photo release**
- **kid zone waiver**
- **PAD form**
- **waiver of liability**
- **immunization records**
- **\$100 non-refundable deposit**

I, \_\_\_\_\_ the parent/guardian of \_\_\_\_\_

have read, understood and will comply with

**The Boys and Girls Club of Charlotte County Parent/Guardian Handbook  
and the attached  
Managing Illness in Child Day Care Facilities Parent's Role**

**Version dated July 2019**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

