



Ignite kids

BEFORE AND AFTER SCHOOL

Parent Agreement



Welcome to Ignite Kids Before and After School! This agreement outlines the expectations, policies, and responsibilities that help us provide a safe, caring, and engaging environment for your child.



1. PROGRAM HOURS

- **Before School Care:** 7:00 AM – School Start
- **After School Care:** School Dismissal – 5:30 PM

Please ensure your child is picked up by 5:30 PM. Late pick-ups may be subject to a late fee.



6. BEHAVIOUR GUIDANCE

- We use positive guidance and encouragement to promote respect, responsibility, and self-control.
- We do not tolerate bullying, unsafe behaviour, or disrespect.
- Continued challenging behaviour may result in a meeting with parents and possible removal from the program.



2. FEES & PAYMENTS

- Fees are due as outlined in the enrollment package.
- Payments are to be made by the due date to avoid a late fee.
- A fee will be charged for NSF payments.
- We accept payment as per the payment options provided.
- CCRFI fee reduction may be available for eligible families.



7. EMERGENCY PROCEDURES

- In the event of an emergency, we will contact you or your emergency contacts immediately.
- In case of a medical emergency, staff will seek medical attention for your child.
- Please ensure your emergency contact information is up to date.



3. ATTENDANCE

- Please inform staff if your child will be absent.
- Scheduled days must be maintained for your child's spot.
- Program is closed on statutory holidays, during winter break, spring break, and professional development days.



8. PHOTO / MEDIA CONSENT

- We may take photos of your child during program activities for programming purposes.
- These photos may be used for newsletters, displays, and social media.
- Please inform us in writing if you do not give permission.



4. ILLNESS POLICY

- To keep all children and staff healthy:
- Children must stay home if they are ill.
- If your child has a fever, vomiting, diarrhea, or a contagious illness, they must be symptom-free for 24 hours before returning.
- We reserve the right to send a child home if they become ill during the program.



9. WITHDRAWAL POLICY

- A minimum of 30 days written notice is required to withdraw from the program.
- Fees are payable during the notice period.
- Failure to provide notice may result in additional charges.



5. SAFE RELEASE / PICK-UP

- Children will only be released to authorized individuals listed on the registration form.
- ID may be requested.
- Please inform us in writing if someone new will be picking up your child.
- If your child has permission to walk home alone, please complete the Walking Home Permission Form.



10. COMMUNICATION

- We value open communication.
- Please check your email and messages regularly for important updates.
- Let us know of any changes in your child's information.



By signing below, I acknowledge that:

- I have read, understood, and agree to the policies and procedures of Ignite Kids Before and After School.
- I agree to communicate any changes that may affect my child's participation in the program.
- I understand that these policies are in place to ensure the safety, well-being, and positive experience for all children.



Parent/Guardian Name (Please Print) _____

Signature _____

Date _____

Child's Name _____