

Terms & Conditions

Photo Tag

By choosing Yes, I, the parent/garden, hereby give my permission for my child's photo to be used in internal scrap booking and displays only.

Consent

I, the parent/guardian, hereby give my permission for my child's participation in the Out of School Care or Summer Camp programs at the Varsity Community Association. I hereby give my permission for staff to administer first aid for an injury or illness

I also give my permission to have my child transported by ambulance for emergency treatment if deemed necessary by staff. Parents will be contacted as soon as possible.

Child Guidance

The staff are responsible for and has the authority to handle discipline problems with the best interest and wellbeing of the child as a priority. All efforts will be taken to inform and communicate with parents involved. No child will be physically, verbally, or psychologically mistreated while under the care of staff. None of the following shall occur to any child in our care: physical restraint, confinement, isolation or threaten or be denied any necessity.

If there is a problem with a child and all avenues have been exhausted (i.e. parental involvement, etc.) then at the discretion of the Director, and staff, the parents may be required to withdraw the child from the program. Fees must be kept current, or the Director can ask a child to leave. This policy is found in our parent handbook.

Illness

A sick child is one who is unable to participate in the childcare programs because he/she may have one or more of the following symptoms: vomiting, fever (temp greater than 38 Celsius), Diarrhea, and/or a new unexplained rash or cough.

The sick child will be kept as far away as possible from the other children with staff supervision. A parent will be notified and asked to pick up their child immediately.

If a parent is unable to be reached the alternate contact shall be contacted. If the child illness progresses quickly and is life threatening, we shall seek medical attention immediately.

Once a child has been sent home from the child care program, they will not be allowed to return until the child has been symptom-free for at least 24 hours. This policy is found in our parent handbook.

Supervision

Staff are required to participate in hands on supervising. We believe that if staff develops good working relationships with our children it enables them to be more effective in their supervisory role. Safety checks of both indoor/outdoor spaces help staff to be aware of their physical environments.

Staff must constantly be aware of their personal placement when supervising the children so that they may work effectively with their fellow staff in maintaining proper supervision of all the children.

Staff must assess the various supervision needs of the children based on their developmental levels as well as the activities that are being enjoyed. We believe that preventative supervision is more beneficial to the children we care for. The relationships we develop help us to be aware of anything unusual and ensure the children are always playing in a safe manner.

Children are accounted for upon arriving in our care by our check in/out procedure. The children are counted several times throughout the class time by the staff. Staff will dismiss the children directly to the parent. This policy is found in our parent handbook.

Incident Reporting Policy

If an incident as listed below occurs, we shall contact the local Child and Family Services Authority immediately by phone or e-mail. The incident report shall be sent into their office within two days of the incident.

Incidents: An emergency evacuation, unexpected program closure, an intruder on the program's premise, serious illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight, death, an unexpected absence of a child from the program, a child removed from the program by a non-custodial parent or guardian, an allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer, the commission by a child of an offence under an Act of Canada or Alberta, a child left on the premises outside of the program's operating hours.

Out of School Care Registration, Changes and Cancellation

A Varsity Community Membership is required to attend the Varsity Out Of School Care program. The annual fee is \$36.75, the year runs September 1st to August 31st.

Once we have determined there is a space available for your child, we will instruct you on registering with our on-line system. Once that is complete, we will require a deposit equivalent to one month's fee. This will be applied to your June invoice. At that point your registration will then be confirmed. If you choose any form of payment other than credit card, we will need a credit card on file, or the equivalent of an additional 1-month fee.

Any changes, revisions, or cancellations to the original registration requires 30 days written notice to avoid additional charges, or to be eligible for applicable refund. This must be submitted in writing.

There will be an Administration fee of \$400.00 to be charged for re-registration ninety days or less after withdrawal from the program.

There are no refunds when we are closed, or your child is absent.

Summer Day Camp Changes

All Camp weeks in July must be paid by June 30th. All Camp weeks in August must be paid by July 31st. Two or more weeks' written notice prior to the first day of the week booked, additional fees may apply. Less than two weeks' written notice \$75 per child per week will be charged.

Summer Day Camp Cancellations

\$75 per child, per week, with two or more weeks' written notice prior to the first day of the week booked. Less than two weeks' notice will result in loss of fees for that week.

There are no refunds when we are closed, or your child is absent.

Late Fees

We close at 5:30pm. If you arrive late to pick up your child, the fee is \$1 per minute/per child.