



HANDBOOK

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Welcome to Children of the Island Childcare Centre/Centre de Garde les Enfants de l'Île, Caring for children 0 to 12 years of age in a bilingual French/English environment.

The goal of our Childcare service is creating a partnership with families in caring for their children. We provide a nurturing and safe environment to help the development of the whole child, with an equal focus on emotional, social, physical, intellectual and French language development throughout the preschool and school years. Our qualified and experienced bilingual staff are inspired to launch the children on their journey of bilingualism. Our Centre welcomes French and English speaking families as well as those from other language backgrounds who value our developmental approach to early childhood education and the cognitive, social and cultural benefits of bilingualism.

Our Bilingual Approach

Researchers say the best way to become proficient in a second language is to start young and practice often. Young children learn a second or third language by being surrounded by that language as they engage with their world. The cognitive benefits of being bilingual, such as greater cognitive flexibility, have been well documented. While these benefits are valuable, we are most excited about the benefits of cultural exchange and expanded perspectives that come from speaking more than one language.

English is the dominant language in the culture outside of school/childcare therefore French is the dominant language of instruction inside our centre. Educators whose native language is French essentially speak only French to the children. Educators will also speak French amongst themselves as another means of modeling French to the children. Educators whose native language is English will speak English but incorporate French words and phrases when leading group activities, playing games, conducting circle time or singing songs.

When engaging individually with a child, educators will either speak English or French depending on which language the parents want emphasized. Children can play and communicate with each other in whatever language is most comfortable to them.

Family Partnership:

We believe that open, honest, respectful communication and cooperation between your family and the educator is important for the well-being of your child. We welcome and value shared information regarding your family dynamics, beliefs and observances. Your participation with us will contribute to our sense of “Family Care” for everyone.

Privacy Protection Policy:

Children of the Island Childcare Centre is responsible for personal information collected from families and as such, complies with the Personal Information Protection Act (BC’s privacy legislation) in respect to the collection, use and disclosure of information about individuals. Personal information is collected to comply with legal and regulatory requirements, and to assist us in operating the Centre. Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the written consent of the individual or as required by law. Reasonable security arrangements are followed to protect personal information. Sensitive materials and reports are kept in locked filing cabinets.

Hours of Operation and Closures:

The Centre is open from 6:45 a.m. to 5:45 p.m., Monday thru Friday, except for statutory holidays:

Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving Monday, Remembrance Day, Christmas Day through to and including New Year’s Day.

Registration Procedure:

- Complete a registration form and emergency contact card.
- Pay a \$50 non-refundable registration fee (one-time fee)
- Pay a \$100 deposit which will be applied to your last month’s fees.
- Provide an up-to-date immunization record.
- If you receive or will be applying for childcare subsidy, your application must be approved prior to starting at the Centre unless parents agree to pay the regular fee.
- Provide a copy of custody restriction (if applicable)
- Provide a recent photo of your child
- Only post-dated cheques or e-transfers will be accepted

Registration is not complete, and care will not commence until all the paper work is received and completed along with registration fee and deposit.

We ask that you please keep us informed of any changes to your address, phone numbers, email addresses, emergency contacts, doctors, or persons authorized to pick up your child. This information is required by the Licensing Officer. It also assists us in ensuring your child's safety and making quick arrangements when children are ill.

List of Supplies:

0 – 5years

Please provide the following list of supplies, clearly labeled, for your child:

Bottle/sippy cup

Small blanket for rest time

Rain/Splash pants

Rubber boots

Indoor shoes

Complete changes of clothes (pants/shirt/socks/underwear)

Hat, appropriate for the season

Jacket, appropriate for the season

Sunscreen during the summer months

Diapers/Pull-ups and wipes, if applicable

School age

Indoor shoes or slippers

Change of clothes

Hat, appropriate for the season

Jacket, appropriate for the season

Sunscreen during the summer months

Fees:

Fees reserve a childcare space for your child on a monthly basis and are not adjusted for days missed due to illness, family vacation or statutory holidays. A \$50 non-refundable registration fee is required at time of registration. A \$100 deposit will also be required at registration and will be applied to your last month's fees. Priority will be given to full time children. If you require part-time position we will do our best to accommodate with a family share but should it not be available a full time position will be offered. Fees can be paid by e-transfer or cheque made payable to Children of the Island Childcare Centre Inc. The charge for NSF cheques is \$40.00. Fees are due on the first of each month.

If fees are not fully paid by the 5th of the month, you will receive a late fee notice.

If you do not respond to the late fee notice within 7 calendar days of its receipt, your child's space will be suspended. In order for your child to return to the Centre, the owed fees must be paid in full even if your child was suspended or your child's space will be discontinued by the end of the calendar month.

Lunches and Snacks:

0 – 5years

Included in fees are the provision of two nutritious snacks each day, and a home cooked hot nutritious lunch prepared by our certified chef. It is imperative that you inform us of any allergies. A weekly menu will be posted on our menu board located at the front entrance.

Before and After School program

One healthy afternoon snack will be provided.

Family Roles and Responsibilities:

Bring any and all complaints, concerns or problems directly to us

Inform us of any changes in your address, phone numbers, employment or emergency contact information

Inform us of any changes in family situation, custody arrangements or access of parents

Inform us of any changes in care hours or days needed, or drop-off and pick-up times

Inform us of any illness or contagious diseases that might affect the other children or members of our family

Respect the privacy and need for confidentiality of other children in care and their families

Respect our property

Ensure you will pick up your child at the agreed upon time

Provide us with the name of an emergency back-up person

Provide us with authorization to get emergency medical care for your child

Ensure that your child is brought to centre well rested, fed, healthy and clean

Provide us with sufficient and appropriate diapers, clothing and supplies

Respect other children in care and their families

Provide us with the agreed upon notice before removing your child from our care

Ensure that you have read and understand the child care policies and handbook, and have signed all documents as required

Child Care Provider Roles and Responsibilities:

We will offer an environment that fosters healthy growth and development

We will provide constant supervision

We will provide receipts for all child care fees paid

We will ensure policies and agreements are followed consistently with all families

We will develop a collaborative partnership with families and work together on common goals for the child

We will communicate with families about their child's daily experiences in a positive and respectful manner

We will maintain necessary confidential records concerning the children in our care

We will obtain and maintain liability insurance for the children and facility

We will operate in compliance with child care licensing regulations or CCCR
We will continue to attend professional development opportunities and maintain required training, such as First Aid and certificates

Child Care Subsidy:

Child Care Subsidy, administered by the Ministry of Children and Family Development BC Provincial Government, is a monthly payment that helps eligible British Columbia families with the costs of child care. Families fill out an application and provide supporting documentation to apply. Once the family is approved and authorization is established, we will receive an authorization number and billing forms.

Child care can not start until authorization and billing forms are received unless the parent agrees to pay the regular fee.

We can only bill for the maximum number of the days that the family is qualified for, if the child actually attends. If the child is booked to attend but does not, we can only bill subsidy for that day if the parent informs us that the child or their parent was ill or on holidays. It is up to the parent to ensure that we are informed if the child is away because of illness or vacation.

If we are not informed, the parent will be responsible for the regular fee. The fee for missed days that are not covered by subsidy is to be paid before the end of the month.

The parent is responsible for any fees over and above what subsidy pays on behalf of the family. The parent portion is due on the first of the month.

Please maintain contact with the centre during your subsidy renewal process.

Please be aware that absences of more than 10 consecutive days may result in subsidy not being paid by the ministry during that time. You will be responsible for paying the full childcare fee during this time.

Withdrawal and Notice to Leave Policy:

WE REQUIRE ONE FULL CALENDAR MONTH'S WRITTEN NOTICE when you are planning to withdraw your child from the Centre. For example, if your child is leaving at the end of August, your written notice must be received by July 31. There is no reduction in fee due to mid-month or early withdrawal.

The Centre reserves the right to give your family 1 month notice regarding termination of service (closure) with the exception of the adjustment period of the first 4 weeks. The adjustment period allows either party to terminate this agreement during that time if the arrangement turns out to be unsatisfactory.

Arriving and Departing from the Centre Policy:

When you arrive, please follow our routine of arrival. Remove outdoor shoes and place in the downstairs shoe cubbies. Your child's other belongings can be left at their personal cubby located near their classroom. At your child's classroom sign your child in/out on the appropriate attendance sheet, this is a licensing requirement. Take the opportunity to talk to your child's educators about your child's needs for the day. It is

important to take time to settle your child and say goodbye. Please call the centre before 9:00 a.m. if your child is absent. Please always ensure that a staff member is present when dropping off or picking up your child.

**Drop Off and Pick Up Policy:
Release of a Child**

Parents are required to indicate the name and phone number of all authorized individuals who are clear to pick up the child. All parents and/or authorized individuals are to sign-in and sign-out on the provided sheet the time your child is dropped off and picked up from the Centre. Only persons designated to pick up a child will be allowed to do so.

Unauthorized Pick Up

The parent/guardian is required to notify the Centre in writing if someone else, other than the authorized persons, will pick up the child. Please provide name, phone number, and description of the person. The person will be asked to show photo identification. If necessary, police will be called for assistance.

Custody and Related Court Orders

We cannot become involved in the marital or custody issues of the families that we serve. If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing up to date and accurate information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the pick-up list, the policy on unauthorized persons will be implemented. The guardian will provide all consents.

Safe Release Policy: If we feel that the person picking up a child is impaired in any way, we will offer to call another authorized pick-up person or a taxi to provide both the child and pick-up person a safe ride. If we believe the child's safety is at risk, we will call the police and the Ministry of Children and Family Development.

Late Pick-up Policy:

Late pick-up is stressful and difficult for your child and for us, whose personal commitments after work are valued. Please be respectful of the Centre closing time of 6:00 pm.

If your child is picked up after 6:10pm, you will be asked to sign a Late Pick-Up form and to pay the late fee of \$2.00 for the first five minutes and \$1.00 per minute thereafter.

If late pick-up continues to occur, you will be required to discuss possible solutions with us. Your family may be given notice to leave the Centre if late pick-ups continue.

Please note: If you are not at the Centre by 7:00 pm and have not spoken to or called us regarding your delay, the social worker on duty with the Ministry of Children and Family Development will be called to pick up your child. You can phone the Ministry of Children and Family Development at (250) 310-1234.

Guiding Children's Behavior Policy:

The goal for guiding children's behavior is to assist children in developing respect, self-control, self-confidence and sensitivity in their interactions with others. Guiding children's behavior is an ongoing process. Guiding children's behavior is done while appropriate behavior is occurring, as well as before, during, and after socially unacceptable behavior is displayed.

Positive guidance techniques will be used to encourage appropriate behavior. They include:

- Establishing clear, consistent, and simple limits
- Stating limits in a positive way, rather than a negative way
- Focusing on the behavior, rather than on the child
- Stating what is expected, rather than pose questions
- Providing real choices
- Allowing time for children to respond to expectations
- Reinforce appropriate behavior, with both words and gestures
- Encourage children to use us as a resource when there are occasions that they cannot resolve issues on their own.

Inevitably there will be occurrences of inappropriate behavior; it is at these times that there may be a need to intervene. The following intervention strategies, or combination of the strategies, will be used to help ensure that guidance is supportive, rather than punitive.

- Gain attention in a respectful way
- Remind children of the appropriate behavior
- Acknowledge feelings before setting limits
- Redirect or divert when appropriate
- Model problem-solving skills
- Offer appropriate choices
- Use natural and logical consequences
- Provide opportunities for children to make amends. Rather than demand a superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm.

Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior. There will be no physical acts of punishment,

isolation, humiliation or withholding of basic needs. The well-being of all the children in our care is very important.

These strategies for guiding children's behavior are based on 'Guiding Children's Behavior Handbook'

Illness/Wellness Policy:

The health and well-being of the children is our first concern. In order to promote a healthy environment we will ensure:

- Proper hygiene is maintained
- Proper handling and disposal of diapers and materials that may have come in contact with blood / body fluids
- Proper hand washing techniques are used by all children and adults
- Families are informed of any outbreak of a contagious disease

In addition, good health hygiene practices are implemented by:

- Storing perishables in the refrigerator at 4 degrees Celsius or below
- Providing tissues and wipes
- Providing sets of clean clothes and bedding
- Offering daily opportunities for outdoor play (weather permitting)

Families are advised to keep your child at home or to seek alternate care arrangements for the following conditions:

- Pain - any complaints of unexplained or undiagnosed pain; must be symptom free before returning to the centre.
- A common cold with listlessness, runny nose and eyes, coughing and sore throat. Once the child's temperature, well-being and energy have returned to normal, the child may no longer be contagious, and may be able to return to the centre even though coughing and runny nose may persist. If the symptoms (runny nose and eyes, coughing) are caused by a known allergy (E.g. hay fever, asthma) the child is not contagious and does not have to be excluded;
- Difficulty in breathing - wheezing or a persistent cough; must be clear of all symptoms before returning to the centre. A doctor's note may be requested.
- Fever (100 degrees F/38.3 degrees C or more) Your child should be kept home until all symptoms have stopped for at least a 24 hour period without the use of fever suppressants;
- Sore throat or trouble swallowing;
- Infected skin or eyes, or an undiagnosed rash; A doctor's note will be required before the child can return.
- Headache and stiff neck (should see physician);

- Unexplained diarrhea or loose stool (may or may not be combined with nausea, vomiting or stomach cramps). These symptoms may indicate a bacterial or viral gastrointestinal infection which is very easily passed from one child to another via the fecal-oral route. Your child should be kept home until all symptoms have stopped for at least a 24 hour period;
- Nausea and vomiting. Your child should be kept home until all symptoms have stopped for at least a 24 hour period;
- Severe itching, dry skin of either body or scalp if caused by head or body lice or scabies; child must be free of any head lice and have been given proper hair treatment before returning to the centre.
- Children with known or suspected communicable diseases. A doctor's note will be required before the child can return.

You must inform us within 24 hours of:

- The diagnosis of a serious illness or communicable disease in your child, or
- The exposure of your child to a serious illness or communicable disease in any other member of your family. You should inform us about this diagnosis or exposure so we can warn other families about the potential spread of illness or disease. We will call our local health authority for advice in situations like this.

A requirement for us is to immediately notify you of a child who becomes ill while in our care, as required by Section 19(1) (a) of the Child Care Licensing Regulation, B.C. Reg. 319/89

A requirement for us is to notify the local Medical Health Officer within 24 hours of it coming to our attention that a child enrolled in the facility has a reportable communicable disease. Appropriate follow up measures by the health authority will then be taken if necessary. This is a requirement of Section 19(2) (b) of the Child Care Licensing Regulation, B.C. Reg. 319/89

In Summary, a child must be kept at home (or taken home) when the child:
 Is suffering from one or more of the above symptoms; or
 Is not well enough to take part in the regular program.

It is recommended that all childhood immunizations are current.

You will be asked to provide information on your children's immunization status on enrollment in the facility, (including if your child is *not* immunized).

You are advised that un-immunized children may be excluded from the program during a period of communicability.

You are also required to provide emergency contact information for your child, including the child's physician and the parent authorization for the Children of the Island Childcare Centre to consent to medical treatment if you cannot be reached.

All information to be held on file must be current and updated by you as necessary.

Ultimately, the care of a child who is ill is the parent's responsibility.

If your child becomes ill at child care, we will call you or your alternate contact to come and pick up your child. We will endeavor to keep the child quiet and comfortable until you or your alternate contact arrives. If we feel it is an emergency situation, we will call an ambulance for the child and contact you or your alternate immediately.

Emergency Preparedness Plan:

The need for emergency planning and preparedness is vitally important for everyone and therefore the child care facility developed a plan that will meet the needs and areas uniqueness. There are many hazards or disasters which could impact child care. These hazards or disasters could include earthquakes, floods, blizzards, chemical spills, power outages, forest fires or explosions. As child care providers, it's our responsibility to ensure that our centre is a safe environment and that we promote safe practice and injury prevention among children. We practice active and proximal supervision at all the times both indoors and outdoors, that is appropriate to the child's level of development.

There is an emergency evacuation policy that is reviewed, practiced, and recorded on a regular basis with all our staff and children.

Our Centre is equipped with functioning safety equipment including:

Smoke alarms directly connected to the fire rescue service and alarm company

First aid kits and earthquake preparedness kits (enough water and food to last more than 72 hours), attendance records, a pen or pencil and emergency information cards for each child are kept beside the exit door of each classroom for quick and easy access. A buddy system will be adopted and practiced regardless of the number of children in our Centre.

We all know how to work the fire extinguishers, shut off gas lines, hydro, water and the furnace.

Children will be taught what to do in the case of fire, earthquake and other emergencies. Evacuation drills will be practiced monthly.

A simple diagram of exit paths from the facility to the meeting place will be posted along with all emergency phone numbers.

The designated meeting place outside the facility has been assigned.

We are familiar with resource and emergency supports within our community

Emergency supplies that we will carry are:

First aid kits

Plastic tarps or small tents.

Blankets and extra clothing.

Water (At least four liters per person)

Flashlights and spare batteries

A battery-operated radio

Papers and pencils

Paper towels, wet wipes, hand sanitizers, and diapers

Enough non-perishable food is on hand to accommodate 72 hours

We will practice the evacuation procedure once a month. We will always be consistent in our response to the smoke detector, even if it is inconvenient. If the alarm goes off we will be practicing our drill and will never ignore it – we will **RESPOND! Children will be taught to always respond quickly.**

Whenever the smoke alarm goes, we will immediately exit the facility.

All drills will be recorded with the date, time, and number of children in attendance and the outcome of the drill. This record will be available for inspection by Licensing.

Earthquake Plan:

Emergency preparedness drills will be performed once a month to reinforce children's knowledge of our meeting place and safety rules. When we yell ((EARTHQUAKE)) the children will be taught to Crawl under a table or sturdy area and Crouch and Cover their heads. Once the shaking has stopped and we feel it is safe to do so we will exit from our safe spot. It is our responsibility to walk around the room to ensure the room is safe for children to come out and exit the Centre if necessary. The children will exit the centre through the nearest or safest exit. We will collect the emergency disaster backpacks before exiting the Centre. We will place a HELP sign in the window if we need extra assistance, or an OK sign, if we do not.

In executing the earthquake procedure **we will:**

Get the emergency disaster backpacks before exiting the Centre.

Get the emergency attendance clip board and emergency cards.

We will stay calm through the situation and help the children stay calm.

We will yell out to the children when an earthquake occurs to tell them to get under the tables.

We will stay with children at all times

We will follow any directions from an emergency responder.

We will care for children if they are needing medical attention or comfort.

We will ensure all decisions are made in the safest way possible.

We will practice the earthquake drill once a month.

All drills will be recorded with the date, time, and number of children in attendance and the outcome of the drill. This record will be available for inspection by Licensing.

We will do a head count before exiting the centre and after we are at the meeting place to ensure all children are accounted for.

Attention should be paid to the message left by the door to inform parents about where the alternative meeting location is.

If you are unable to find us at the meeting place, you should go to the local emergency shelter to find out our location and status of any injuries.

Requirement to Report Suspected Abuse or Neglect Policy

As a citizen of British Columbia, we are required to report any suspicion of child neglect or abuse to the Ministry for Children and Family Development at 250-391-2223 as outlined in the child, family and community services act. We will report any abuse we suspect, that a child discloses to us or that a third party discloses to us.

It is not our responsibility to investigate or question the circumstances of the suspected abuse. We will not inform you or anyone else of any suspicions and subsequent reports to the Ministry.

It is the Ministry's responsibility to investigate any report and to inform all those involved of their investigation.

The health and well-being of the children is our first concern.

Here are the steps we have taken to prevent abuse or neglect from occurring in our care:

A criminal record check has been completed through the Ministry of Attorney General pursuant to the Criminal Records Review Act prior to all individuals 12 years of age or older be authorized to be present in our Centre.

All parents have received a copy of the childcare Guidance policy

You will be kept informed of all changes at the facility, for example alternative child care providers.

Daily attendance records are to be kept for both children and care providers.

We will ensure that all of the children's records are accurate and complete. This includes emergency information, custody arrangements or issues and a list of individuals who are authorized by you to remove the child from the Centre.

We will ensure that appropriate and consistent direction is used in guidance of children

We will ensure that you are aware of the protocol for dealing with concerns (for example: discussion with person-in-charge, Licensing, Ministry of children and family Development)

We have an open door policy – we invite and welcome parents to observe their child at any time.

We will teach children how to protect their own personal safety and what to do in a potentially dangerous situation.

We are aware of the role of licensing and the investigation protocol in child care.

If a child discloses abuse, they are to be supported, comforted and believed.

We provide watchful supervision of all the children and make sure that the children are visible at all times.

We keep a log of any unusual behaviors, illnesses or accidents.

We will practice safety skills with the children by teaching them "stranger danger", which includes: Your body is your own, you will always be listened to and believed, yell loudly if

ever in danger or in need of help, run away from danger, tell someone what happened at all times and you don't need to keep "bad" secrets.

It is our responsibility and legal duty to report to the Community Care Facilities Licensing officer if we believe that an incident of child abuse has occurred in our Child Care Facility and involves a staff member, parent or another child.

This Phone number is: 250-519-3401

Nutrition policy:

To encourage healthy eating, all lunches will include one item from each of the four food groups (grain products, fruits and vegetables, dairy products, and meat and alternatives)

Snacks will include items from at least two of the food groups

Water will be available all day and water or milk will be offered at snacks

Alterations to the menu can be made based on a child's age, cultural preferences, or special dietary needs or allergies.

It is our role to provide a variety of healthy food choices, but it is ultimately a child's choice how much he/she eats, and what he/she eats from the foods that are offered

To prevent choking:

Eating will be supervised at all times, and we will model good eating habits

Food will be eaten while sitting

Mealtimes will be relaxed to discourage rushing

Certain foods will not be given, such as popcorn, hard candy, gum, whole grapes, and whole nuts

Round items (e.g. grapes) will be cut lengthwise into 4 strips

Hard items (e.g., carrots) will be finely chopped

Chunky foods (e.g., meat and cheese) will be cut into small pieces

We will never:

Force a child to eat

Threaten or discipline a child for not eating

Use food as a reward, a comfort, or a punishment

Daily Activity:

Outdoor play is a big part of our program. It allows children to develop on a social, physical and imaginative level that nourishes a child's mind, body, and spirit. We have plenty of materials to keep them active and engaged in our beautiful outdoor space.

We encourage and model creative, co-operative, social, and physical play. It lifts the spirit and builds the body. The children grow and develop in every domain by engaging with one another.

Sample of our daily schedule

7:00 am – 8:00 am	arrival, quiet individual play
8:10 am – 8:30 am	Washroom routine
8:30 am – 8:45 am	Circle time
8:45 am – 9:15 am	Educator guided group activity –Monthly theme development
9:15 am – 9:30 am	hand washing and snack time
9:30 am – 9:45 am	clean up and hand washing, dressing
10:00 am - 10:15 am	Washroom routine
10:15 am – 11:15 am	Outdoor play
11:15 am – 11:30 am	free play, lunch prep, hand washing
11:30 am – 12:15 pm	lunch
12:15 pm – 12:50 pm	Hand washing, clean up
12:50 pm – 1:05 pm	washroom routine
1:05 pm to 2:30pm	Nap time (quiet play for non-sleepers)
2:30 pm – 2:45 pm	wake up sleepers, washroom routine
2:45 pm – 3:00 pm	snack time, clean up
3:00 pm – 3:30 pm	Outdoor play
3:30 pm – 4:45 pm	arts and crafts and dedicated small group time
4:45 pm – 5:00 pm	Washroom routine
5:00 pm – 5:30 pm	free play, book reading and puzzles

Rest Time:

All children in our Centre have a rest after lunch. Children are not required to sleep but are expected to rest quietly on mats. If your child feels more comfortable with a stuffed animal please bring it along for rest time.

Toys and Candy:

Play equipment and toys are provided by the Centre. Please do not bring toys from home as they often get lost, broken, or cause difficulties around sharing. Please do not bring gum or candy to the centre due to the risk of choking.

Smoking:

Smoking is prohibited in and around the Centre. We also require that parents refrain from smoking when they are dropping off or picking up their children.

I have read, understand and agree with all of the above listed Children of the Island Childcare Centre policies, rules and regulations. I have received a copy of this handbook.

Signed on _____ in _____
(Date) (City)

Parent 1: _____
(Print name) (Signature)

Parent 2: _____
(Print name) (Signature)

Manager: Nancy St-Jacques _____
(Signature)