



ORIENTATION and ACKNOWLEDGMENT

Dear Parents, welcome to Kidzclub. Please read and understand the outline/summary given below of some of our policies. It will give you an idea of our objectives and expectations. If you have any questions or need more detail, please contact the director at **403-478-3123**

Please initial beside each statement, sign this form, and return this page with your registration package before your child's first day of attendance. See the Parents' Handbook for full Policies list at www.kidzclubchildren.com or ask staff for hard copy. Upon registration, time will be booked for full orientation

Name of a Parent and a Child _____

____ We are open Monday to Friday from 7:00 am to 6:00 pm. The program is usually open during PD days and other non-instructional days in School. The program is closed during school breaks and statutory holidays

____ Program locations: 1. School Gym from 7:00-8:00 (drop off); 2:35-6:00 (pick up) and 2. Kindergarten room from 8:10-2:435 (if picking up during this time, call the program staff). Enter the program through the gym door during this time.

____ Contact the program to enter the school/program at any times

____ Program contacts: Program phone: 403-437-3634 – to be used for pick up/drop of or any other inquiries. Program Director – 403-478-3123, Program Supervisor 403-667-6591; Program Assistants.

____ We will maintain ongoing communication with parents verbally on daily basis, though e-mails, through meetings. Program conducts the parents' survey and gathers parents' ideas about planning. Parent's suggestion box located at the Program entrance.

____ Meetings, orientations, interviews, paperwork: appointment has to be scheduled

____ Information about Program policies and expectations are located in the Parent's handbook, which can be found at www.kidzclubchildren.com. You can [also ask for a hard copy](#).

____ It is parents' responsibility to read the Program Policies listed in the Parents handbook

____ Program calendar, Program schedule, Program Newsletter, program Curriculum, program planning, children pictures, and other program and community information can be found on the program's website www.kidzclubchildren.com and on a parent board (located at the Program entrance)

____ Monthly updates, schedules, children's monthly activities and pictures can be found in the Program monthly Newsletter e-mailed to parents

____ Licensing certificate and licensing reports can be found on the Parent's board at the Program entrance

____ Program emergency signs are located at the School front door

____ If the children are off-site, the sign will be located at the Program front door

____ Parents are responsible to sign children in and out in person.

____ If the subsidized child attends less than 100 hrs (kindergarten) and less than 50 hrs (school age), the parents will be charged the difference between reduced subsidy and the program fee.

____ Children belongings should be labeled. Program is not responsible for lost or damaged personal belongings and toys.

____ Children must have indoor shoes they will be using only in the program (not school indoor shoes)



- _____ Kindergarten children will have an optional nap time. Please provide with a blanket to use during nap time
- _____ Parents are responsible for providing children with lunch and snacks enough for all day. Program has only emergency snacks.
- _____ Program follows the Positive Child Guidance procedures (see child guidance Policy in Parent Handbook)
- _____ Children having the following symptoms must be kept home: fever over 37.2 degrees C, vomiting, diarrhea, discharge from eyes or ears; coughing, sneezing or any other communicable illness like chicken pox, mumps, etc.
- _____ Parents will be asked to pick up the child from the program if they appear to the staff to be ill or injured, and if the parents are unavailable the listed emergency contact will be required to pick up the child.
- _____ If the child requires to use emergency medication or any other medication or herbal remedy while in the program, the medication administration consent form must be signed and medication administration/storage plan must be discussed with the staff
- _____ in case of a serious accident or injury while in the Program, the staff will attend the child or/and call 911 if necessary, call parents, complete and Accident Report with detail of what happened.
- _____ If the child(ren) does not show up in the Program and cannot be located within 5 minutes, Staff will call Police.
- _____ Only parent/guardians and emergency contacts indicated in registration form can pick up the child(ren) unless written consent is given for another person to pick up the child/ren. Generally, persons picking up children must be at least 18 years old and have photo identification.
- _____ If the child is not picked up till 6:30 and parents/guardians/emergency contacts cannot be reached, the staff will contact authorities.
- _____ Children have to be picked up before 6 pm. You will be charged a late fee of a dollar per minute past the closing time. Parents should call the Program if running late.
- _____ Monthly fees are payable on the first up to fifth day of each month. I understand that the late fee of \$5 per day will be charged after 5th day. There will be a charge of \$25 for N.S.F cheques.
- _____ Any type of bullying is not tolerated in the Program.
- _____ Child(ren) might be suspended or expelled from the program after three incident reports.
- _____ Parents are advised to apply for subsidy. The information on subsidy can be found at <https://www.alberta.ca/child-care-subsidy.aspx>. Subsidy application form can be obtained on-line or from the daycare. We will guide parents who qualify for Provincial Subsidy through the application process.
- _____ Parents are responsible to warn program staff if the child will not be attending the Program
- _____ The parents should inform program staff of any changes in the registration information immediately.
- _____ The parents have to give at least two weeks' notice for enrollment cancellation to avoid the late notice fee
- _____ All Program staff have training and certification and at least one staff will have First Aid and CPR certification.
- _____ All staff is required to attend workshops/conferences on ongoing basis to keep updated with the best practices
- _____ Staff have the obligation to report suspected child abuse.
- _____ Fire drills are held every month. In case of emergency evacuations, the children will be taken to the school playground fence and to the Sacred Heart Church if it is unsafe to return to school



_____ If the enrollment criteria in the Operations Policy is not met, the program will close. The fee can be increased at any time.

Planning and daily routines

_____ Program's curriculum based on themed and flight curriculum concepts

_____ Program planning designed to accommodate all developmental areas. Planning done every week and includes activities related to: literacy, craft, music, science, physical activities and includes children's interests.

_____ Daily routine includes: snacks; circle activities; free play and planned activities; play outside. Daily schedule is flexible and depends on children's interests

_____ Room layout designed for activities for younger and older children; for physical activities and table top activities

_____ "Computer" time is limited in the program

_____ please, put "yes" in this line, if you'd like to volunteer

Signature: _____ Date _____