

ADMISSIONS AGREEMENT FORM

Just'N Out of School Care
8405 175 Street
Edmonton, AB



Phone: 780-919-7471, 780-966-4091
Email: newjustn@shaw.ca
www.justnoutofschoolcare.com

The centre will operate from 7:00 am - 8:45 am and from 2:45 pm - 6:00 pm Monday through Friday, and from 11:45 am - 6:00 pm on Thursdays. During school breaks and professional development days the centre is open 7:00 am - 6:00 pm and 7:00 am - 5:30 pm for the summer months.

A child will only be released into the custody of those indicated on the registration form. Your written permission will be required to release him/her to anyone else, or to allow him/her to walk home alone. In exceptional circumstances, verbal permission from parent or guardian may be sufficient to release a child. Identification will be required from the person picking up your child. It is essential that parents update forms, specifically pick up permission on a regular basis and when charges occur.

Your child is to be picked up on time. If you are delayed please call the centre no later than 5:30pm to inform the staff of any alternate arrangements you have made, Any late pick ups will be charged \$1,00 per minute per family and must be paid before care can be continued the following days.

After closing, every attempt to call emergency contact people will be made by the staff. If by 6:30pm we have not been successful in reaching anyone the Child Protection Unit of Alberta Social Services and Edmonton City Police will be contacted to place your child.

In the case of emergency relocation of our children pertaining to vacating school facilities, they will be guided and escorted to an alternate location as indicated by emergency procedures bulletin posted on staff information board. The staff will inform you accordingly.

If for any reason your child will not be attending the centre, please consider informing the child care staff so we won't worry if your child "doesn't show up" after school.

Your child must remain at home when ill or unable to function in normal activities held by the centre. If your child is too sick to go to school, he/she is too sick to attend the centre as well. Keep in mind there is no child care provisions during school hours. When your child is absent due to contagious infection or illness, he/she cannot return until clearance from a medical professional. It is advisable that you keep immunizations updated to keep your child as protected as possible.

If a child becomes sick while in our' care, parents will be notified and may be asked to pick up the child as soon as possible.

Any prescription drugs must be signed into the centre in its original container and kept under lock and key and administered as per parents instructions as signed in. Please be aware that staff will not supersede any instructions as designated by physician. Any self administered medications (i.e. inhalers) must be signed in as well. The staff will not administer any drugs that have not been signed in including over the counter medications.

In order to discuss the progress of your child, please make yourself available to the child care staff regularly.

Should it be necessary to discipline your child, it will be done by removing him/her from the activity to discuss the situation. Privileges will be removed for unreasonable behaviour, and the parents will be notified if necessary. For further details, please refer to Discipline Policy posted on parent information board.

Nutritional snacks will be provided twice daily. Please ensure that your child is properly clothed for the weather as well as for any specific activities planned. We do not want your child to be prevented from participating because of improper attire.

If you wish to withdraw your child from the program, one month's *written* notice is required. In lieu of notice, one month's fees will be charged.

Parents will be required to sign monthly attendance forms on the last working day of the month.

Parents agree to pay monthly fees for the care of one's child between the first and fifth day of the month for that month service is required. There are **no** refunds or partial fees for partial attendance> You are paying for a space (think rent/mortgage).

Parents will sign field trip permission sheets in order for their child to participate. If a child is unable to participate, it is best to find other child care arrangements since the staff will all be attending aforementioned excursion.

I hereby release Just'n Out of School Care Centres from any liability for accidents or illness occurring while my child is in its care. In the event of an emergency when I cannot be contacted, I give my permission for any medical procedures deemed necessary by a physician and I understand that I am responsible for any expenses incurred by this attention.

Parent/ Guardian Signature

Date

Just'N Out of School Care Centres hereby agree to provide a supervised enriched program for your child.

Director Signature

Date