



RIVER VALLEY  
SCHOOL

# Kids Club

## Kids Club 2024-2025

### Information, Policies and Procedures

*Updated April 2024*

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### **1. General Information**

#### **a) What is Kids Club?**

River Valley School Kids Club provides before and after school care to River Valley School students Monday to Friday during the school year. We offer full day or half day child care during school PD days, and as weekly camps during spring and summer breaks (to be confirmed closer to summer). Kids Club service can be purchased as a package or on a drop-in basis. Child care is provided by certified staff (see 9.b, Staff) and is overseen by our Kids Club Coordinator.

#### **b) Contact:**

You may contact the Kids Club Coordinator directly at (403) 246-2275 ext: 282 or by email at: [kidsclub@rivervalley.school.ca](mailto:kidsclub@rivervalley.school.ca). The Kids Club cell phone is available from 7:00am-8:00am or 4:00-6:00 pm for emergency use only 403-200-6870.

#### **d) Hours (excluding Special Days):**

Kids Club runs Monday to Friday from 7:00 am to 8:25 am and from 3:30 pm to 6:00 pm.

#### **e) School Addresses:**

Kids Club is located at River Valley School at 3127 Bowwood Drive NW, Calgary.

#### **f) Pickup and Drop Off Locations:**

Kids Club families will drop off and pick up their children from either the doors at the back of the school (Little Kids Club: Pre-JK, JK) or the doors on the east side of the building facing Bowness Road (Big Kids Club: Kindergarten- Grade 6 students). When enrolment is low, we may bring Little Kids Club and Big Kids Club children together in the gym.

Parents/guardians or authorized adults dropping off a child are responsible for bringing the child to the program. **Children are not to be dropped off outside the program doors.**

### **g) Release of Children**

Staff can only release a child to adults for whom they have prior written consent from a parent/guardian. Staff must be notified in writing or with an email (*see* General Information – Contact) about a new pickup arrangement. Staff will also ask to see a piece of picture identification from the person picking up the child.

### **h) After School Procedures**

Staff greet and sign in children as they arrive at the Kids Club program. Children in Pre-JK, JK, and K are brought to the program by a teacher. If a child expected at Kids Club does not arrive within five minutes of class dismissal, staff will then page the child inside the school. If the child still does not show up, the staff will contact the teacher to verify if the child was dismissed to a parent/guardian or took the bus service home. If the child still cannot be located, a phone call to the parents/guardians will be made. If a child has to stay after school with their teacher, the child must first go to Kids Club to let staff know. The teacher must drop the child off at the program once they have finished their schoolwork.

### **i) Attendance/Absences**

Kids Club staff are required by licensing regulations to document daily attendance of all registered children including arrival and departure times. It is helpful if parents/guardians notify Kids Club if their child will be absent. (*See* General Information – Contact). If a child does not arrive at the program after school, after school procedures listed above (h) will be followed. *If a child is ill or on vacation, there is no refund in fees as your registration secures your child's space in the program.*

### **j) Clothing**

River Valley School uniform is required during regular school days. During half-day programs (Early Dismissals), full day programs (PD days), and Camps, we encourage families to dress their child in casual clothing appropriate for doing arts & crafts and getting messy. Children will be provided protective clothing during these times but full coverage isn't guaranteed. Children should be properly dressed for the weather as we do go outside most days. Kids Club children will go outside up to -20°.

### **k) Lunch and Snacks**

Snacks and lunch are **NOT** provided to children at Kids Club. We encourage families to provide snacks suggested by Canada's Food Guide for designated snack times. At Kids Club we are **NUT-AWARE**. If a child attends with a non-nut-free lunch, they will be required to eat it in another supervised area. If a child has any allergies, it is important that parents/guardians document it on the registration form, as well as speak with the Kids Club Coordinator (*see* General Information – Contact). It is also important that children know what they can and cannot eat.

## **2. Registration**

All families must fill out a **Fee Schedule Agreement** (on pg 11 & 12) before their child attends Kids Club, whether attending the Regular Program as a Daily Participant, Drop-In Participant (*see* below), or Camps. Parents are encouraged to email, phone, or meet with the Kids Club Coordinator to discuss childcare as needed (*see* General Information – Contact).

## **3. Drop-In Policy**

Please note that all Drop-In children must be pre-registered to attend Kids Club by contacting the Kids

Club Coordinator via email prior to each date of drop-in (see General Information – Contact). This ensures that proper staff-to-child ratios are met as per Alberta Child Care Licensing Guidelines. Registering for a drop-in date holds a spot for your child and will require payment at the beginning of the next month.

## 4. Billing

### Fee Schedule & Payment Options

\* Prices are subject to change without notice

Care Needed	Ages Pre-JK to Grade 6
Before/After School * Includes PD days	\$570.00/mo.
Before School * PD days are extra	\$340.00/mo.
After School * PD days are extra	\$400.00/mo.
Occasional Drop-in	\$35.00 (before school or after school)
Early Dismissal Days	\$50/day
PD Days	\$75.00/day
Spring Break & Summer Camps	\$350.00/week for Pre-JK to Grade 6

### Late Pick-Up

Parents picking students up after 6:00pm will be administered a late slip. Charges are **\$10.00** up to the first 10 minutes, and \$1 per minute after that. This fee will be separate to regular billing and is not receipt-able for childcare as it is outside our licensed program operating hours.

**Kids Club accepts the following payment types: Cheque, Cash, Credit (Visa, MasterCard, Amex) or Automatic withdrawal.**

Regular Kids Club users are invoiced on the 5th of the month (or the next business day should it fall on a weekend or holiday) and Drop-In occurrences are billed at the beginning of the following month. Automatic withdrawal and credit card payments can be set up with our Finance Department. Cheques should be made payable to River Valley School. Invoices are issued by Finance, not by Kids Club. There is a \$50 fee for any NSF payments. If you have any questions, please contact our Finance Department by email at [finance@rivervalleyschool.ca](mailto:finance@rivervalleyschool.ca), by phone at 403 246 2275, or in person. \*A 3% surcharge will be added to payments made by credit card.

## 5. Student Withdrawal Policy

The school requires one month's written notice if a student will be withdrawing partway through the school year from Kids Club. Canceling a drop-in date requires 24 hours' notice so as not to be billed.

## 6. Special Days, Camps and School Holidays, and Closures

### a) Special Days

The following are some examples of days when full-day Kids Club programs will operate due to school closures. All dates are identified on the River Valley School calendar. River Valley School has the right to cancel due to insufficient enrollment.

#### i) Professional Development Days

Kids Club programs are open on all teacher professional development (PD) days. \*Space for drop-in students is limited on these days as full-time Kids Club students take priority for available spaces.

#### ii) Early Dismissal Days/Progress Meetings

Kids Club also operates when classes are not in session due to a half day of school or because of Progress Meetings. \*No drop-in spaces available on Progress Meeting days

### b) Camps and School Holidays

#### i) Spring Break and Summer Camps

During our two week Spring Break, and during the summer months of July and August (summer camp dates to be confirmed) we run weekly camps from 7:00 am to 6:00 pm. Due to staffing requirements, students are enrolled by the week; we do not have Drop-In options during camp weeks. Kids Club will provide a structured day of activities, arts & crafts, outdoor play, games in the gymnasium, field trips, and free play options according to children's interests.

### c) Closures

Kids Club is closed during Winter Break, and on all statutory holidays. In the event that these holidays should fall on a weekend we will close the preceding Friday or following Monday. The following is a list of statutory holidays recognized by River Valley School in which Kids Club will be closed:

- Labour Day
- Truth & Reconciliation
- Thanksgiving Day
- Remembrance Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Heritage Day

## 7. Field Trips

During full week camps we schedule field trips for children in Kindergarten - grade 6, enabling them to get out of

the school and enjoy the surrounding area. Younger children will stay on site, but have special guest visits.

### **a) Field Trip Consent Forms**

Parents/guardians are required to fill out a Field Trip Consent Form for their child before participating in a field trip. If a Field Trip Consent Form is not returned, the child will not be able to attend the field trip, and it will be the parent or guardian's responsibility to make an alternative care arrangement for their child. Please note that included in our school registration package is a field trip form allowing walking travel 5 km around the school. This enables us to go to areas in the neighborhood such as Shouldice Park and Hextall Park on any given day. If we are off-site, a note will be placed on the outside of the Kids Club entrance door.

### **b) Offsite Safety**

Our main priority is the safety of every child. For trips outside of our neighborhood, each child will wear a bright t-shirt (provided by Kids Club), so that supervisors can easily see all children in their care. All safety rules are discussed prior to leaving the program. If a significant safety rule is broken during an excursion, the following actions will be taken:

- 1) An incident report will be filled out and the parents/guardians will be notified. This is a warning that if the behavior continues, the child will not be able to attend the next offsite activity. If the behavior continues, these steps will be taken a second time.
- 2) If the behavior continues on the third outing, the child will no longer be able to participate in any field trips/offsite activities provided by Kids Club. Finding alternative care arrangements will be the parents' responsibility.
- 3) If at any time during a field trip/off site outing a child becomes a serious threat to himself/herself, to the group, or to any other individual, parents will be contacted and asked to pick up their child from the site immediately.

### **c) Supervision on Field Trips**

Before leaving the program site, staff members conduct head counts and double-check them against the sign in book. Children are counted multiple times throughout the excursion. An attendance list will be kept with the supervisor on all field trips. Where applicable on field trips, the children will be broken down into smaller groups while maintaining proper ratio. Staff will use walkie-talkies and/or cell phones on field trips to remain in contact with each other while in smaller groups. Meeting places shall be established in case of emergency to ensure proper supervision while offsite.

## **8. Health Considerations**

### **a) Emergency Care Authorization for Accident, or Illness, or Natural Disasters**

In the event of an illness or injury, or an occurrence of a natural disaster, Kids Club staff will try to reach parents/guardians as soon as the child's immediate needs have been met. As per licensing regulations, we are also required to have on hand an emergency contact name, phone number, and address in case parents are unavailable (the Emergency Medical Plan form that was filled in at time of school registration will also be used in our Kids Club program). Please ensure your emergency contacts are aware of their

responsibility to your child. Should an accident require a hospital visit, your child will be immediately taken to the Alberta Children's Hospital by calling 9-1-1. You can meet your child and the supervising staff member there. If we cannot contact you or your emergency contact, your signature on the Medical Release Form will authorize any urgent medical treatment that may be required.

### **b) Allergies and Known Medical Conditions**

Staff at Kids Club must be made aware of any allergies and/or health considerations that affect your child. Please indicate all of your child's health concerns on the Medical Release Form. Staff watch for early signs of illness or health concerns, and they always know where first aid kits and medications are stored. Please see below for our medication policies.

### **c) Administering Non-Emergency Medication**

Under **NO** circumstances will medication be administered without written authorization, and at no time will the child be able to self-medicate. To ensure your child receives his/her medication as expected, you will need to fill out a Medication Sheet available from the Kids Club Coordinator, or our school receptionists. All medication must be stored in the original box/container, with pharmacy label, and will only be administered according to the labeled directions. All medication is stored in a locked container that is inaccessible to children. If medication needs to be refrigerated, it will be placed in the refrigerator in the staff room at the school. Staff cannot administer non-prescription medications (over the counter) or expired medication. Only prescribed medications in the original box with pharmacy provided administration directions can be administered. Kids Club is not responsible for lost or spilled medications.

### **d) Emergency Medication**

The information above regarding Administering Non-Emergency Medication applies to Emergency Medication as well, with addition of the following: emergency medication will be kept in an emergency bag, which travels with the child within the building, outside the building, and on field trips. A copy of the Emergency Medical Plan will be kept in the bag with the student's emergency medication for easy access by Kids Club staff.

### **e) Sunscreen and Bug Spray**

Parents/guardians are required to provide sunscreen, bug spray, and hats for outdoor play. Parents/guardians are encouraged to leave a bottle of sunscreen and bug spray with the child's name on it at the program. Staff will help in the application of sunscreen and bug spray each and every time it is required during outdoor activities.

### **f) Incident Reporting**

In addition to internal record keeping and communications with parents/guardians, Kids Club is also required to immediately report serious incidents to Alberta Child Care Licensing. Such incidents include, but are not limited to:

- Emergency evacuations
- Program closure due to an emergency
- Intruder on the program premises
- Removal of a child from a program without parental consent
- Illness/injuries requiring medical intervention (other than first aid)
- Medication administration error
- Child lost or left on program premises after operating hours
- Allegation of physical, sexual or emotional abuse and/or neglect by a staff member or volunteer

All incidents are analyzed annually and a report is submitted to the regional childcare office.

## 9. Communication Strategies

### a) Communication from Staff to Parents/Guardians:

*Staff will:*

- Communicate regularly in an open and positive manner regarding the child
- Be non-judgmental towards, and respect the need to use childcare
- Accept individual practices in raising children and any cultural differences
- Make sure that parents/guardians are greeted each time they visit the program
- Ensure that parents/guardians are aware of their child's positive/negative behavior
- Provide parents/guardians with necessary forms needed by the program

Staff and parents/guardians are required to maintain confidentiality with one another regarding the child at all times. Staff and parents/guardians will treat each other with respect, courtesy, and understanding, and will only use appropriate language.

### b) Communication from Parents/Guardians to Staff:

*Parents/Guardians should:*

- Complete school registration forms providing information about their child before attending the program
- Inform the program about any changes to information provided as soon as possible
- Fill out any additional forms sent out by Kids Club in a timely matter
- Inform the program about any matters that may affect the behavior or welfare of their child at the program
- Inform staff if their child will be absent from the program
- Inform staff if a person, not identified as an authorized adult, is picking up your child from the program. Please note that this person will be required to show photo identification

### c) Communication from Staff to Children:

*Staff will:*

- Treat children with respect
- Acknowledge and engage with children at all times
- Encourage respect and positive interactions between children
- Be available to children at all times
- Always use an appropriate voice tone and level when speaking to children
- Use appropriate language
- Not talk about the child in front of the child
- Always be positive and encouraging role models

## 10. More About Kids Club

### a) Kids Club Philosophy

The Kids Club before and after school program is committed to enhancing the overall well-being of children. Our program is designed to enrich and compliment the child's school experience in a safe, inclusive, and familiar environment. We strive to provide healthy, stable environments for children. We provide caring, energetic staff who are committed to the safety of children. We deliver well-organized programs equipped with age-appropriate materials in good condition, conduct satisfying activities, and encourage growth and development through play.

### b) Our Staff

Kids Club staff members are certified, or are in the process of being certified, as Alberta Child Care level 1,



2 or 3. Staff members must also hold a current First Aid certificate and must undergo a Criminal Record Check that includes a Vulnerable Sectors search. Kids Club staff have experience working with children between the ages of 3 and 12 years.

### **c) Our Programs**

Learning and scheduling extends beyond the classrooms. Kids Club provides an extension of the school day to families who require an extended care setting. While our Summer Camps are open to all children, our Spring Break Camps and our before and after school service is only available to students who are currently enrolled at River Valley School. Kids Club is a not-for-profit charitable organization operated by River Valley School, and licensed by Alberta's Ministry of Children's Services.

### **d) Learning Environment**

The Kids Club program is conducted in the Gymnasium, Pre-JK classroom, and the Playground (weather permitting). Following an emergent curriculum, these environments are set up to provide opportunities for children to play in their areas of interest. Activities are set up to meet the needs of children physically, emotionally, intellectually, creatively, and socially. We believe that Kids Club should be a place where children want to be and expect to have fun. Stations are equipped with a variety of developmentally appropriate toys and tools to help the child engage in sensory, fine motor, gross motor, and creative activities. Some examples of stations at Kids Club are as follows:

**Building Station-** Lego, Kinex, Barbies, and sensory materials

**Creative Station-** Paint, crayons, felt markers, paper, glue, and scissors

**Games & Puzzle Station-** Various board games and puzzles for all ages

**The Gym & Outdoor Field and Play structures-** Balls, rackets, hockey sticks, and big game space

**Quiet Area-** Books and cushions

**Dramatic Play Station-** Props and rotating themes such as Store or Vet clinic

### **e) Electronic Media and Technology.**

- 1) **Wii or Xbox-** For the older children, Kids Club has a Wii and an Xbox gaming console where children are permitted to sign up for a turn to play an interactive game such as Wii Sports during PD days and Camp days on the Kids Club television. This television is used solely for the use of the Wii or Xbox. Games played must have an "E" rating. Children are permitted to engage in this activity for the length of time it takes to complete one game.
- 2) Kids Club uses technology to project dance and yoga **movement videos** from a projector onto the wall.
- 3) **Movies-** During full day PD days and camps, Kids Club may show G rated movies on occasion. No additional parental consent is required for such showings. From time to time, movies with a rating of "PG" may be shown for the older children. This is to provide opportunities for children in older grades to watch more age-appropriate content. Movies with a "PG" require parental consent before showing. Alternate activities will be provided for children who do not wish to watch the movie or who do not have parental consent to view the movie.
- 4) For the older children at Kids Club, two 30-minute blocks of technology time is permitted during PD days where children may use **school iPads**. Alternate activities will be available should the child not wish to use iPads.

- 5) **The SeeSaw** program is used to share photo and video documentation between school and home. This media is restricted to those parents who sign up for the program. Children may use the iPad or school cell phone to capture a picture of their activities to send to their parents. A program staff member supervises this activity at all times.
- 6) **Social Media** platforms- On occasion, Kids Club posts pictures and program updates on our River Valley School's closed parent network Facebook page and on our River Valley School Twitter, Facebook and Instagram accounts. Only children who have signed photo consent forms will be included in posts.

#### **f) Outdoor Environment**

It is important for children to get outside and be active. Depending on weather conditions, we will venture outside daily to the playground and field so children are able to run around and enjoy the outdoors. Children who attend Kids Club will go outside up to -20° Celsius. Please ensure children have clothing and outerwear appropriate to the weather.

#### **g) Onsite and Offsite Supervision Policies**

Staff are engaged with children without distractions. They are conscious of the group as a whole and position themselves to accommodate this. Staff encourage children to try new things by participating in activities, leading by example, and by providing age-appropriate activities and materials. While working with children, staff limit their non-work-related conversations with one another. They conduct periodic head counts to ensure proper ratios and attendance. Staff take walkie-talkies to outside play areas to ensure quick communication and adequate supervision. They are trained to check on a regular basis that the number of children signed in coincides with the number of children in attendance.

A visual check will be completed on a daily basis to ensure the safe conditions of the equipment and facility, both on site and off. Visual checks will also be completed upon arrival to any destination for safety hazards. Staff must ensure that all children are dressed appropriately for the current weather conditions.

#### **h) Toys and Equipment**

At Kids Club, we do our best to guide children to look after their toys/equipment responsibly. However, accidents do happen, and in that case Kids Club and its employees are not responsible for lost, stolen, or broken toys/equipment brought from home. Regularly sanitized, age-appropriate toys and equipment are provided for the children to use and play with at the program. If your child purposely destroys any toys, equipment, and/ or property, it is parents/guardians' responsibility to replace the broken item.

## **11. Code of Conduct**

All children that attend Kids Club are expected to:

- Be on time
- Be respectful to all staff
- Respect the person and property of fellow students
- Follow procedures related to safety

Students are expected to follow the Code of Conduct at all times while attending the program, on field trips/off site activities, and while being transported by bus. Learning how to solve problems and handle social situations is an important part of a child's development. We encourage children to communicate with each other to resolve conflict. Under adult supervision and guidance, we give children every opportunity to engage in solving their own problems.

When problems do occur, we suggest that the student:

FIRST: Tell the person that you do not like that kind of play and ask him/ her to stop.

SECOND If the person continues to bother you, then you tell the supervisor on duty.

THIRD: The supervisor will have the children discuss their problem and come to an agreeable solution.

Teachers and River Valley School Administration will be advised of any ongoing concerns or problems.

Supervisors will voluntarily step in to assist students when necessary, stop inappropriate behavior, and help the students figure out a solution to their problem. Children are encouraged to ask for help. Parents/guardians are encouraged to communicate with Kids Club staff about any ongoing Kids Club related concerns/problems that students are expressing to them at home.

## **Discipline Policy**

We believe every child has the right to be heard, to express themselves, to be loved and cared for regardless of their (or their parents'/guardians') race, colour, sex, language, religion, political, or other opinion, national, ethnic, or social origin, property, disability, birth, or other status. We believe that the child should be protected against all forms of discrimination or punishment based on the same. We also understand the need for boundaries to be established and for the child to have guidance. We believe that a child can be reasoned with by setting limits and standards of behavior, providing explanations, providing choices, and being firm yet flexible. If this does not remedy the problem, we believe in a logical consequence. Abuse is not tolerated.

Kids Club uses a 3-strike system whereby after the 3<sup>rd</sup> effort to deal with a child's inappropriate behavior or actions, the child may be removed from the program. The steps are as follows:

1. The child will be verbally warned about their behavior/action and instructed how to correct it.
2. If the child's behavior/action continues or the severity of the behavior/action is deemed excessive, a meeting with the parents/guardians will be required. At this time, the Kids Club Coordinator will explain what the behavior/action has been. The Kids Club Coordinator, a member of the administration team, the parents/guardians, and the child will develop a written action plan detailing the steps that will be taken to address the behavioral issues. The parents/guardians will also develop an action plan stating how the behavior will be dealt with at home. The parents/guardians and Kids Club Coordinator will sign both action plans. The child shall be placed on a thirty-day probationary period and their progress will be carefully monitored.
3. If the behavior/action continues or a child engages in an excessive act of verbal, physical, or mental abuse, the child and their parents/guardians will again meet with the Kids Club Coordinator as well as a member of the administration team, and the child may be asked to leave the program. Payment for the duration of the program (the current week for Summer Camp and the current month for the Before and After Care program) will not be refunded. Any payments beyond the current week or month will be returned. This policy continues on and does not start over with a new school year or summer camp.

# Fee Schedule Agreement 2024-2025

CHILD'S FULL NAME \_\_\_\_\_ GRADE \_\_\_\_\_

Please check off which option of care is needed:

Drop-in Only	Before and After	Before School Only	After School Only
<input type="checkbox"/> \$35/time	<input type="checkbox"/> \$570/month	<input type="checkbox"/> \$340/month	<input type="checkbox"/> \$400/month
* Early Dismissals: Not open for drop-ins	* Includes all Early Dismissals and PD days	* Early Dismissals: \$50	* Early Dismissals: \$50
*PD days if space is available: \$75		*PD days: \$75	*PD days: \$75

\*Spring Break and Summer Camps are optional. Additional **\$350/week charges apply for camps.**

Base monthly amounts: **September fees will be taken on June 21, 2024. This holds a space for your child and helps us to know how many staff to hire for September.**

Month:	Before and After	Before School	After School
<b>September</b> <span style="background-color: yellow;">(Payable on June 21, 2024)</span>	\$570	\$340	\$400
<b>October</b>	\$570	\$340	\$400
<b>November</b>	\$570	\$340	\$400
<b>December</b> *Prorated due to Winter Break	\$430	\$255	\$300
<b>January</b>	\$570	\$340	\$400
<b>February</b>	\$570	\$340	\$400
<b>March</b> * Prorated due to Spring Break	\$430	\$255	\$300
<b>April</b>	\$570	\$340	\$400
<b>May</b>	\$570	\$340	\$400
<b>June</b> * Prorated due to summer break	\$430	\$255	\$300

**\*Spaces in Kids Club will fill up on a first come first serve basis.**

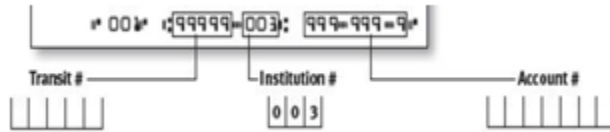
Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### Payment Options

Kids Club payments may be made using one of the following methods. Payments are withdrawn on the 5th of the month (or the next business day should it fall on a weekend or holiday). Please select **ONE** payment method below:

**POST-DATED CHEQUES** (**ALL** cheques must be received with this package)

**AUTOMATIC WITHDRAWAL** (Pre-Authorized Payment): For Automatic Withdrawal, please attach a void cheque or complete the following banking information:



Transit # \_\_\_\_\_ (5

Digits) Institution # \_\_\_\_\_

Account # \_\_\_\_\_

**CREDIT CARD** \*A 3% surcharge will be applied

Credit Card Number: \_\_\_\_\_ Expiry: \_\_\_\_\_/\_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

I authorize River Valley School to withdraw payments from the indicated bank account / credit card above.

PRINT NAME: X \_\_\_\_\_

SIGNATURE: X \_\_\_\_\_ DATE: \_\_\_\_\_

***\*Please be advised that there will be a \$50 fee for any NSF payments***

**Late Pick-Up-** Parents picking students up after 6:00pm will be administered a late slip. Charges are **\$10.00** up to the first 10 minutes, and \$1 per minute after that. This fee will be separate to regular billing and is not receipt-able for childcare as it is outside our licensed program operating time.

**Student Withdrawal Policy-** The school requires one month written notice or payment if a student will be withdrawing partway through the school year from Kids Club.

### Payment Agreement and Parent Handbook Acknowledgement

I, \_\_\_\_\_ as the parent/guardian of \_\_\_\_\_, acknowledge that I have read this guide and understand the policies and procedures, including the behavioral and discipline policy, supervision policy, and all other policies pertaining to my child(ren). I have read and understand that all fees are due and payable for services rendered. I further agree that I have read and understand the student withdrawal policy. By signing this agreement, I understand that the school will retain any non-refundable fees.

X \_\_\_\_\_  
Parent(s) Signature(s)

\_\_\_\_\_  
Date