



Kidzone Hourly Playcare Inc

Parent Handbook

2020/2021

Our Philosophy Our philosophy at Kidzone centres around the idea that play is one of the most important ways in which children make sense of their world, and is the natural way they learn, grow, and discover. Play is the child's work, and all children need to play regardless of their abilities and disabilities.

We strive to nurture their natural curiosity through an integrated, authentic play-based approach, by providing a holistic environment conducive to play, which is replete with a multitude of varying activities that are stimulating, challenging and changing; where the only limit is their imagination.

Our program meets the developmental needs of the children firstly by observing

them at play, reviewing and evaluating the program regularly and maintaining systemic records. The information gained from these processes enables us to offer challenges to the children and provide progression in play activities, whilst taking into account the individual needs.

The children enjoy daily physical play both indoors and weather permitting, outdoors. This occurs in the form of running, hopping, and jumping, climbing, balancing, hula hooping, throwing and catching; as individual play or through group sports. The spacious and multi-functioning grounds of the Community Centre afford us the opportunity to provide the children with varying physical activities. During the summer to fall period, badminton, soccer, basketball and football is available to all children who wish to join-in. Ice-skating, hockey and tobogganing are available during the winter season. Wildwood children also have access to Wildwood Elementary School Park, which is less than 300 yards away from our primary space.

On a daily basis children are encouraged to take part in Arts & Crafts, and are presented with opportunities to experiment with shape, colour, texture and size. Free art is an important part of our program as they choose what they want to make and are encouraged to use their imagination. They then get to talk about their work and see it displayed and valued by other children and adults, including parents, which instils a sense of achievement. Our monthly themed calendar provides children with the opportunity to learn about science, recycling and the environment, space and constellations, the growth cycle of plants, cultural diversity and just about any age appropriate topic of interest to them.

We create dynamic, challenging and exciting activities for school aged children thus enabling them to explore their natural affinity for adventure through:

Sports

Adventures in Science

Cool Crafts 4 Kids

Culinary Kids Club (wildwood location only)

Diva Days

Lego Tournaments

In these activities children are encouraged to express emotion, develop self

confidence, extend their imagination, identify with characters, and develop self-expression, focused concentration, patience, and organizational skills.

Our Staff Learning is most meaningful when it occurs in the context of the children's everyday life experiences at home and at the program. Cognitive, language, physical and emotional development as well as independence is fostered in an environment that is set up for children and supported by responsive, knowledgeable, caring staff. We endeavour to employ staff with the qualification, skill, aptitude and character capable of reflecting this insight in the exemplary service that we provide.

We openly encourage our staff to take full advantage of continuing education opportunities to enhance their training in Child Development. As a condition of employment, staff are required to possess a valid First Aid/CPR Certificate. All staff that have unsupervised access to the children is in possession of a valid criminal record check, including vulnerable sector search. All of our teachers are Alberta Certified professionals in their respective fields.

Registration During the school year, registration is on-going and available depending upon location and program space. Written confirmation of program availability must be obtained from the Director of Operations prior to filling in the online registration form. Registration is by appointment only, and includes a brief interview with the Director. **All forms must be filled in and submitted to the Director at the meeting. ALL** children are required to visit Kidzone with their parents before commencement of the programme.

To schedule a visit and to register, contact the Head Office between 9am to 5:30pm Monday to Friday (Weekends please leave a message).

Head Office: Cell: (403) 891-0577

Registration will only be accepted under the following conditions:

All consent forms and agreements have been signed

Post-dated cheques (written for the 1st of the month) or credit card information for the full school year are provided or agreement of online payment.

A \$50.00 administration is paid at the time of registration. This fee is non-refundable and non-transferable.

A \$50 materials fee is paid at the time of registration. This fee is non-refundable and non-transferable.

Fees and Payments All fees are due and payable in full on the 1st of each month. Fees are paid

directly to Kidzone Hourly Playcare Inc. There are no discounts for multiple children, illness, temporary absences or irregular attendance. Monthly fees remain the same regardless of each month's holiday schedule. **Kidzone reserves the right to terminate child care immediately due to fee non-payment.**

Monthly fees for care during the school year are required by post-dated cheque or credit card. You must provide 10 post-dated cheques for September through to June; or your credit card information. Cheques are to be written out to **KIDZONE HOURLY PLAYCARE INC.** You also have the option of paying online @ www.kidzonehourlyplaycare.ca . Please retain your online receipts for tax purposes. There is a \$50 charge for all lost and/or misplaced receipts.

Please Note:

Full time fees include PD days, Teacher's Convention and Christmas Break.

Additional Fees: There is an additional weekly fee for care provided over Spring Break. Payment is required if you wish your child to participate in the programme during this time. This fee is in addition to the monthly fee charged for the month Spring Break occurs.

Part-time fees do not include PD days, Teacher's Convention, Christmas Break or Spring Break. Please visit our website @ kidzonehourlyplaycare.ca for additional information, current fees and payments.

Late Payments

Payments received after the 1st of the month will incur a \$25.00 charge. Kidzone reserves the right to terminate care immediately if payment is not received.

Declined or Cancelled Payments In the event payment is returned to Kidzone

as declined in any form, the payee will be notified immediately and arrangements made to secure payment. An additional fee of \$50 will be charged as an administrative cost. **Kidzone reserves the right to terminate care immediately if payment is not received.**

Integration Period Newly enrolled children are invited to spend an hour or two at Kidzone with one or both parents for a “meet and greet”. If necessary, this is followed by a series of phase- in days, where parents drop the child off for short intervals, to allow for a smooth integration. At the meet and greet, parents are given a parent handbook. We request that parents go over the handbook with the child and convey the importance of health and safety, and appropriate behaviour at the Programme. During the first two weeks of attendance, staff observe, monitor, and evaluate the child’s integration into the programme. Any issues or concerns that may arise will be discussed with the child’s parent.

Hours of Operation

Wildwood Community Centre

The program operates out of Wildwood Community Association, 4411 Spruce Drive, SW. (Monday to Friday)

Before School: **7:00am to 8:10am** (morning drop off no later than 8:00am to ensure your child arrives at school on time) After School: **2:30pm to 5:30pm**

We are open from **7:00am to 5:30pm** on PD days, Teacher’s Convention, Christmas Break and Spring Break.

Holiday Closures: Please Check Website

Parental Involvement Once a month, parents will be e-mailed/ handed a calendar informing of all planned activities and events. Where an off-site activity will occur, parents will be issued a consent form. The form **MUST** be signed, dated and returned to a primary staff member prior to the event, otherwise the child will not be allowed to attend and alternate child care arrangements will need to be made.

If Arts & Crafts for the month require recyclable items, parents will be asked to

save and bring items such as clean paper towel rolls and/or egg cartons etc.

Change to the Parent Handbook/Policies Kidzone, at its discretion, may change any policy contained in the Parent Handbook. Parents/guardians of registered children will be notified of any changes by newsletter/ or written posted information at the playcare.

Attendance It is a legal requirement that your child's attendance/ departure be recorded daily, therefore, each day you will be asked to sign your child in and out of the programme. Parents are responsible for notifying Kidzone Head Office when their child will be absent. On school days, if a child is present in the morning and absent in the afternoon, Kidzone staff will phone the parent(s) and school to determine the child's whereabouts. If a child is absent in the morning, the staff will assume

the child will also be absent in the afternoon unless otherwise informed. On full programme days e.g. PD days, if a child does not arrive in the morning and staff have not been contacted by the parent/ guardian, it will be assumed that the child is not attending and no phone call will be made to determine the child's whereabouts.

Morning Arrival Under NO circumstance is a child to be dropped off at a programme before 7:00am. It is the responsibility of the parent and/or guardian to ensure that their child arrives safely at the programme. i.e. Parents must walk their child/ children into the programme centre and sign him/her in. You **MUST** ensure that staff members are aware that your child has arrived before you leave the building.

While arrival time is not the best time for lengthy discussions, it is a good time to share important information concerning your child e.g. illness.

On full days of care, children may be required to arrive at the programme centre by a specific time for a planned outing. These times will be communicated to parents via newsletters, memo, and/or posted at the programme centre. It is the responsibility of the parent/guardian to ensure their child arrives by the specified time. Failure to do so may result in the child missing the field trip and parents/guardians having to make alternative care arrangements.

Evening Collection Children are to be picked up by **5:30pm**, at all locations. Parents/ guardians must come into the building to pick up their child.

Late Collection Fees

First Occurrence: Kidzone will levy a one-dollar charge per minute beginning at

5:31pm and continuing until the child is picked up. The charge must be paid in cash to the staff present at the time of pick-up. The child will not be permitted to return to the programme unless the charge is paid.

Second Occurrence: The above fine procedures will be applied and a written letter of warning will be given indicating that termination of care is possible if late pick-up occurs again.

Third Occurrence: Care will be terminated effective immediately. If a child has not been picked up by 6:00pm, staff will call Child Welfare if attempts to reach parents have failed.

****Please Note:** The act of phoning to say you are going to be late does not exempt you from the above policy. Payment of late fees, by either cash or cheque made out to the staff present **MUST** be made at the time of late pick-up.

Absences Please notify Head Office at 403-891-0577/ 403 686-0333 via phone or email marcia@kidzonehourlyplaycare.ca as soon as possible on the day in question or, if your child is not going to be attending the programme on any particular day.

Child Release Policy Children will be released **ONLY** to people who are authorized to do so, as stated on the child's registration form. If you have a legal agreement outlining custody or restraining arrangements, please provide Kidzone with a copy of said documents; which will then be kept on file. If at any point in time these legal circumstances change, you **MUST** notify a staff member immediately and submit all documentation. **Kidzone cannot withhold the release of a child to a parent unless documentation prohibiting the release is provided.**

Appropriate Clothing Indoor shoes are required at all programme centres. All clothing items must be labeled with the child's name. Outdoor play is an important part of our programme, as it encourages healthy physical development and gross motor skills. In the winter months, please ensure you send your child with a hat, gloves, scarf, winter boots and a snow suit as necessary. For outside play during spring and the warm summer

months all children **MUST** wear a sun protective hat, light jacket, running shoes (no sandals or open toe shoes please), and an extra change of clothes as we often have water play e.g. water balloons, guns etc. During the summer months, please send your child with sunscreen and insect repellent. School aged children are encouraged to apply it themselves; help will be given where needed.

Please Note: Written parental consent is required for the application of sunscreen and/or insect repellent to children.

Toys We strive to create as equal and fair an environment as possible for all children, and so, parents please **DO NOT** send your child with money, jewellery or expensive toys/ gadgets to the programme unless they have been given special permission from a staff member. Kidzone cannot be held responsible for any loss of or damage to the personal property of the children.

Mutual Respect Policy Kidzone is committed to providing an environment where children feel safe and comfortable. We endeavour to arrange the environment in such a manner as to avoid problematic situations. This environment is one where all children, employees, parents and visitors are committed to treating each other with mutual respect, dignity, free from discrimination, intimidation, or harassment and expect to be treated in the same manner.

A few necessary, clear, and reasonable limits that are consistently enforced give children security. Rules are for protecting the health, safety, property and rights of all children attending the programme. We set clear consistent limits and strive to develop nurturing relationships with all our enrolled children, by establishing the following behaviour guidelines:

Children must be respectful of themselves, each other and the programme staff at all times

Children must demonstrate courtesy, integrity, respect, self-discipline and consideration of others

Children must respect Kidzone equipment, furniture, supplies and belongings of other children.

Children must respect the needs of others to be a part of a

positive learning environment

Where age appropriate, children are expected to: help tidy up after themselves, e.g. put away toys, books, supplies, and equipment when asked; and are expected to understand the difference between inside and outside behaviours.

School aged children are expected to act courteously and behave responsibly when on field trips. E.g. walking and not running inside museums etc.

If a child exhibits undesirable behaviour, he/she will be told why this behaviour is unacceptable, and will be asked to display appropriate behaviour.

Unacceptable behaviours at Kidzone:

Physical aggression, including pushing, grabbing, kicking, hitting, pinching, spitting, tripping or other physical acts performed with ill intent Intimidation, including verbal or physical threats

Discrimination, including treating any individual or group of individuals in an unfair manner Harassment (verbal, non-verbal, cyber, sexual or otherwise) that demeans, humiliates or embarrasses another person

Bullying , including cyber-bullying whether targeted at an individual or a group of individuals

Social alienation, including gossiping, humiliation, social rejection, embarrassing others and threat of exclusion from peer group

Persistent inappropriate/unacceptable behaviours will be documented by programme staff. In cases of recurring or severe misbehaviour, parents will be notified of the situation and of all ongoing developments by the Director and/or Program Supervisor. Kidzone, in its sole discretion reserves the right to terminate care when the director and programme staff determine it is unable to meet the needs of the child, or that it is not in the best interest of the playcare or other children enrolled to have the child continue in attendance.

Behaviour Management Strategies As each child is recognized as an individual, we tailor our expectations to fit their unique development level to minimize frustrations and inappropriate behaviour. Kidzone staff employ a positive approach to behaviour management using redirection, behaviour modelling, encouragement of the desired behaviour and rewards. We never call a child bad. We separate the “deed” from the “doer”, conveying the message “I like and accept you unconditionally, but I do not like what you did as it was inappropriate”. We create incentives for appropriate behaviour with praise and rewards. We avoid the use of the words “no” and “don’t” unless a child is in danger, and even then follow it up with a reason, such as “that isn’t safe” or “I cannot let you hit Johnny with the truck because it hurts him”. We offer a straightforward explanation and create a sense of acceptance and respect within the play care setting to encourage children to follow the guidance that is provided.

When discipline is required the action taken **MUST** be reasonable in the circumstances. Discipline does not mean punishment. It means the ongoing process of helping children to develop self-control for self-management while protecting and maintaining the integrity of the child. We set clear, consistent limits, and strive to develop nurturing relationships with all children enrolled and as such, only the below mentioned behaviour management strategies are sanctioned. The caregiver should use a firm, but **NOT** loud voice, and kneel down so as to be at the child’s eye level.

Positive statements are made which tell the child the appropriate thing to do. For example “Turn the pages carefully, rather than “Don’t tear the book!”

Positive redirection is used to i) clarify when and where a certain behaviour is acceptable i.e. “Save your running until we go outside” as opposed to “Don’t run inside!” or ii) gently encourage the child to change activities.

Inappropriate Disciplinary Actions:

The following disciplinary actions are **NOT** permitted by Kidzone:

1. Corporal punishment is **NOT** permitted under any circumstances. In other words, **NO** hitting, smacking, pushing or forceful/ rough handling of the children in any manner is allowed.

2. **NO** child shall be physically restrained

3. **NO** deliberate or harsh words or any degrading measures that would undermine a child's self respect may be employed.

4. A child may **NOT** be deprived of food, sleep, shelter, clothing, bedding or using of the toilet.

5. A child may **NOT** be confined in a closet or room.

6. **NO** child shall be put in isolation.

7. **NO** child shall be allowed to discipline another child.

8. We do **NOT** use time out.

Termination Policy In the event you chose to withdraw your child/children from Kidzone you **MUST** provide Kidzone Head Office with one full month's written notice of withdrawal from the child's registered programme by the first of any given month. **Failure to provide the required written notice will result in your regular fee being charged.** No exceptions will be made.

Kidzone has the unrestricted right to terminate care at its sole discretion. In the event of such termination, Kidzone will not refund the unused portion of the payment.

The first two weeks of care are considered a trial period and either party may terminate care without notice; this is to ensure the childcare relationship is working well for both parties; however no pre-paid fees will be credited/ refunded upon cancellation during the Trial Period.

Off-site Activity and Emergency Evacuation We believe that off-site activities can complement and enhance the development of children by providing experiences, which would otherwise be impossible within the Programme boundaries. Parents will be advised of such activities through Kidzone newsletters, monthly program calendars posted at each programme or e-mail. Alberta licensing regulations mandate that parents/ guardians must provide written consent for their

child to participate in any off-site activity. Alternate care must be found for children not attending off site activities e.g. field trips etc.

For all off site activities and emergency evacuations, Kidzone staff must have on their person a portable record of each child's information and emergency contacts, should a situation arise where medical or parental involvement is required.

Accidents At Kidzone, all program staff are required to possess valid First Aid certificates. If any child is injured while at Kidzone staff are required to

Administer First Aid

Contact the child's parent/guardian Record any and all healthcare provided to the child

Complete an Accident Report form

Obtain the parent(s)/ guardian(s) signature on the Accident Report form acknowledging they have been informed of the incident on the same day of the accident.

Parents are required to provide written consent for medical treatment (other than first aid) to be administered. In the case of a serious accident or illness the staff shall:

Call 911
(ambulance)

Administer First Aid where necessary

Contact the child's parent/guardian Record any and all healthcare provided to the child by the staff

Report and complete an Accident Report form

Obtain the parent(s)/ guardian(s) signature on the Accident Report form acknowledging they have been informed of the incident on the same day of the accident.

Incident Reporting In addition to internal record keeping and communications with parents/guardians, regulations require that Kidzone reports serious incidents to the regional child care office within two working days of an incident. Such incidents include but are not limited to:

An emergency evacuation

Unexpected program closure

An intruder on the program premises

The death of a child

An unexpected absence of a child from the program (i.e. lost child) A child removed from the program by a non-custodial parent or guardian

The commission by a child of an offence under an Act of Canada or Alberta A child left on the premises outside of the program's operating hours

Potential Health Risk Kidzone strives to promote a healthy environment by decreasing the chance of spreading illnesses. If a child exhibits any of the following, he or she must either remain at home, or will be sent home if already at the programme:

Vomiting Fever (a temperature greater than 38 degrees Celsius)

Diarrhoea and/or A new and unexplained rash or cough

Severe coughing and/or sneezing

Difficult or rapid breathing
Pinkeye (conjunctivitis)

Yellowish skin or eyes

Infected skin patch Severe itching of the body or scalp

Head lice/nits
Impetigo

A constant, thick coloured nasal discharge
Discharge from ears/ ear infection

Bronchitis/Pneumonia

Kidzone reserves the right to refuse admission to any child with the above symptoms or any other signs of illness.

Parents are required to inform Kidzone staff if their child has been exposed to or diagnosed with a communicable disease (e.g. mumps, chicken pox etc). Children may not attend Kidzone until the infectious period is over and their condition has cleared up, and a physician's note has been obtained.

If a child falls ill at a programme, the parent/ guardian will be notified and asked that they pick up their child immediately. Whilst waiting to be collected from the programme, sick children will be supervised by staff, and directed to rest in an area/ room away from the other children. When a parent fails to arrange for the immediate removal of a child, the emergency contact person will be called. If the emergency contact cannot be reached, the child will continue to be isolated and supervised until such time as a contact is reached, or the parent shows up. The staff member will administer first aid where necessary, or seek health care if the child is sufficiently ill or distressed because of illness. Parents who fail to arrange for immediate removal of a sick child will be issued a written warning; a second infraction will result in the immediate termination of care.

Administration of Medicine Prescription medication is administered to children in the care of Kidzone under the following conditions:

The written consent of the child's parent has been obtained for the administration of the prescribed medication The medication is in its original labelled container indicating the Doctor's name, child's name, frequency and dosage to be administered The medication is administered **ONLY** in accordance with labelled directions and

A Medication Administration form is kept on file indicating the name of medication, time of administration, amount administered and the initials of the staff who administered the medication

All medication EXCEPT that which may be needed in an emergency will be stored in a locked container that is inaccessible to children. E.g. EpiPen Where age appropriate, children may **NOT** administer their own medication without being under the supervision of a Kidzone member of staff, and written consent has been obtained from the parent/guardian.

N.B We do not administer non-prescription medication such as Advil or Tylenol.

Smoking Smoking is not permitted on any Kidzone program premises or by any staff at any time or place where childcare is being provided.

Nutrition Children are social eaters, and as such, please ensure that you send your child with sufficient food and snacks to carry them throughout the entire day and/or the Before and After School Programme. (Please ensure that you send your child with a water bottle). A “NO SHARING” policy exists at all programs.

Please Note: We are **NOT** nut-free.

Children’s Records Licensing regulations stipulate that Kidzone must maintain and ensure the maintenance of up-to date records for each child. These records include:

Child’s name and date of birth

Completed registration form Parent’s name, home address, work address, home telephone number and work telephone number Name and telephone number(s) of one emergency contact
Daily attendance details which include arrival and departure times.

Where medication is administered, records must include information about the health care provided to the child, including written consent of the child’s parent to provide or allow for health care while in the provider’s care.

Records must also include any other relevant health information about the child provided by the child’s parents, including immunizations and allergies.

The aforementioned records will remain on the premises, and will be kept for a period of no less than two years. They are made available for inspection by the

licensing officer at all times and by the child's parent at practical times.

Emergency Procedures

Emergency evacuation plans are posted at each programme. All staff and children are made familiar with the emergency/evacuation plan and procedure. The former, during their orientation seminar, and the latter, through monthly fire drills.

Supervision Policy and Practices In order to ensure that primary staff observe children's play and behavior both indoors and outdoors staff **must** use the following supervision techniques:

Scanning- This involves regularly glancing around the whole area to see what is happening.

Positioning- The primary staff member must determine the best position points to avoid clustering of staff (especially in the playground), and must be facing the children they are supervising. Supervision must be active and interacting with the children (not just standing and sitting).

Listening- Primary staff must listen carefully to what is happening around them, as sounds indicate that "all is well" or "something is not right". Being 'With-it'- Primary staff are required to know the children in their care and monitor what they are doing. This includes knowing the child's range of skills, interest, ability to interact with others and developmental stage. With this knowledge, staff are able to assess the situation at any time and determine whether intervention is or will be required.

Take programming into consideration- Ensure that there is a mixture of activities to allow for appropriate supervision

The license holder promotes child safety through supervision including ensuring all children are accounted for both on and off programme premises, when arriving or leaving the programme premises or entering and leaving a vehicle by ensuring staff:

Involve children in a "Buddy System" Do regular head counts of the children in their care

Discuss and enforce road rules when walking with children

Be aware of additional risks such as water, bush, roads and crowds when walking

Check that all children have entered the vehicle before departing and check that all children have exited the vehicle upon arrival

Check that children are seated properly and seat belts fastened.

Our supervision practices reflect the developmental needs of the child by recognizing the importance of allowing children to be independent while still safe and secure. E.g. a ten year old with pottery experience may not require direct supervision; however, a five year old who has never used the equipment before would need close and constant supervision.

CHECKLIST (To be submitted at the time
of Registration)

Child's first and last Name: _____

Type of Child Care Required

- Am Care Only Gr. 1-6 (7am until school bell rings)**
 - After School Care Only Gr. 1-6 (From school bell until 5:30pm)**
- Am and Pm Care Gr. 1-6**

Am Kindergarten Class

Payment

Options

Cash (Payments are to be made to Head Office only)

Cheque

10 postdated cheques submitted **Yes** **No** If no, registration is

incomplete until all 10 cheques have been submitted

- Credit Card (please fill in authorization form)**
- Online payment (please visit kidzonehourlyplaycare.ca)**

I have enclosed:

- Completed Registration Form**
- \$ 50 Administration Fee**

- \$ 50 Materials Fee**

- Credit Card Authorization Form (if applicable)**
- Parental Agreement Form A**

- Parental Agreement Form B**

FEES 2020/2021 Kindergarten Before/After School Care (Mon-Fri)-\$1200.00 per month (includes transportation (to/from school to Kidzone, PD Days, Teachers Convention and Christmas Break) Spring Break is **NOT included in the monthly fees, additional fees apply.**

After School Care Only (Mon-Fri)-\$1000.00 per month (includes transportation from/to school to Kidzone, PD Days, Teachers Convention and Christmas Break.

Part Time Care Flat rate of \$55.00 Daily **Spring Break** is not included, additional fees apply. **Daily Rate \$55.00**

_____ **Grades**
1-6 Full Time (Before/After Care Mon-Fri- \$700.00 (includes transportation to/from school) **Before School Care Only- \$350.00 (includes transportation to school)**
After School Care Only-\$475.00 (includes pickup from school to the program)

Above Before or After school care only fees do not include PD Days, Teachers Convention; Daily Rate of \$55.00 apply if PD Day care is required Spring Break, additional fees apply. Additional Fees: There is an additional weekly fee of \$225.00 for care provided over Spring Break, this fee is in addition to the regular monthly fee charged for the month Spring Break occurs.

NB: kidzone does NOT participate in the Subsidy Program

Parental Agreement Form A Registration is incomplete until this form has been signed and returned to a Kidzone member of staff. Please fill in a separate form for each child registered.

CHILDS FIRST AND LAST NAME: _____ DATE: _____

My signature acknowledges that I have:

- 1) Read and understand the contents of the Parent Handbook**
- 2) Agreed to abide by the Parent Handbook**

Signature of Parent/ Guardian _____

My signature acknowledges that I agree to keep Kidzone informed of any changes in our address, phone numbers (home & work), emergency contacts, or anything else that may be important concerning the well-being of my child (i.e. illness/death in the family, divorce or separation etc.)

Signature of Parent/ Guardian _____

By signing the agreement, I acknowledge that I will be responsible for signing my child in and out each day at Kidzone's Before and After School Programme.

Signature of Parent/ Guardian _____

I also acknowledge that walks and visits off school premises (throughout the community) may occur when my child is at the Programme. I hereby give permission to Kidzone staff to do so.

Signature of Parent/ Guardian _____

By signing this form, I give written consent for Emergency Health Care and/or First Aid to be administered to my child should he/she undergo an injury or serious illness whilst in the care of Kidzone.

Signature of Parent/ Guardian _____

Parental Agreement Form B

My child's immunizations are up to date: Yes No

I understand that it is my responsibility to make alternate arrangements if my child is not participating in an off-site activity and/or outing

I understand that it is my responsibility to inform Kidzone whenever my child will not be attending the Programme.

I understand that fees are payable in full by the 1st day of each month and that late fees will incur a charge and/or possible termination of care I am aware that all Kidzone programmes end at 5:30pm and that late collection will incur a fee and/or possible termination of care. I am also aware that the act of phoning to say I am/ we are going to be late does not exempt me/us from the late collection policy.

I have read and understand the mutual respect policy and have explained this policy to my child.

I am aware that Kidzone does NOT participate in the Subsidy Program.

Signature: _____

(Parent/ Guardian)

Name: _____

(Parent/Guardian- please print) Date:

CREDIT CARD AUTHORIZATION FORM

Cardholder Name: _____

(Please print name as it appears on the card)

Address: _____

Credit Card Type: _____ VISA _____ MASTERCARD _____ Amex

Credit Card Number: _____ - _____ - _____ - _____

Expiration Date: _____

Amount to Credit Monthly: _____

I give Kidzone Hourly Playcare Inc. permission to debit the above amount to my card monthly.

Signature of Cardholder: _____

Date: _____