



Boys & Girls Club  
of Pembroke

## **Before & After School Program**

**Knights of Columbus  
&  
Rockwood Public School**

**September 2011-June 2012**

**PARENT HANDBOOK  
AND  
REGISTRATION PACKAGE**

*The Boys and Girls Club of Pembroke*

## **MISSION STATEMENT**

**The Boys & Girls Club of Pembroke provides a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.**

### **CORE VALUES**

#### **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, treated with respect and valued in an environment of inclusion and acceptance. Our staff and volunteers model honesty, fair play, positive attitudes, 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.

### ***Before & After School Program Philosophy***

*To provide an educational and recreational experience in which members can express themselves, learn to cooperatively play with others and function within a group.*

### ***Before & After School Program Goals***

*To provide members with a safe and supportive environment where they have access to homework help, healthy snacks, and physical recreation.*

## ***HIGH FIVE ... Because Quality Matters***

The **HIGH FIVE** program is committed to assisting children along the path of healthy development by: ensuring that recreation and sport practitioners develop a high level of knowledge and expertise in child development; helping parents to make informed choices; and providing practitioners with tools for enhancing and maintaining a high level of program quality. **HIGH FIVE** is a program of Parks & Recreation Ontario, and is supported by the Ministry of Tourism, Culture and Recreation, and the Ontario Trillium Foundation. **HIGH FIVE** is a quality assurance program designed to support the safety, well-being and healthy development of children in recreation and sport programs.

### **HIGH FIVE:**

- 1 provides **tools, training and resources** to program providers
- 1 **supports organizations** using these tools, training and resources
- 1 provides organizations with the opportunity to achieve **HIGH FIVE accreditation**
- 1 **educates parents and the general public** about the importance of sport and recreation and the need for quality programs

### **Organizations engaged in HIGH FIVE provide children's programs that:**

- 1 help children develop **friendships**
- 1 have **caring adults**
- 1 encourage children to **play**
- 1 respect and support the **uniqueness and diversity** of each child
- 1 encourage **participation**
- 1 support a sense of **mastery**
- 1 are **safe**
- 1 provide **age appropriate** environment, activities and equipment

### **HIGH FIVE measures quality by evaluating:**

- 1 how children **are treated**
- 1 how children **treat each other**
- 1 how the program **connects to home**
- 1 how **leaders behave** with each other and children
- 1 **safety** and **supervision**
- 1 **program** and **activities**
- 1 **environment** and **equipment**

### **Why HIGH FIVE?**

Children reap many benefits from participating in sport and recreation activities. These activities help children keep fit, develop personal and social skills, and decrease the chance that they will exhibit self-destructive or anti-social behaviours. Most of all, they can be FUN.

But...for all the good things that children get out of sport and recreation activities, they can have a negative impact too. For every child who learns the front crawl for the first time, there is a child who is yelled at by an overzealous coach or gets chosen last for games.

Organizations enrolled in HIGH FIVE are committed to ensuring that EVERY child has a positive sport and recreation experience. They work to achieve this goal by providing quality programs that are safe, fun and child-centred.

## **SECTION A - GENERAL INFORMATION**

We are very pleased to welcome you to the Before & After School Program of the Boys and Girls Club of Pembroke. We feel privileged to share in the responsibilities and joys of seeing your child develop socially, emotionally, intellectually and physically.

Safe reliable care is provided by our trained staff to small groups of children in a warm, stimulating and positive environment.

Our interest is in establishing children's personal values, developing physical, social, intellectual, emotional and language skills. There are a variety of activities offered to enable each child to further himself/herself during their time spent with us.

We have an 'Open Door' policy. You are always welcome to come in and see your child in his/her setting of imaginative, creative and interactive play with other children.

The purpose of this handbook is to make you aware of our policies and procedures and all other pertinent information about the programs. Please read this handbook carefully and keep it for future reference. If you have any questions, please feel free to contact the program supervisor.

### **Before & After School Programs**

The Boys and Girls Club of Pembroke provides two locations for our B & A programs:

Rockwood Public School, 11588 Round Lake Road

Knights of Columbus Hall, 170 Ellis Ave Pembroke (near the Pembroke Regional Hospital)

### **AGES**

Children ages 5-12 years can be registered for the B & A School programs.

### **RATIOS/GROUP SIZE**

1 adult to 10 children (conforms to the Day Nurseries Act for school age children 4-12 years old)

### **STAFF, STUDENTS, VOLUNTEERS**

Our staff are committed to the provision of high quality care. All program staff are trained to work with children and youth and most have received HIGH FIVE Healthy Child Development Training. All senior staff hold valid First Aid and CPR Certification.

All staff, students, and volunteers are interviewed and must present an approved Police Records Check prior to joining the program.

### **HOURS OF OPERATION**

Knights of Columbus: Before School—6:30-9:10 am; After School—3:45-6pm

Rockwood Public School: Before School—7:15-9:10 am; After School—3:45-6pm

### **DATES OF OPERATION**

We follow the Renfrew County (both public and Catholic) school year calendars (which can be found on their websites or given to you from the schools).

On **PA DAYS**, we offer a full day program at both locations, providing space is available at Rockwood & that there is enough interest from our members. The fee is \$25 for the first child and \$20 for each consecutive child. If you are interested in utilizing our PA DAY CAMPS, please contact our office at 613-735-1933 at least 2 weeks in advance

to get signed up.

### ***PARKING***

Please be aware of small children and take extra care when driving on the premises. Please do not park in the spots marked for those with disabilities or staff designated areas unless you are entitled to do so.

### ***PERSONAL BELONGINGS***

The program is not responsible for any lost items or belongings.

It is recommended that your child/ren leave any valuable items at home especially cell phones, Ipods, cameras, toys and craft materials (markers).

If your child is prone to accidents, we ask that he/she is sent to the program with an extra set of clothing in case of accidents or emergencies.

Indoor shoes must be provided. This helps to eliminate the amount of dirt/mud being brought into the facilities.

### ***SNACKS***

A healthy snack is provided, according to the Renfrew County's Student Nutrition Program, in the before and after school programs. If your child may not be interested in what we are serving, please provide a light, healthy snack so he/she will still be included in snack time.

### ***PEANUT ALERT***

Due to participants in the program who may have allergic reactions to peanuts and/or peanut by-products, we request that you take special care when preparing your child's lunch/snack and provide items that do not have peanuts or peanut by-products in them. **WE ARE NOT A PEANUT FREE FACILITY**, but we encourage our families to be sensitive to those who may have peanut allergies.

### ***WEATHER***

When busses are cancelled due to inclement weather, the Rockwood before school program IS cancelled, but the after school is OPEN provided that the school is open during the day!!

However, the Knights of Columbus location is OPEN, as long as the school is open as well.

**If busses are cancelled and you chose for your child to still come to KOC for the before school program, please keep in mind that he/she will be taking a TAXI to school and there will be an additional fee (paid by you) of \$3.00/child that is required that morning that can be given to the staff member to pay.**

## **SECTION B - FINANCE / ADMINISTRATION**

### ***REGISTRATION PROCEDURES***

Once the decision has been made to register a child, a Registration Package **must** be completed.

Registration **must occur in person**, not by phone or fax.

***Incomplete registration packages will not be accepted or processed.***

Once the package is completed in full and submitted to the designated program, **accompanied with COMPLETE payment** for dates desired, the child's registration will be secured in the program.

**Registration is limited and is on a first come, first served basis.**

### ***REGISTRATION INFORMATION***

#### ***FEES***

Family with 1 child:

- \$8.00 for the BEFORE school session and \$7.00 for the AFTER school session or \$14.00 for BOTH sessions that day

Family with 2 children:

- For the 1<sup>st</sup> child: \$8.00 for the BEFORE school session  
\$7.00 for the AFTER school session  
For the 2<sup>nd</sup> child: \$7.00 for BEFORE school session  
\$6.00 for AFTER school session  
Or \$28.00 for BOTH children, BOTH sessions that day

Family with 3 children:

- For the 1<sup>st</sup> child: \$8.00 for the BEFORE school session  
\$7.00 for the AFTER school session  
For the 2<sup>nd</sup> child: \$7.00 for BEFORE school session  
\$6.00 for AFTER school session  
For the 3<sup>rd</sup> child: \$6.00 for BEFORE school session  
\$5.00 for AFTER school session  
Or \$39.00 for ALL children, BOTH sessions that day

\* Please note new members are subject to a mandatory annual fee of \$30 per child for club membership which allows access to all programs offered by the Boys & Girls Club of Pembroke from July 2011 to June 2012.

\* Subsidy may be available through the County of Renfrew Childcare program. Parents can contact eligibility coordinator Diane Kennedy at T# 613-732-4100 or F# 613-732-4437.

### ***FEE PAYMENT PROCEDURES***

**All fees MUST be paid at least 1 week in advance of services being provided. Program will accept post-dated cheques for payment, providing they are dated 1 week before services are accessed and utilized.**

Fees can be paid in cash, money order, or cheque. All cheques are to be made payable to the Boys and Girls Club

of Pembroke.

**An NSF fee of \$42.50 is charged for cheques that have been returned due to insufficient funds available.**

**Income tax receipts** are given once cheques have been cleared or if you pay by cash then a receipt can be made immediately.

**Replacement copies of tax receipts can be issued with a \$20.00 administrative fee per copy of receipt required (ie. 1 receipt required = \$20, 3 receipts required = \$60)**

### ***REFUNDS/CANCELLATIONS***

**Cancellations:** Full refunds will only be given when a minimum of 2 weeks written notice is received that the child/ren will not be attending the B & A program. However a \$15 administration fee will be deducted from all refunds. The \$30 membership fee is NON-REFUNDABLE.

**Absent/Illness:** There are no refunds for days missed by a child, including those due to illness. In extreme circumstances, refunds may be considered when a doctor's note is produced by the parent.

**Behavioural Discharge:** Should a child be asked to leave the B & A program due to behavioural and/or safety concerns, *a refund will NOT be issued.*

**Additional Supervision:** Refunds/transfers will NOT be given for individuals who have registered and paid for additional supervision but do not utilize the service at the time.

### ***ABSENCES***

Parents **must notify** the program leaders or the office as soon as possible **regarding their child's absence** in the program.

### ***LATE FEE PAYMENT***

Parents who pick up their child after the program's closing hours (by the agency's clock) are subject to a late fee. The late fee is as follows:

**\$1.00 per minute per child that the parent is late**, except in exceptional cases if unforeseen and unpreventable circumstances exist. In such rare instances, payment of late fees is at the discretion of the agency.

The late fee is paid directly to the staff member who has been required to stay past their shift to supervise the child.

Parents are required to sign the 'Awareness of Late Fee Policy' form located in the Enrolment Package. Failure to adhere to the policy will result in termination of services.

***This fee is not included in the parent's monthly statement or their tax receipt.***

### ***Discipline Policy***

There are times when volunteers and staff can get overwhelmed with behaviours and attitudes from our club members. Keeping in mind the idea is that no child should be turned away from the club, the following policy has been put into place for dealing with discipline problems. If you have any questions or concerns, please address them to the staff.

### **Three STRIKES and you're OUT policy:**

This means that members will be given two warnings which means that there will be no more opportunities to correct behaviours and if a third incidents occurs, the member will then be dismissed immediately from the activity and placed on suspension from all programs/special events for a three week period. When a member returns to the club after a suspension the slate is wiped clean and no prejudice will be held against the member. However, a member that has already has been suspended does not get three chances again and there will be zero tolerance of any breach of policies and rules. If an incident occurs again, the membership becomes void. We encourage all members and parents to work with us to avoid this last case scenario.

**Please initial that you have read and understand this policy:** \_\_\_\_\_

### ***TERMINATION OF SERVICES***

Our program is operated in the best interest of the children and staff who take part in the program offered. At least one of the following criteria must be met if the program wishes to terminate the services offered to a child or family;

- a) the child exhibits behaviour which may be detrimental or bring harm to those around him/her
- b) the safety and/or health of the children and staff within the program is in jeopardy
- c) the centre and its staff are not able to meet the needs of a child
- d) behaviours of parent/guardian are deemed detrimental to the programs and services
- e) there are concerns regarding established fees and payment/policy expectations

### ***ARRIVAL AND DEPARTURE***

When a child arrives, it is the parent's responsibility to ensure a staff member is notified of their presence. Similarly, when a parent is picking up their child, it is their responsibility to ensure a staff member is informed they are leaving with their child. There will be an attendance record to sign in and out each day.

Children are not permitted to arrive at the program or depart from the program unattended unless prearranged and approved through written consent by the parent/guardians.

The programs have sign-in/out forms which parents are required to utilize. The parent or authorized adult who accompanies the child to the program and/or picks the child up must complete the sign in/out sheet. This gives an accurate record of attendance in the case of an emergency and indicates a handing over of responsibility for the care of the child. If a parent has difficulty accompanying their child to and from the program, or arranging for a suitable adult to accompany their child, the program supervisor should be notified.

***Unless otherwise arranged, children are not to be released to any other person than those who are specified on the child's enrolment forms.***

*Please make all authorized individuals for pick up aware that if a particular staff member is not familiar with them,*

*that they will be required to produce identification for verification purposes.*

## **SECTION C - HEALTH & SAFETY**

### ***CUSTODY POLICY***

It is the function of Club personnel to take care of the children. Club personnel are not lawyers or judges, and are not trained to interpret Court Orders, or mediate disputes between parents. Therefore, it is incumbent on sole and joint custody parents, to cooperate fully with Club personnel, and one another, in regard to this policy, in order to advance the best interests of the children.

#### ***Sole Custody***

Upon enrolment, the program requires a photocopy of the court Order stating that it is a sole custody arrangement.

A copy of the court Order is to be retained in the child's file.

This is extremely important documentation for the program to have - without a Court Order showing proof that one parent does not have access, or has specific or limited access to a child; the agency and/or police department cannot stop a parent from taking a child.

#### ***Joint Custody***

Upon enrolment, the program requires a photocopy of the Court Order stating that it is a joint custody arrangement.

Because both parents in a joint custody arrangement have shared rights and responsibilities, and because a variety of joint custody arrangements are possible, it is recommended that both custody parents register the child(ren) in the program.

If one of the two joint parents (ie. Primary care parent) has exclusive decision-making responsibility with regard to child care responsibilities, and then it is permissible for that parent alone to register the child(ren) for care, in accordance with the Court Order.

Where there is any particular or special child care, or emergency notification requirements, the parents or primary care parent have a responsibility to advise the program of any such requirements in writing upon registration of the child(ren). For instance, if one or both joint parents are to be notified or contacted in case of emergency or other important situations that arise then it should be specifically mentioned in the application for care.

A copy of the Court Order is to be retained in the child's file.

#### ***Custody Changes***

If a parent has recently changed their custody arrangements, it is the parent's responsibility to provide the program Supervisor with the necessary copies of the court Order.

### ***EMERGENCIES***

We ask that all CHANGES of address, telephone number, employment, doctor's etc., be reported to the program supervisor immediately as well as phone the main office 613-735-1933 to leave that information. **It is the parent's responsibility to notify the program of any changes.**

Current information is kept on file in case of emergencies and consent forms must be signed in the event that the parent or guardian cannot be reached.

## ***MEDICATION AND ADMINISTRATION OF DRUGS***

A medication authorization form must be completed by the child's parent or guardian before any drugs can be administered to a child.

***ALL MEDICATION MUST BE BROUGHT TO THE PROGRAM IN THE ORIGINAL CONTAINER THAT IT WAS PRESCRIBED IN, WITH THE NAME OF THE CHILD AND THE DOSAGE REQUIRED ON A PHARMACY/DOCTORS LABEL. ONLY THE EXACT AMOUNT LISTED WILL BE GIVEN.***

## ***OUTBREAK POLICY***

When an outbreak is suspected, the **program supervisor will contact the Health Unit** and inform them of the symptoms and the number of children involved. The Health Unit will determine whether the seriousness and number of cases determines an outbreak. **During an outbreak, all toys will be disinfected on a daily basis and children will be excluded from the program until the Medical Officer of Health judges them well enough to resume attendance.**

## ***COMMUNICABLE DISEASE - Chicken Pox***

It is our policy, that in order to protect their child from further infection and disease, that the child stays at home until scabs have formed. This precaution will ensure continued protection against further complications to the child's health.

Although we adhere to the Health Unit's standards and use universal precautions, it is always necessary to cover open sores of any type. By the very nature of child care and children's developmental levels, germs and disease can be passed on through contact. In order to protect a child from untold complications to open sores and also protect the majority, it is much safer to use extra precautions and preventative measures of the seven day time period.

## ***Pediculosis (Head Lice)***

Children who show any evidence of head lice will not be permitted at the program. It is the responsibility of parents/guardians to ensure their children are properly and thoroughly treated before returning to the program(s).

## ***ANAPHYLAXIS (Allergies)***

Anaphylaxis is an instant allergic reaction in all the major body-organ systems. Unless there is a medical intervention, the victim may suffer a drop in blood pressure, loss of consciousness, and death. This can occur within minutes of exposure to the triggering substance. Even a small amount of the allergen can be fatal.

In addition to peanuts, the foods most frequently implicated in anaphylaxis are tree nuts (ie. Hazelnuts, walnuts, almonds, cashews), cow milk and eggs. Fish, shellfish, wheat and soy are potentially lethal allergens as well, and anaphylaxis is occasionally induced by fruits and other foods. Non-food triggers of anaphylactic reactions include insect venom (especially bees), medications, latex, and rarely, vigorous exercise. Most individuals lose their sensitivity to milk, soy, egg and wheat by school age, but reactions to peanuts, tree nuts, fish and shellfish tend to persist throughout life.

Ensuring the safety of anaphylactic children or youth within the Boys and Girls Club programs is a shared responsibility that necessitates the cooperation of all. The Club strives to provide a safe environment for children and youth, **but it is not possible to reduce the risk to zero.** The Club will take reasonable efforts to restrict the presence of known life-threatening allergens in our programs when participant's lives may be threatened by the presence of those allergens.

## **Responsibilities of the Parent/Guardian of an Anaphylactic Child**

- 1 inform the program in writing of the child's allergies including updated information on the latest testing and latest anaphylactic response

- 1 provide a medic alert bracelet for the child
- 1 provide the program with written medical documentation that clearly outlines a physician prescribed protocol for the administration of medication
- 1 if required by physician instructions, provide the program with an additional up-to-date injection kit and keep it current
- 1 provide support to club personnel as requested
- 1 provide a body pouch for transport of the EpiPen
- 1 provide training to the child in use of the EpiPen (age appropriate)
- 1 provide the program with an auto-injection kit if such is indicated in the doctor's instructions
- 1 verify ambulance service response time to the child's program
- 1 teach their child to (age appropriate)
  - 1 recognize the first symptoms of an anaphylactic reaction
  - 1 know where medication is kept and who can get it
  - 1 communicate quickly to others when they feel a reaction is starting
  - 1 always carry their own auto-injector in a body pouch as part of a continued lifestyle
  - 1 say no to shared lunches and snacks
  - 1 understand the importance of hand washing
  - 1 report bullying and/or threats to an adult in authority

**Responsibilities of All Parents**

- 1 respond cooperatively to requests from the Club to eliminate allergens from packed lunches, snacks and other special occasions foods
- 1 participant in parent information sessions
- 1 encourage children to respect an anaphylactic child and all Club procedures in place to protect the affected child
- 1 learn to recognize symptoms of anaphylactic children
- 1 avoid sharing food with other children
- 1 follow Club rules about keeping allergens out of the program

# SECTION D - REGISTRATION CHECKLIST, PACKAGE & ENROLLMENT POLICIES

## REGISTRATION CHECK LIST

When registering for the Before & After School Program, please ensure you have brought the following:

1. **Completed Registration Package;** including health card number, emergency contacts, all required signatures, etc.
2. **Membership application form** filled out completely and signed
3. **Payment** for dates required (MUST pay for the care needed at least 1 week in advance). This includes the \$30 registration fee, if you have not paid it since July of this year.
4. **Signed Enrollment Policies**
5. Completed **Emergency Form**

The above information and documentation is required before registration can occur. **Without this information, registration packages will be returned and spots will not be guaranteed.**

**All medications must be brought to the program in the container in which they were prescribed. Medication will be administered only as directed on the label and only to the child named on the label. A medication authorization form must be completed and signed.**

**If your child suffers from a life-threatening allergen an additional Emergency Response Plan form must be filled out.**

**It is important to us that your child/ren has the best possible experience at the Boys and Girls Club programs. Any suggestions that would assist our staff in working with your child/ren more positively and effectively are very useful and helpful. Please indicate whether any special needs or behaviour which might affect your child/ren's experience.**

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\_\_\_\_\_  
**Signature of Parent/Legal Guardian**

\_\_\_\_\_  
**Date**

Boys and Girls Club of Pembroke  
 Before & After School Program 2011-2012 School Year  
**EMERGENCY INFORMATION FORM**

Child's LAST NAME	Child's FIRST NAME	Age	Birth Date
1)			
2)			
3)			

Emergency Contact Person	Relationship	Phone Number(s)
1)	Mother/Guardian	H: W:
2)	Father/Guardian	H: W:
3)		H: W:
4)		H: W:

Child's Name	Allergies/Reaction	Medications
1)		
2)		
3)		

**I understand that my child/ren will be treated by a physician, hospital staff member or Boys and Girls Club employee will administer First Aid/CPR should there be an accident, sudden illness or emergency.**

\_\_\_\_\_  
**Signature of Parent/Legal Guardian**

\_\_\_\_\_  
**Date**

**MEDICATION AUTHORIZATION FORM**

This form MUST be filled out should you require the program staff to administer medications to your child/ren. Only medications which have been prescribed by a physician will be administered.

**ALL MEDICATIONS MUST BE BROUGHT TO THE CENTRE IN THE CONTAINER IN WHICH THEY WERE PRESCRIBED. MEDICATION WILL BE ADMINISTERED ONLY AS DIRECTED ON THE LABEL AND ONLY TO THE CHILD NAMED ON THE LABEL.**

I hereby give permission for a Boys and Girls Club staff member to administer the following medication(s) to my child/ren.

Child's Name	Medication	Dosage	Administering Time
1)			
2)			
3)			

\_\_\_\_\_  
Signature of Parent/Guardian                      Date

\* \* \*

**Record of Medication Administering**

Date	Child's Name	Time	Dosage	Signature


**EMERGENCY RESPONSE PLAN**  
*(ONLY for those participants with life-threatening allergies)*

<b>PARTICIPANT INFORMATION</b> (To be completed by Parent/Guardian)	
<b>Name of Participant:</b>	
<b>Address:</b>	
<b>Home Phone #</b>	<b>Date of Birth</b>
<b>Name of Father</b>	<b>Business #</b>
<b>Name of Mother</b>	<b>Business #</b>
<b>Emergency Contact</b>	<b>Phone #</b>
<b>PARTICIPANT PHOTO REQUIRED</b>	
<b>PHYSICIAN INFORMATION</b> (to be completed by Family Physician)	
<b>Allergy Description:</b> The above named child has a dangerous, life-threatening allergy to the following: foods _____ and all foods containing them in any form in any amount, including the following kinds of items:  <hr/> bee/insect stings medications _____ latex vigorous exercise	
<b>Symptoms of Reaction:</b>	

***EMERGENCY RESPONSE PLAN***

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**Recommended Response to Reaction:**

**Medication:**

**Dosage:**

**Additional Instructions or Information:**

**Name of Physician:**

**Telephone:**

**Signature of Physician:**

**Date:**

## **Enrolment Policies**

1. I am aware that the program is not responsible for lost items or belongings and the program recommends that my child/ren leave valuable items at home including all electronic gadgets, toys and craft supplies (markers).
2. I am aware that registration is on a first come, first served basis and that my child/ren's spot can only be secured when payment and completed registration forms have been received.
3. I am aware that all fees are to be paid at least 1 week in advance of services being provided.
4. I am aware that a \$42.50 NSF fee will be applied for cheques which have been returned due to insufficient funds. I am also aware that the agency has the right to insist on payment in cash for services to be provided at any time due to negative history regarding payment.
5. I am aware that the receipt issued, after my cheque has cleared, IS my tax receipt.
6. I am aware that there will be no refunds for days missed by my child.
7. I am aware that it is my responsibility to ensure the program is notified if my child(ren) are not attending as soon as possible.
8. I am aware that if I am late picking my child/ren up from the program (according to the agency clock) I am responsible for a late fee (\$1.00 per minute per child) which is payable to the staff member who has been required to stay past their shift.
9. I am aware of the Termination of Services policy.
10. My child/ren will not be released to anyone not listed on the authorized individuals form, unless a staff member is notified in writing of a change or verbal permission has been granted. Should my child/ren require a taxi service I will notify the program.
11. I am aware that if there are sole or joint custody arrangements for my child/ren I will provide all the necessary information and documentation to Club personnel. I am aware without any proof or documentation the agency and/or police cannot stop a parent from taking my child/ren.
12. I am aware that it is my responsibility to notify the program of any changes regarding address, telephone number, employment, doctor, etc., concerning my child/ren.
13. I am aware that if my child is on prescribed medication, staff can administer, provided I have filled

out a medication authorization form. I am aware that the medication must be in its original container, with my child's name and dosage clearly marked. No outdated medication will be given by Club staff.

14. In the event that immediate medical attention must be given to my child and the program is unable to reach myself or the emergency contact person, I acknowledge that qualified Boys and Girls Club staff will administer First Aid/CPR to my child/ren, prior to an emergency room doctor administering any necessary treatment to my child. In addition, I acknowledge and authorize a qualified doctor to administer the treatment necessary.
15. I am aware that the Boys and Girls Club of Pembroke may take and/or use photographs/videos (internally or externally) of my child for promotional community use.
16. I am aware that if busses are cancelled, my child(ren) at KOC before school program will be taking a TAXI to school and I will have to pay an additional \$3.00/child that is required the morning of.

***I do hereby represent that all statements and information made on all required enrolment forms are correct.***

***I have read, understand and agree to abide by all of the enrolment policies as stated.***

\_\_\_\_\_  
***Signature of Parent/Guardian***

\_\_\_\_\_  
***Date***