



## Parent Handbook

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Located at:  
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### **Introduction**

Thank-you for choosing McLeod Community Out - of - School Care! We are confident in our ability to provide your child with a safe and fun program and we are dedicated to meeting the needs of our community. McLeod Community Out - of - School Care is a vital program of Steele Heights Baptist Church. The staff and members of the church are committed to having McLeod Community Out - of - School Care carry out its purpose of providing quality care to the children and families of the McLeod Community.

### **Philosophy**

McLeod Community Out- Of - School Care is a program of Steele Heights Baptist Church that was founded to meet a gap in services for families in the McLeod Community. In 2007, the need for safe, affordable, and quality child care in the critical before and after school hours was identified by parents in the McLeod School Community. The result was McLeod Community Out - Of - School Care; a low - cost elementary - based age group program, based on five components:

1. Improving Academic Performance
2. Developing Life Skills
3. Building Positive Relationships
4. Exploring the Creative Arts
5. Nurturing Young Faith

Our Out- of - School Care program is licensed by Alberta Children's and Family Services.

## **Mission**

McLeod Community Out - Of - School Care is a safe and fun place where elementary school children are given opportunity to improve academic performance, develop life skills, create positive relationships with caring adults, explore the creative arts, and nurture young faith. It will include religious instruction, emphasizing values of love, cooperation, sharing, respect, and responsibility. Since, we are a Christian-based program we teach values from the Bible and give the children the freedom to choose this expression of spirituality for themselves. This includes providing the children with their own Holy Bible in the program to take home.

- Social needs will be met by children playing together in large and small groups. Involvement in dramatic play, construction, games, arts & crafts, music, and sports will enhance the children's abilities to develop socially.
- Physical needs will be met by children having a balance of organized and unstructured recreational times in the gym and/or playground each day. Nutritious snacks will be provided to enhance the physical health of children.
- Intellectual needs will be met by caring adults assisting children in completing their homework and challenging them in life skill areas, such as sewing, cooking, woodworking, and finance. Educational games will be available for children to use on a daily basis.
- Creative needs will be met by providing children opportunities to explore art, drama, music, and storytelling.
- Emotional needs will be met by developing encouraging, positive relationships with children and allowing children freedom to express their opinions. Children will be encouraged to communicate respectfully to each other and with adults. There will be a low ratio of children to staff to assist in meeting each child's needs.

## **Staff**

All of our staff are qualified care givers and passionate about helping your child grow and learn. An approval process must be completed by each staff member prior to employment including reference checks, criminal record check, child welfare background check, and a thorough interview. All our staff have completed First Aid in Child Care training and are qualified at a minimum as Child Care Workers under the Government of Alberta Child and Youth Services legislation.

## **Daily Time Table**

The program runs from 7:00 – 8:45 am and 3:15 pm until 5:45 pm daily and opens from 7:00 am - 5:45 pm on days when the children are not at school.

Daily activities options include:

- Science activities and experiments
- Arts and crafts
- Sports in the gym
- Dramatic play
- Library
- Board games
- Educational computer games
- Construction

Daily Routine includes:

### Morning

- Morning snack and free play

### Afternoon

- Organized gym time
- Afternoon snack
- Group activity and brief Christian-based lesson
- Homework or silent reading time
- Activity choices (as mentioned above)

### Full days/Summer days may include:

- Special guests/children entertainers
- Field trips (Generally one per week in the summer months)
- More sports
- Quiet reading time
- regular daily activities
- Special projects

Please see parent board for schedules and detailed activities

## **Kindergarten Program**

The Kindergarten Program is designed especially for our younger children who are enrolled in Kindergarten; with a specially designated room with toys and activities that are age appropriate. While the older children are still at school, staff lead kindergartners in activities throughout the Centre. Children have fun doing activities like music, arts and crafts, indoor and outdoor games and learning at play stations that encourage reading, writing, art, science, dramatic play, and more. We also provide educational activities designed to prepare your child for first grade.

Our Centre will be open from 7:00am to 12:15pm. At 12:15pm the kindergartners will be walked over to the school with OSC staff and be picked up from the school when classes are dismissed. **Please Note: We are currently only offering kindergarten care in the morning, therefore, please register your child in the afternoon kindergarten class at school.**

## McLeod Community Out of School Care Daily Schedule

### AM - Before School (Monday – Friday)

7:00	Parents Drop-off children, Breakfast & free play
7:45	Story Time
8:40	Drop off kids inside McLeod School

### PM – Monday to Wednesday

Monday                      Games Galore  
 Tuesday                     Bible Exploration  
 Wednesday                Boys & Girls Clubs

3:15	Pick-up from inside school
3:45	Grades K-2 Snack & Gym Time Grades 3-6 Planned Activity
4:15	Grades 3-6 Snack & Gym Time Grades K-2 Planned Activity
4:45	Homework and Reading Grades K-2 Green Room Grades 3-6 Large Classroom
5:15	Clean up and Free Play in Green Room
5:45	Home

### PM - Thursday Early Dismissal Kids Klubs & Skateboarding

2:05	Pick-up from inside school
2:20	Choice between skateboarding in Gym Or two planned activity (everyone)
3:15	Snack altogether
4:15	Choice between skateboarding in Gym OR two planned activity (everyone)
4:45	Homework and Reading Grades K-2 Green Room Grades 3-6 Large Classroom
5:15	Clean up and Free Play in Green Room
5:45	Home

### PM - Friday Movie Day, Prizes, No Homework

3:15	Pick-up from inside school
3:40	Snack Altogether

4:30	All together Movie & Prizes in Green Room
5:15	Clean up and Free Play in Green Room
5:45	Home

### Kindergarten (Monday – Friday)

8:45 am	Free Play: painting, sand, water, creative activity, play dough, etc. (Interactive Learning KG Room)
9:30 am	Prepare and eat snack together
10:15 am	Circle Time/Rest
10:30am	Walk/ Outside Activity/Playground or
10:30am	Gym Activities ( in the Fireside Room)
11:15am	Lunch, heat up their own, free play & clean up
12:10pm	Drop off in McLeod School

### Group One (Monday – Friday)

3:15 p.m.	Pick up at school
3:25 p.m.	Snack
3:45 p.m.	Gym (downstairs in Fireside Room)
4:15 p.m.	Kindergarten Room activities
4:45 p.m.	Join O.S.C. in Green Room

### Snacks

The Out – of – School Care program provides a morning snack and one snack after school. The snack menu will be posted monthly on the parent board and consist of two food groups per snack and at least two dairy products each day. Because we do supply a daily snack we ask that your child does not bring in any extra food including candy and pop. The Out – of – School Care is also a **nut free zone**. There is a zero tolerance for any foods containing peanuts. Please ensure that things like granola bars and cookies do not contain peanuts as peanut allergies can be fatal. If your child

has any special dietary requirements please inform us. Please note that it is the parent's responsibility to provide special dietary food.

Please check with staff first if you would like to bring in a snack for special occasions such as birthdays.

### **Full day/Summer day lunches**

During our full days when the school is closed we require that you send your child with a packed lunch (paper bagged lunches only for fieldtrips). Please do not send your child with candy or pop as these will be sent home. We will supply three snacks, two in the morning (one between 7:00 am - 8:15 am) and one in the afternoon.

### **Hours and Holidays**

Our hours of operation are from 7:00 am – 8:45 am Monday to Friday for before school care and 3:15 pm - 5:45 pm Monday-Wednesday & Friday and 2:05-5:45 Thursdays for after school care. We are also open from 7:00 am- 5:45 pm on full days when the school is closed and during summer months. We are closed for the following holidays:

Labor Day	Boxing Day
Thanksgiving Day	New Year's Eve
Remembrance Day	New Year's Day
Family Day	Easter Monday
Christmas Eve	Victoria Day
Christmas Day	Good Friday
Canada Day	

Closed for Christmas Holidays- Dec 26, 2011 – Jan 2, 2012

### **School Closure**

In the event that schools are closed due to severe weather conditions, the McLeod Community Out-of-School Care will also be closed.

If the Centre loses the use of heat, water, or electricity at any time during the day, we will evaluate the situation to see whether care can be provided without undue loss of quality. If safe, quality care cannot be provided under the circumstances, we will notify each family and payment for days that the

Centre is closed due to loss of services will be credited to your account. The Centre will remain closed until safe, quality care can be provided.

### **Before & After-school Transportation**

Children will be taken to the McLeod School patrol doors each morning for school; from there they will go to their classrooms. Grades K-2 at the bike rack doors and Grades 3-6 will be picked up at east back doors. Staff members will be waiting for the children inside. Together they will walk across the street into the church building. Staff members will wait for 15 minutes (until 3:45 pm) before assuming children missing are absent from school. If your child will not be attending school or has been sent home from school during the day, it is **imperative** that we receive a phone call from you, the parent. You may call the OSC office 780-473-5437 anytime during the day and , if there is no answer, leave a message. Messages are checked regularly throughout the day.

### **Departure from the Centre**

In order to protect your child, the Out – of – School Care will only release a child to their parent or guardian. If you need to make arrangements for someone other than yourself to pick your child up, it must be in writing and signed by you. Please ask for an Alternate Pick-Up Consent Form. Also note that when doing this, the alternate caregiver will be required to show his/her driver's license (picture I.D).

Parents are also responsible for signing their child in and out of the program each day. A child attendance record is also made available at your request. This procedure is very important for it transfers the responsibility of your child's care from us to you. At the end of the week it is also important to sign that all of the past weeks' times are correct. Staff will total the hours.

If you wish for your child to independently walk home from the Centre you must complete and sign the Independent Departure Form.

To ensure the safety of our children and the Out of School Care staff, precautionary measures against unwanted intruders and children leaving the Centre un-escorted have been put into place. The most important step to avoid unwanted intruders is to have only one access to the Centre, therefore the basement doors and entries to basement doors are kept locked at all

times. If the Out of School Care door is locked when parents arrive, they are asked to please ring the doorbell provided beside the door.

### **Distal Supervision**

Distal supervision is defined as intermittent direct supervision (every ten minutes or less) by a staff where there is a planned, location specific, time-limited program activity. The goal of distal supervision is to enhance a child's ability to function responsibly and independently of direct adult supervision. Distal supervision in our program is for grades five and six only with the written consent of parents/legal guardian.

The staff have the right to choose at anytime that a child be removed from distal supervision either temporary or permanently, informing the parent of their decision.

### **Communication**

McLeod Community Out of School Care is dedicated to developing and promoting respectful relationships between children, staff, families, and the community in order to support positive outcomes for children in the program. To facilitate these relationships, the Centre will provide regular information about the program activities and about opportunities for parents and the community to participate in and have input into. The Board and staff will actively promote the positive aspects of the service to parents and the local community. Any parent or community concerns will be dealt with promptly.

We strongly believe that communication between staff and families is crucial to the functioning of the program. There is a parent bulletin board notifying parents of the activities occurring in the month as well as the snacks served and upcoming events or field trips taking place. We encourage parents to read the parent board and feel free to discuss issues that you may have regarding your child with the coordinator at any time. Parents will be advised of community services that are available to them. You will also find your child's information sheets, notices about field trips and progress reports in the sign in/out binder. Please check your child's sign in/out sheets everyday to ensure you have all the information you and your child need.

## **Family Access**

Staff will communicate with parents/guardians in a positive and supportive manner that encourages the parent-child relationship. Information with regard to family issues and personal lives will be handled confidentially. Parents/guardians will have access to Centre staff to enable them to discuss any concerns they may have regarding their child, at any reasonable time. **Parents/guardians may visit the Centre at any convenient time while their child is in care.**

## **Family Involvement**

At McLeod Community Out of School Care, we are committed to encouraging and supporting family involvement in our program. We recognize and respect differences in family structure and background and wish to work together with the caregivers in caring for and teaching their children. Our desire is for the families to be involved in the work we do and to play an active role in decision making and program changes. There are a variety of ways in which we will implement parent and family involvement.

- Regular communication verbally or through child's communication booklet
- Community & parenting resources made available
- Surveys and a suggestion box
- Open door policy and volunteer opportunities for parents
- Group functions

## **Behavior Guidance**

The Centre will provide a secure, caring and stimulating environment which encourages children to cooperate, which enhances their self esteem and fosters their positive interactions with others. Staff will promote acceptable behavior and endeavor to build relationships with children based on mutual respect and trust.

This behavior guidance policy sets limits on a child's behavior so the learning environment will be safe and secure while providing development for each child in all areas. Children may learn self-control, sensitivity to others, self-respect, and respect for property. Natural and logical consequences of a child's actions provide an effective guidance strategy. Children will only be removed from the group (time out) when their behavior is of danger to themselves, other children, or leaders, or when they have been spoken to repeatedly and fail to remember. They will have a chance to stop and think about what they have done. Corporal punishment is never used. Children will

be involved in developing guidance policy for the program by giving suggestions for classroom rules and parents / staff will be aware of the guidance policy that is developed. Children will be expected to follow guidelines such as those suggested below:

#### Child Expectations:

- Respect Staff
- Respect Other Children
- Respect Property
- Express feelings in acceptable ways and settle differences in a peaceful manner
- Participate in all activities unless given parental permission to be excused.
- Walk when indoors and use inside voices when talking and playing

#### Staff Expectations:

- Respect the God-given value and worth of each child
- Be sensitive to the needs of each child
- Have a set of limits to behavior which are clearly expressed in positive terms and reinforced consistently
- Establish rapport with children's parents
- Maintain a safe and caring environment

#### Parent Expectations:

- Establish rapport with out of school care staff
- Show an interest in out of school care activities and your child's behavior in the program
- Use positive language and no corporal punishment while in the Centre
- Encourage your children to display appropriate conduct in facility
- Volunteer to assist with special events, and/or evaluation meetings

*"Making a child feel loved is the first and most important part of discipline"*  
(Ross Campbell – How to Really Love Your Child)

#### Discipline Guidelines Staff:

1. Deal with the problem individually
2. Have child tell what he did
3. Be sure child understands why behavior is unacceptable
4. Discuss desired behavior and consequences of misbehavior
5. Let child experience the following consequences:
  - Two warnings
  - Consequences are age and developmentally appropriate.
  - Consult coordinator

A "cooling off" period may be needed so the child can calm down before discussing what happened.

Discipline Guidelines for Repeated Misbehavior:

1. Inform parent
2. Determine and implement further appropriate action for each individual circumstance together with parent and administration

Behavior that will not be tolerated and will result in immediate suspension from the program for a time deemed fair by coordinator:

- Striking another child or staff member
- Derogatory and/or abusive language
- Leaving the premises without permission
- Property and/or equipment destruction
- Theft from the program or of other people

All staff will enforce these rules and consequences to ensure that this program continues to be a fun, safe place for children to grow and learn. If children are kept active and interested, discipline problems will be minimal.

7. If unacceptable behavior persists, the Coordinator will jointly, with the parent/guardian, seek advice from an appropriate agency or professional.
8. After all of the above procedures have been exhausted the following steps will apply:
  - a) The Coordinator will contact to the parent asking that they attend to their child's behavior. The child will be given reasonable time to respond positively to new strategies and the parent will be supported in this as far as possible.
  - b) If there is insufficient improvement the Coordinator will write to the parent to advise them of this and to explain that the child's attendance at the Centre is suspended for the next week in order to give the child time to modify his/her behavior. After this time the child may return to the Centre and will be given reasonable time to display a positive change in behavior.
  - c) If the child does not demonstrate a positive change in behavior the Coordinator will write to the parent to explain that the child's attendance at the Centre will be suspended until such a time as the behavior is satisfactorily addressed in the opinion of the Coordinator.

- d) After the child has been given every chance to respond positively and if all methods fail to result in an improvement in behavior, the Coordinator will discuss alternative care with the parent/guardian, in consideration of the health and safety of the other children in care.
- e) In the case of severe behavior which threatens self- harm or bodily harm to staff or other children, the parent will be informed the child will be suspended or dismissed instantly.

### **Bullying Behavior**

All children who attend McLeod Community Out of School Care have the right to enjoy play and friendships in a caring environment. The program will assist children to establish a network of people they can speak to about any concerns they may have, and will ensure the program reflects and encourages core values such as love, cooperation, sharing, respect, and responsibility. Staff will always listen and respond to children when incidents of bullying are reported or observed and will act to eliminate incidents of bullying at the Centre.

### **Parent Grievance**

**Step 1:** When a parent has a complaint (grievance), or concern, the first step is to contact the Coordinator immediately to discuss the area of complaint. At this point, we encourage the parent as well as the Coordinator to document the complaint. **If there is no satisfaction for the parent, proceed to step 2.**

**Step 2:** The parent, with the assistance of a third party if necessary and the Coordinator will discuss the grievance with the Director. Documentation will be required of the parent, Coordinator, and Director. **If there is no satisfaction for the parent, proceed to step 3.**

**Step 3:** The parent, with the assistance from a third party if necessary, the Coordinator, will discuss the grievance with the SHBC Board. Documentation will be required of the parent, Coordinator, Director, and report to the SHBC board. **If there is no satisfaction for the parent, proceed to step 4.**

**Step 4:** The parent, with the assistance from a third party if necessary, and the Coordinator, will discuss the grievance to Government of Alberta Child and Youth Services. Documentation of grievance from the parent, Coordinator, Director, and minutes of the SHBC board will be reported and recorded for The Government of Alberta Child and Youth Services. The decision of Government of Alberta Child and Youth Services is recorded as the **final decision.**

### **Child Abuse/Neglect**

Our love of children prompts us to help provide the best possible life experiences for them. We have been trained to recognize the signs of abuse and neglect, and are required by law to report to the Child Abuse Hotline any suspected abuse or neglect of any child we care for. Substitute and/or additional caregivers have also been trained to recognize signs of abuse and neglect, and are also required to report suspected abuse or neglect to Child Abuse Hotline. Training in child abuse and neglect is renewed at least every two years.

It is law and our responsibility as child care providers to report any abuse/neglect performed on a child. The Child Abuse Hotline will be contacted if it comes to our attention that a child has been abused physically, sexually, or emotionally, or has been neglected or exploited.

## **Children with Disabilities**

In the case of children with disabilities, each case will be looked at individually. If we are able to meet the individual needs of the particular child, then the child will be registered in the program.

## **Medication/herbal remedies Administration**

Parents will need to sign a Medication Consent Form for the administration of any non-prescription or prescription medications. No medication will be administered without parental consent. All medication to be administered by the staff must be recorded and signed daily in the Medicine Log. Medication must also be given to the caregiver for safe keeping out of reach of all children. The medication must be clearly labeled and in the original container. All medication must be placed in the locked box located in the kitchen or Green room. OSC Staff that have valid First Aid will be authorized to administer medication. After the medication is given the staff will be observing the child for 15 minutes for any allergic reactions. It is the parent's responsibility to ask for the medication at the end of the day to take it back home. NO MEDICATIONS WILL BE LEFT IN THE CENTRE OVER NIGHT.

Sunscreen & insect repellent can also be administered but must be provided by the parents and labeled.

For children administering their own medication, i.e.: asthma inhalers, cough drops, etc. Parents will need to fill out a Self-Administration Medication Form before your child will be able to do this.

## **Emergency/Fire Procedures**

Located on the parent bulletin board you will find a written emergency plan that includes emergency evacuations, fire drill procedures, and alternate accommodation. In the case of an emergency, if children need to be relocated, they will be walked to McLeod Community League Hall beside McLeod School.

We will practice these procedures on a monthly basis to ensure the children know exactly what to do in case of a real emergency.

## **Medical Emergencies**

If first aid is required:

1. someone will stay with the injured child and have someone close get the first aid kit
2. first aid will be administered by a certified person
3. coordinator and parents of child will be contacted
4. incident will be recorded using Accident/Incident report form

All our staff have training in first aid in child care.

If ambulance is required:

1. 9-1-1 will be called first
2. coordinator and parents of child will be contacted

## **Child Sickness**

If we observe that a child appears to be ill and exhibits specific symptoms and is unable to participate in the program, we will refuse admittance. If a child develops symptoms through the day we will call the parent/guardian and ask them to pick up the child promptly.

**The following guidelines are indicators that a child would be more comfortable at home:**

- is vomiting, has a fever, diarrhea or a new unexplained rash or cough
- requires greater attention than can be provided without compromising the care of the other children in the program
- displays any other illness or symptom the staff member knows or believes may indicate that a child poses a health risk to other children, caregivers or staff

**A child may return to the Centre if the child's parent provides a written notice from a physician indicating that the child does not pose a health risk or if the license holder/provider is satisfied that a child no longer poses a health risk to other children, caregivers or staff**

Parents will be contacted at the emergency numbers that are provided upon enrollment to alert them of their child's situation. Parents are encouraged to do all that they can to either pick up their child or have the alternate person pick up the child as soon as possible. The emergency contact person cannot authorize treatment or medication. If the Centre must call the parent to

have the child picked up early, the child will need to be picked up within one hour of the parent being called.

The safety and health of all enrolled children is our top priority, therefore the following rule will be strictly enforced:

CHILDREN WHO EXHIBIT SIGNS OF BEING ILL AND MUST LEAVE EARLY WILL BE ISOLATED IN A QUIET CORNER UNTIL PICKED UP BY A PARENT OR DESIGNATED ALTERNATE PERSON.

Any child with a communicable disease must be kept home for the full period required by the Department of Public Health.

Parents must notify the Out of School Care if their child has a communicable disease. Staff and parents must be notified to look for symptoms in other children. The Centre also has to keep record of communicable disease outbreaks for the Department of Health.

Communicable diseases include, but are not limited to the following illnesses:

Chicken Pox	Rubella
Strep Throat	Meningitis
Scarlet Fever	Rosella
Mumps	Whooping Cough
Pink Eye	Impetigo

We understand the difficulty for many people to take time off from work to be home with a sick child. We will not call you unless it is warranted and only after the staff has consulted with the Coordinator.

### **Doctor's Note**

Doctor's notes are often required for re-admission to the Centre. A doctor's note must contain the following information: date of visit, child's name, the fact that the child is free from contagion, the date the child may return to the Centre, and the doctor's signature.

## **Clothing/Personal Items**

Parents should dress their children in clothing suitable for indoor and outdoor play, taking into account the weather. We may at any time be taking the children outside, and they must be dressed properly. We will only cancel outside play if the temperature drops below -13 degrees Celsius.

The following should be brought for each season:

Fall: mitts, hat & jacket

Winter: snowsuit, winter boots, mitts, scarf, toque

Spring: Rubber boots, raincoat, mitts, splash pants

Summer: sun hats, sunscreen, and bug spray

**Please do not allow your child to bring any toys from home as this can easily cause problems with other children.** Your child will also need a pair of indoor shoes (labeled) to leave at the after-school care. Make sure everything your child brings water bottles, backpacks, shoes, etc., are all clearly marked with the child's name on them. The Out - of - School Care is not responsible for lost or stolen articles.

## **Off- Site Excursions**

Off - Site Excursions are considered to be an integral part of the Centre and are arranged accordingly to provide a broad range of learning experiences for children. Off-site excursions are planned for non-school days/weeks and with children's input. Children must have a signed parental permission form which includes the date, destination, time of departure/return, and transport arrangements. Should a parent not want their child to attend a field trip, they will be required to find alternate care for that time period or day. A minimal charge may be required to cover transportation and entrance fees. Children should be dressed appropriately for these occasions.

Parent and volunteers are invited to participate in off-site excursions. (Volunteers from the church and community are invited to participate.) Each volunteer must have a security clearance and reference check prior to being permitted to volunteer.

## **Admission Requirements**

Before a child can be accepted to the out of school care program, the following must be done:

1. Complete the documents required by McLeod Community Out - of - School Care
2. Pay a refundable deposit of \$100.00/child (refundable if parent gives one month's written notice prior to leaving the out of school care)
3. Provide the program with post-dated cheques for the duration of the school year for the first of each month.

*Please make all cheques payable to Steele Heights Baptist Church*

## **Fees**

The program fees were assessed monthly and made into ten equal payments for the school year (excluding summer fees). This is including Christmas break, spring break, and still apply during sickness. When a child is absent, fees are still applicable.

A \$20 charge will be required for each cheque returned NSF. In such a case, fees must be paid in either cash or money order.

There will be a fee of \$5.00 for every 15 minutes or part there of that your child is not picked up by the closing time of 5:45p.m. This will be paid upon arrival by the parent to the staff present at the Centre in cash.

## **Termination**

A minimum of one month's written notice is required to withdraw from the McLeod Community Out - of - School Care program. Parents are also responsible for payment of their child's last month. Your deposit will only be returned to you if you give adequate notice before terminating your child's care. In the event that the Out - of - School Care finds the need to give notice to a parent, the parent may terminate care immediately without a paid notice, and your deposit will also be returned at this time as long as your account with the Centre has been cleared. When care is terminated, any unused post-dated cheques will be returned to the parent.

## **Policy Revisions**

Revisions to policies and procedures, contracts and forms may be done with a minimum of 2 weeks notice UNLESS it is a new regulation – these changes will take place immediately. Policies, contracts, and forms will be reviewed periodically and updated, if necessary. Parents will be notified in writing of any changes. All previous forms will become obsolete.

**McLeod Community Out – of – School Care Policy Handbook Contract**

I \_\_\_\_\_ (the parent) have read and understood all policies in the McLeod Community Out – of – School Care Parent Handbook and agree to abide by the policies and requirements therein.

Parent full name \_\_\_\_\_

Parent signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent full name \_\_\_\_\_

Parent signature \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator’s signature \_\_\_\_\_ Date: \_\_\_\_\_

**McLeod Community Out – of – School Care Financial Agreement Contract**

**Deposit:**

I \_\_\_\_\_ (the parent) have paid a deposit of \$\_\_\_\_\_ to McLeod Community Out – of – School Care. I understand that this deposit is refundable only if I have given at least one month’s notice before terminating my child’s care or if I have been given notice by McLeod Community Out – of – School Care that my child must leave care and my account has been cleared.

**Monthly Fee:**

I \_\_\_\_\_ (the parent) agree to pay McLeod Community Out – of – School Care a monthly fee of \$\_\_\_\_\_ to provide child care to my child(ren). I agree to provide the program with post-dated cheques for the duration of the school year dated for the first of each month. I agree that if the Centre does not receive my cheques the day before the first of the month the Centre will not provide childcare.

- \$415/child for before and after care
- \$615/child for Kindergarten before and after school care
- \$30/day for drop in or \$10/morning for drop in
- Summer Fees TBA.

Please make cheques payable to: Steele Heights Baptist Church

I \_\_\_\_\_ (the parent) acknowledge that I am aware of the conditions stated in the McLeod Community Out – of – School Care Parent Handbook and agree to abide by the above requirements.

Parent full name \_\_\_\_\_

Parent signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent full name \_\_\_\_\_

Parent signature \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator’s signature \_\_\_\_\_ Date: \_\_\_\_\_