



**Guidelines • Policies • Information for Families**

*Fun, safe, quality before & after  
school care for your child!*



## **Table of Contents**

1. Welcome Message from the Owner
2. Land Acknowledgement
3. Vision, Philosophy and Approach
4. Guiding Principles and Non-Discrimination Policy
5. Inclusion Policy
6. Enrollment and Registration Policies
7. Fees, Payments and Financial Policies
8. Attendance and Registered Spaces
9. Nutrition and Food Guidelines
10. Behaviour Guidance and Discipline
11. Health, Safety and Emergency Policies
12. Illness and Medication Policies
13. Physical Activity and Screen Time
14. Program Operations
15. Parent Communication and Contact Information
16. Parent Feedback and Complaint Resolution Process
17. Program Summary
18. Parent/Guardian Authorization and Acknowledgement

## **Welcome Message from The Owner**

Welcome to Ignite Kids Before and After School. We are proud to be part of the École Puntledge Park school community, and we appreciate the trust families place in us to care for their children.

At Ignite Kids, we are committed to providing a safe, inclusive, and supportive environment where every child feels welcomed, respected, and valued. Our program supports children's social, emotional, physical, and cognitive development through play-based learning and positive relationships.

We believe that strong partnerships with families and the school community are essential to supporting children's well-being and success. By working together, we strive to creating an environment where all children feel a strong sense of belonging and are encouraged to explore, learn, and grow.

Thank you for choosing Ignite Kids.

Warm regards,

Jigerpreet Kaur

Owner / Operator

Ignite Kids

## **Land Acknowledgement**

Ignite Kids Childcare respectfully acknowledges that our program operates on the traditional and unceded territories of the K'ómoks First Nation. We honour the enduring relationship that Indigenous peoples have with this land and recognize the importance of learning from and respecting Indigenous cultures, histories, and perspectives.

## **Ignite Kids- Vision, Philosophy and Approach**

(Aligned with BC Early Learning Framework & ECEBC Code of Ethics)

At Ignite Kids, we believe that every child is a capable, curious, and confident individual who deserves to feel a strong sense of belonging, well-being, engagement, and expression. Our philosophy is guided by the British Columbia Early Learning Framework and the Early Childhood Educators of BC (ECEBC) Code of Ethics, which emphasize respectful relationships, inclusive practice, and holistic child development.

We view children as active participants in their own learning. Through play-based and inquiry-based experiences, we support children in developing socially, emotionally, physically, and cognitively within an inclusive and nurturing environment. Educators at Ignite Kids act as responsive and reflective educators who create meaningful opportunities for exploration, creativity, and connection. We value each child's voice, interests, culture, and identity, and we strive to creating an environment where diversity is honoured and celebrated.

Our program fosters a collaborative partnership between educators, families, and the community. We believe that strong, respectful relationships are the foundation for children's success and well-being. In alignment with the ECEBC Code of Ethics, we are committed to professionalism, confidentiality, integrity, and continuous learning to ensure high-quality care for all children and families.

We are dedicated to providing fun, positive and enriching care that supports children in becoming confident learners and compassionate members of their community. Through supportive guidance, inclusive practices, and meaningful play experiences, we aim to nurture each child's potential and inspire a lifelong love of learning.

## **Guiding Principles and Non-Discrimination Policy**

Ignite Kids is committed to providing an inclusive, respectful, and equitable environment for all children, families, and staff. In alignment with the ECEBC Code of Ethics, the BC Early Learning Framework, and provincial childcare regulations, we do not discriminate based on race, culture, ethnicity, religion, gender, gender identity, sexual orientation, family status, disability, age, language, or socioeconomic background.

We value diversity and believe that every child and family deserves to feel welcomed, respected, and supported. Our program promotes fairness, cultural awareness, and positive relationships within our community. All policies, practices, and decisions are guided by principles of equity, dignity, and inclusion to ensure equal access and opportunity for everyone.

## **Inclusion Policy**

Ignite Kids is committed to creating an inclusive and welcoming environment where every child and family feels valued, respected, and supported. We believe that all children have the right to participate fully in early learning experiences regardless of their abilities, cultural background, language, gender identity, family structure, or individual needs.

Guided by the British Columbia Early Learning Framework and the ECEBC Code of Ethics, our educators work to creating learning environments that promote belonging, well-being, engagement, and expression for every child. We recognize that each child develops at their own pace and brings unique strengths, interests, and experiences to the program.

Ignite Kids supports inclusion by adapting activities, environments, and teaching approaches to meet the diverse needs of children. Educators collaborate closely with families, school staff, and community professionals when additional support is needed to ensure that children can participate meaningfully in all aspects of the program.

Our program values and celebrates diversity. Children are encouraged to respect and learn about different cultures, identities, and perspectives. Through inclusive play-based learning, respectful relationships, and supportive guidance, we strive to creating a community where every child feels a strong sense of belonging and has opportunity to learn and grow.

## **Enrollment and Administrative Policies**

### **Enrollment and Registration Policies**

All required registration and enrollment forms must be fully completed, signed, and submitted prior to a child's first day of attendance at Ignite Kids. Enrollment is not finalized until all documentation has been received and reviewed.

Required forms include, but are not limited to:

- Completed Registration Form
- Emergency Contact Information and two pictures
- Authorized Pick-Up List
- Medical Information Form
- Immunization Records (if applicable)
- Medication Consent Form (if required)

- Allergy or Special Care Plan (if applicable)
- Parent Handbook Acknowledgement Form
- Any additional licensing-required documentation

Failure to submit all required forms before the start date may result in a delay of care.

This policy ensures the safety, compliance, and well-being of all children in the program.

### **Termination Policy**

Ignite Kids maintains a two-week probationary period for all new enrollments. During this probationary period, the program and family have opportunity to ensure the placement is appropriate and that policies, expectations, and routines are understood and followed. Either the parent/guardian or Ignite Kids may terminate care during the probationary period with written notice.

Following the probationary period, two weeks' written notice is required from families when withdrawing a child from the program. Ignite Kids reserves the right to terminate care if policies are not followed, fees remain unpaid, or if a child's needs cannot be safely accommodated within the program. All termination decisions will be communicated respectfully and professionally.

### **Fees and Payment Policy**

#### **Payment Due Date**

All childcare fees are due on the first day of each month.

Payments must be made on time to maintain a child's enrollment in the program.

#### **Early Payments**

Early payments are accepted.

Families may submit post-dated cheques for convenience and to ensure timely payment.

#### **Types of Payment Accepted**

- E-transfer: [ignitekidschildcare.ca@gmail.com](mailto:ignitekidschildcare.ca@gmail.com)
- Cheque

(We are registered for auto-deposit, no security question & answer required;) unless your banking app doesn't allow it – then send us email for the pre-set Q & A. DO NOT make up your own as this complicates processing times and may result in unnecessary late fees. The message area of the e-transfer MUST contain the following information:

**child's first & last name; which month the payment is for, i.e. John Arnold, Sep 2021**

It is very important to include ALL these details. E-transfers are processed at the Ignite Kids main office by our admin staff who are not familiar with all families.

Note: Please send e-transfers by 4 pm on the due date. Any e-transfers received after 4 pm of the payment due date are considered late and late charges apply. Ignite kids is not responsible for bank processing times or delays.

**Fees structure:**

<b>Program Type</b>	<b>Time</b>	<b>Fees</b>
Before School care	7:00 am- 8:40 am	\$10 per day
After School Care	2:30 pm- 5:30 pm	\$21 per day
Before & After School Care	Morning and Afternoon	\$27 per day
Early Dismissal Afternoon	School early dismissal	\$27 per day
Early Dismissal Before & After	Full early dismissal day	\$33 per day
Non - Instructional Days	Full day	\$45 per day
Non- Instructional Days	Half Day	\$30 per day

**Important Notes**

- A \$100 registration deposit is required to secure your child's space at Ignite Kids.
- The registration fee will only be refunded if Ignite Kids is unable to accommodate your child's placement.
- Enrollment is not confirmed until the registration deposit and all required forms are received.

**Late Charges**

A fee of \$5 per calendar day (including holidays and weekends) will be charged for late payment of fees. A charge of \$20 will be charged for insufficient funds on cheques. If fees are more than 4 days late, the child will not be allowed to attend the centre until fees and late charges are paid in full. Late charges are to be paid by cheque or e-transfer, and no receipts are given for that portion. Please call the centre ahead of time if special payment arrangements are required.

## **Subsidy Families**

- Families receiving subsidy are responsible for ensuring all required subsidy forms and information are submitted and kept current.
- Parents must read and sign the Subsidy Addendum.
- Any parent portion of fees not covered by subsidy must be paid on time each month.

## **Refund Policy**

- Refunds will only be issued in the case of unexpected facility closure where care cannot be provided.
- No refunds are provided for absences, illness, holidays, or voluntary withdrawal without proper notice.

## **Court Fees**

Should it be necessary to go to court over non-payment of fees owed, court & attorney fees will be added to your bill.

## **Attendance and Registered Spaces**

### **Registered Seats & Attendance Policy**

- Registered spaces are based on a 5-day per week schedule.
- Enrollment for Before and After School or After School only (5 days per week) is considered full-time registration.
- Ignite Kids does not offer drop-in care. All spaces must be pre-registered.
- Priority is given to full-time registrations over part-time requests.
- The days and times requested at registration are reserved for the entire school year.
- Families are responsible for payment for the spaces they have registered, whether the child attends or not.
- If a family chooses to reduce their registered days after enrollment, they remain financially responsible for the originally booked space unless changes are approved by management. This policy ensures consistency for children, staffing stability, and compliance with licensed capacity requirements.

## **Missed Days & Unexpected Closure Policy**

- Fees are based on the child's registered space, not on daily attendance.
- Payment is required for all registered days, including missed days due to illness, vacation, holidays, or personal reasons.
- No refunds or credits will be provided for missed days.
- In the event of unexpected closures such as severe weather (snow days), power outages, or emergencies beyond our control, refunds or credits will not be provided, as the child's space continues to be reserved.
- Every effort will be made to notify families as early as possible regarding unexpected closures.
- This policy supports staffing, operational costs, and maintaining your child's reserved space.

## **Nutrition and Food Guidelines**

We promote healthy eating habits and a safe mealtime environment for all children. We encourage nutritious food choices that support children's growth, energy, and overall wellbeing. Afternoon snacks are provided by the centre and follow general healthy nutrition guidelines. Families must inform staff of any food allergies or dietary restrictions. Foods that pose a high allergy risk may be restricted to ensure the safety of all children.

- Sugary drinks, energy drinks, and foods with excessive sugar are discouraged.
- Food sharing between children is not permitted due to allergy and safety concerns.
- Special dietary or cultural food needs will be respected and accommodated where possible.

## **Behaviour Guidance and Discipline**

At Ignite Kids, we are committed to fostering a caring, respectful, and supportive environment where all children feel valued and understood. Our behaviour guidance practices are aligned with the BC Early Learning Framework, the ECEBC Code of Ethics, and School Age Care standards. We focus on teaching appropriate behaviour through positive relationships, consistent routines, and supportive guidance that helps children develop self-regulation and social responsibility.

## **Our Approach**

### **Positive Reinforcement**

Educators consistently recognize and encourage positive behaviour. Children are acknowledged for making safe and respectful choices, using kind words, and demonstrating cooperation

Positive reinforcement helps build confidence, encourages responsibility, and supports the development of self-esteem and independence.

### **Redirection**

When challenges arise, educators gently redirect children toward appropriate choices or activities. Redirection is used to guide children away from unsafe or disruptive behaviour and toward more positive interactions. This approach helps children learn acceptable behaviour while maintaining their dignity and sense of belonging.

### **Clear expectations and Consistency**

Educators establish clear, simple, and age-appropriate expectations for behaviour. These expectations are explained and modelled regularly so children understand boundaries and routines. Consistency among staff helps children feel secure and understand what is expected of them in different situations.

### **Problem-Solving and Emotional Support**

Children are supported in recognizing and expressing their feelings in healthy ways. Educators help children learn to resolve conflicts, take turns, share, and communicate respectfully. Guidance is provided in a calm and supportive manner to help children build empathy and social skills.

### **Take a Break (Self-Regulation Support)**

If a child becomes overwhelmed or engages in challenging behaviour, they may be supported in taking a brief, supervised “take a break” period. This will allow the child to calm down, reflect, and regain control before returning to activities. The goal is to support emotional regulation rather than punishment.

### **If/Then Guidance Approach**

- If a child demonstrates unsafe or inappropriate behaviour, then educators will calmly redirect and remind the child of expectations.
- If the behaviour continues, then additional support, guidance, and problem-solving strategies will be provided.

- If needed, then the child may be supported with a short take-a-break period to regain self-control.
- If concerns persist, then parents will be informed and a collaborative plan will be created to support the child's success. Our goal is to guide children with patience, respect, and consistency so they can develop positive relationships, self-confidence, and appropriate social skills within a caring and inclusive environment.

## **Health, Safety and Emergency Policies**

### **Handwashing**

Proper handwashing is practiced by all children and staff to maintain a healthy environment. Handwashing is required upon arrival, before and after eating, after washroom use, after outdoor play, and whenever hands are visibly soiled. Staff guide and supervise children to ensure proper hygiene practices are followed.

### **Toys and Equipment Safety**

All toys and equipment are regularly cleaned, sanitized, and inspected for safety. Damaged or unsafe materials are removed immediately. Equipment is age-appropriate and used under staff supervision to always ensure children's well-being.

### **Fire and Earthquake Drills**

Fire and earthquake drills are practiced each month in accordance with licensing and safety regulations. Staff will make sure children are familiar with emergency evacuation procedures to ensure safe and calm responses during emergencies.

### **Immunizations**

Parents are required to provide up-to-date immunization information or appropriate documentation as required by public health guidelines. This information supports the health and safety of all children in care. If a parent/guardian chooses not to provide immunization records, they must complete and sign an Immunization Waiver Form acknowledging their decision.

### **Accidents and Injuries**

First Aid will be provided to any child requiring immediate care. All incidents will be properly documented. In accordance with licensing regulations, parents/guardians will be notified promptly by phone call or text message. If an incident requires professional medical attention,

parents/guardians will be contacted immediately, and the details of the incident will be reported to the licensing officer.

### **First Aid Training**

All staff members, including substitute staff and volunteers, are required by licensing regulations to always maintain valid and current Community Care First Aid and CPR-C certification.

### **Release of Children:**

Children will only be released to their parent/guardian, individuals listed on the child's registration form, or persons who have written authorization (signed letter, text message, or email). Valid photo identification will be required from any authorized individual who is not known to staff. Children will not be released to any person who appears to be under the influence of alcohol, cannabis, or any other substance that may impair their ability to safely care for the child. In such situations, staff will contact the child's other authorized emergency contacts to ensure the child's safety. To prevent any concerns, parents/guardians are encouraged to provide the names and contact numbers of all individuals who may be authorized to pick up or have contact with their child. If there are any legal restrictions, copies of the relevant legal documentation (e.g., custody agreements or court orders specifying individuals not permitted access) must be provided to the centre for our records.

### **Reporting Child Abuse**

All staff are legally required to report any suspected child abuse or neglect to the authorities (The Ministry of Children and Family Development) in accordance with provincial legislation and duty to report requirements.

## **Illness and Medication Policy**

### **Daily Health Screening**

Children must be well enough to participate in daily activities. Parents should keep children at home if they are unwell or showing symptoms of illness. Ignite Kids Childcare is committed to maintaining a safe and healthy environment for all children and staff. To prevent the spread of illness and protect the well-being of everyone in the program, children must remain at home when they are unwell or unable to participate comfortably in daily activities. **A child will be excluded from care if they display any of the following symptoms or conditions:**

- Fever (typically 38°C / 100.4°F or higher), especially when accompanied by other symptoms. Children must be fever-free without fever-reducing medication before returning.

- Lice, until appropriate treatment has been completed and no live lice are present.
- Severe itching or unexplained rash, particularly if associated with fever or other signs of illness.
- Acute cold accompanied by fever, persistent coughing, or significant discomfort.
- Difficulty breathing or wheezing, unless part of a documented medical condition with an action plan in place.
- Unexplained or severe pain, including ear pain, abdominal pain, or headache that interferes with participation.
- Symptoms of a communicable disease, such as vomiting, diarrhea, conjunctivitis (pink eye), or any illness identified by public health authorities as requiring exclusion.
- General illness or lethargy that prevents the child from comfortably participating in regular program activities.

If a child becomes ill while in care, parents/guardians will be contacted immediately and must arrange for prompt pick-up. Children are expected to be picked up within a reasonable timeframe to ensure their comfort and to reduce the risk of spreading illness.

**Children may return to care once:**

- Symptoms have resolved,
- They are able to fully participate in program activities, and
- Any required treatment has been completed (if applicable).

Ignite Kids follows public health guidelines and licensing regulations when determining exclusion and return-to-care decisions. These measures help ensure a secure and healthy environment for all children, families, and staff.

**Illness Reports and Licensing Notification**

Serious illnesses, communicable diseases, or incidents may be reported to licensing officers or public health authorities as required by regulations.

**Staff Illness**

Staff who are unwell will not work while sick to maintain a healthy environment for children and coworkers.

## **Serious Medical Emergencies**

In the event of a serious medical emergency, emergency services will be contacted immediately. Parents/guardians will be notified as soon as possible. Staff will provide first aid and remain with the child until help arrives.

## **Medication Policy**

Ignite Kids will administer medication only when it is necessary and when proper procedures are followed to ensure the security and well-being of the child.

- Written consent is required from a parent or guardian before any medication can be administered.
- A completed medication authorization form must be signed and submitted with clear instructions for dosage, time, and method of administration.

## **Prescription Medication**

- All prescription medication must be in the original container with the child's name, medication name, dosage, and instructions clearly labeled by a pharmacist.
- Medication will be administered strictly according to the prescription label and written parental instructions.

## **Non-Prescription Medication:**

Non-prescription medications may only be administered with written parent/guardian consent and must follow the dosage, duration, and method indicated on the manufacturer's label for the child's age or weight.

Accepted non-prescription medications include antihistamines, non-aspirin fever or pain relievers, decongestants, anti-itch creams or lotions, and sunscreen. Any medication not listed above, or used differently than directed on the label, requires written authorization from a physician.

## **Physical Activity and Screen Time**

Ignite Kids supports children's physical health, well-being, and development through regular active play and balanced daily routines. Active play helps children build strength, coordination, confidence, and social skills while supporting overall mental and physical health.

## **Active Play**

- Children will participate in daily active play, including outdoor play for a minimum of 45 minutes to 1 hour, weather permitting.
- Outdoor play is encouraged in most weather conditions, except during extreme or hazardous conditions.
- When outdoor play is not possible, indoor active play and movement activities will be provided. We will try to use designated indoor space if permitted by school and if Gym available.
- Activities may include group games, free play, sports, creative movement, and cooperative play experiences.
- Staff will ensure strong supervision and appropriate use of equipment during active play.
- Ignite Kids prioritizes hands-on learning, social interaction, and active engagement over screen use.
- Screen time is minimal and limited and may only be used occasionally for educational or special program-related purposes.

Screens will never replace active play, outdoor time, or meaningful social interactions. Our goal is to promote healthy, balanced routines that support children's physical activity, creativity, and overall well-being.

## **Program Operations**

### **Non-Instructional Days Care Policy**

Ignite Kids offers full-day care on non-instructional days (if school permits) to support families requiring care during school closures. Non-instructional days include professional development (Pro-D) days, early dismissal days, winter break, spring break, and other scheduled school closures, where applicable.

- Full-day care is available from 8:00 AM to 5:30 PM on non-instructional days if school permits.

- **Fees**

Full day- \$45/day

Half day-\$ 30/day (morning: 8 am to 1:00 pm, afternoon 12:00 pm to 5:30 pm)

- Only children who are pre-registered for non-instructional day care may attend.

- Families must notify the centre in advance if their child will be absent on a non-instructional day and those paid dues will be non-refundable.
- Children must bring appropriate clothing, lunch, snacks, water bottles, and any personal items needed for a full day of care.
- Special activities, outdoor play, and planned programming will be provided during full-day care.

## **Transportation and Field Trip Policy**

Ignite Kids prioritizes the safety and supervision of children during any transportation or off-site activities. Field trips and community outings are planned to enhance children's learning experiences while maintaining compliance with licensing and safety regulations.

### **Transportation**

Children will only be transported with prior written parental consent. Transportation arrangements will follow all applicable safety regulations and supervision requirements. Proper child-to-staff ratios will be always maintained during transportation and outings. Emergency contact information and first aid supplies will be accessible during all off-site activities.

### **Field Trips**

- Parents/guardians will receive advance notice of any planned field trip.
- A signed field trip permission form is required before a child may participate.
- Staff will conduct head counts before departure, during the outing, and upon return to ensure all children are accounted for.
- Children must follow safety instructions and always remain with the group.
- Appropriate clothing and footwear are required for participation.

Ignite Kids ensures that all transportation and field trips are organized with careful planning, proper supervision, and a strong focus on children's safety and well-being.

### **Sign-In and Sign-Out Policy**

The daily sign in/out record will be maintained by the staff in charge. Children are not permitted to sign themselves out and will only be released to individuals authorized in writing by the parent/guardian. For safety reasons, children will not be released to any person who appears to be under the influence of alcohol or drugs. In such situations, staff may contact the RCMP for assistance. If a child is not picked up by closing time and the centre has not been contacted, staff will attempt to reach all parents/guardians and emergency contacts. If no one is reached within 15 minutes, the situation may be treated as abandonment and the Ministry of Children and Family Development will be notified.

### **Children's Supplies Policy**

To ensure children are comfortable, safe, and able to participate fully in all activities, families are responsible for providing appropriate supplies for their child throughout the school year.

- Children must arrive with weather-appropriate clothing for indoor and outdoor play.
- Required items may include a jacket, rain gear, warm clothing, hat, gloves, and proper footwear depending on the season.
- Indoor shoes are recommended for comfort and safety during indoor activities.
- Children should bring a labeled water bottle each day.
- Extra clothing is recommended in case of spills or weather changes.
- If a child has allergies or special dietary needs, parents must provide appropriate food alternatives when required.
- Sunscreen and sun hats should be provided during warmer months if needed.

All personal belongings must be clearly labeled with the child's name. Ignite Kids is not responsible for lost or misplaced items.

## **Parent Communication and Contact Information**

### **Centre Contact Number**

For daily communication, absences, or urgent matters, please contact your child's centre directly:

- École Puntledge Park Elementary School: (672) 833-8355.

## **Communication with Families**

Parents are requested to inform the centre as soon as possible if their child will be absent or if there are any changes to pick-up arrangements. This is imperative for the safety of the caregivers and other children. We schedule staff according to the number of children; we expect to be attending and have a ratio of:

1 staff to 12 children, (kinder – Gr 1); 1 staff to 15 children, (Gr. 2 +)

When a scheduled child does not show, a staff member has to leave the room to locate the child, leaving responsibility of their group to another. Daily activities don't start until all children are accounted for. A missing child occupies a caregiver's time and makes it stressful for the whole group. Because of the severity and effect, it has on the centre, repeated offences of not informing us when your child has a schedule change, will result in termination of services.

**Please call- Jigerpreet Kaur**

**Owner/ operator –**

**ignitekidschildcare.ca@gmail.com**

**if you have questions or concerns.**

## **Visitation Policy (Open Door Policy)**

Ignite Kids maintains an open-door policy and values strong partnerships with families. Parents and legal guardians are welcome to visit the program at any reasonable time during operating hours.

## **Parent Feedback and Complaint Resolution Process**

Ignite Kids values open communication and respectful partnerships with families. Families are encouraged to share feedback, questions, or concerns at any time.

If a concern arises, the following steps are recommended:

**Speak with the Educator:** Parents are encouraged to first discuss concerns with the educator involved.

Contact the Program Director / Owner: If the concern is not resolved, parents may contact the program director or owner to discuss the matter further.

Written Complaint: If needed, a written complaint may be submitted so the concern can be reviewed formally.

Review and Response: Ignite Kids will review the concern and respond respectfully and in a timely manner. If concerns cannot be resolved within the program, families may seek guidance from the Child Care Licensing Office.

## **Program Summary**

Ignite Kids is committed to provide a welcoming childcare setting and high-quality before and after school care program that supports the well-being and development of every child. Our policies and practices are guided by the BC Early Learning Framework, the ECEBC Code of Ethics, and School Age Care standards to ensure a respectful, nurturing, and professional environment.

We strive to creating a program where children feel a strong sense of belonging, build positive relationships, and develop confidence through play, exploration, and meaningful experiences. Strong partnerships with families are essential to our success, and we value open communication, mutual respect, and collaboration.

Open communication, collaboration, and mutual respect allow us to support children's growth and creating a consistent and supportive environment for learning.

Our goal is to provide a healthy and supporting environment which promotes children's growth while maintaining high standards of health, safety, and professionalism. We appreciate the trust families place in Ignite Kids and look forward to working together to support every child's success.

THANK YOU!

Ignite Kids Team

## Parent/Guardian Authorization and Acknowledgement

I/We acknowledge that we have received, read, and understood the Ignite Kids Parent Handbook and Policies. I/We agree to follow all policies, procedures, and guidelines outlined within this document.

I/We understand that these policies are in place to ensure the safety, well-being, and smooth operation of the program for all children and families. Child's Name:

\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_ For the purpose of statistics, does your child self-identify as Aboriginal, Metis or Inuit?

Yes, \_\_\_\_\_ No \_\_\_\_\_

By signing this document, I/We agree to comply with all Ignite Kids policies and procedures.