



Drop Off / Pick-up Policy:

When you bring your child in the morning, please tell the counselors anything you think they should know about your child (i.e.: slept poorly). This information is valuable to the staff so that they have a better understanding of your child's behaviour and how to help the child to cope during the day.

Your child's safety is always the staff's first priority. For this reason we request that you complete the following tasks when dropping off and picking up your child:

1. Sign your child "in" on the attendance sheet.
2. Ensure that your child has sunscreen *already applied before leaving them at camp*.
3. Ensure that a staff member acknowledges your child's arrival in the morning.
4. Ensure that a staff member is aware that you are taking the child when picking them up.
5. Sign your child "out" on the attendance sheet.

Our scheduled programming runs from 9:00 am to 4:00 pm. Unless otherwise advised, please drop off your child between 7:00 am & 9:00 am and please pick up your child between 4:00 pm & 6:00 pm.

For some of the weekly field trips we will be leaving Kidz Kamp at 8:30 am, so please be sure to have your child at camp and ready to go by 8:15 am on those days (you will be notified on the first day of the week if this is applicable).

For some of the weekly field trips we will be returning back to the facility later than the normal pick up time, (you will be notified on the first day of the week if this is applicable). Please be sure to make appropriate arrangements to have your child picked up by 6:00 pm on those days.

Late Pick-up Fee Policy:

Kidz Kamp Inc. closes at 6:00 pm sharp.

It is expected that our families provide themselves with enough time to speak with staff, pick up their child(ren) and exit the building by our closing time. You are free to pick up your child any time between 4:00 pm and 6:00 pm. However, **you will be charged a late fee for arriving/leaving after 6:00 pm; you will be charged up until the time you leave the building.** For example, if you arrive at 5:59 pm and do not leave the building until 6:10 pm (as it can take this long to pack up and leave) you would be charged a \$15.00 late fee as follows:

- **6:00pm – 6:05pm.....\$10.00**
- **After 6:05 it will be \$1/minute for each additional minute you are late.**

If a parent/guardian is late more than once in any 1 week period, the following will apply:

- 1st Time Late: You will be assessed a late fee. You will also be given a verbal warning.
- 2nd Time Late: You will be assessed a late fee. You will also receive a letter reminding you of our closing time and our late policy.
- 3rd Time Late: You will be assessed a late fee. You will be given written notification of termination at the end of the week and no fees will be reimbursed for subsequent weeks that are cancelled as a result.

Please note: You will still be issued a late fee even though you call to inform that you will be late.

If we have not been able to make contact with parents by 6:30 p.m., we will contact the emergency contact person(s) listed on your child's registration form. If the emergency contact person(s) cannot be reached by 7:00 pm, steps will be taken to ensure the safety and well being of your child(ren).