



Afterschool Skiddle Club

WOODSTOCK'S AFTERSCHOOL PROGRAM

Parent Handbook

Revised July 2023

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Table of Contents

- 1.0 Introduction**
 - 1.1 Philosophy
 - 1.2 Programming

- 2.0 Registration and Admission**
 - 2.1 Enrollment Procedure
 - 2.2 Fees
 - 2.3 Billing Procedures
 - 2.4 Vacation Exemption
 - 2.5 Attendance
 - 2.6 Discharge Procedure

- 3.0 Operations**
 - 3.1 Hours of Operation
 - 3.2 Drop Off and Pick Up
 - 3.3 Late Pick Up Policy
 - 3.4 Emergency Contacts and Pick Up Contacts
 - 3.5 Holidays
 - 3.6 Storm Days and Other School Closure Days

- 4.0 Health and Safety**
 - 4.1 Child Illness
 - 4.2 Return Times
 - 4.3 Medication
 - 4.4 Allergies
 - 4.5 Incidents and Emergencies
 - 4.6 Emergency Evacuation Plan
 - 4.7 Child Abuse and Neglect Protocol
 - 4.8 Respectful Relationships and/or Abuse of Staff

- 5.0 Program**
 - 5.1 Outdoor Play
 - 5.2 Field Trips
 - 5.3 Nutrition
 - 5.4 Personal Belongings
 - 5.5 Appropriate Clothing
 - 5.6 Transportation
 - 5.7 Extra-Curricular Activities
 - 5.8 Child Guidance Practices
 - 5.9 Parental Involvement
 - 5.10 Grievance Procedure
 - 5.11 Communication

- 6.0 Signed Declaration**

1.0 Introduction

Welcome to the Afterschool Skiddle Club program! We are a licensed Early Learning and Childcare Centre that offers full time afterschool spaces, as well as fulltime summer spaces to children in Woodstock, New Brunswick and the surrounding area. We are licensed for 30 school aged children (5-12 years of age). We are run by the Town of Woodstock and are located in Studio 1 at the AYR Motor Centre.

1.1 Philosophy

Our mission is to provide an afterschool program for ages 5 - 12, that gives children the opportunity to experience a wide variety of activities and cultivate healthy living. We strive to offer an environment that fosters a sense of self, place, and belonging. We value nature immersion, healthy lifestyle, community involvement, artistic pursuits, inclusion, diversity, and a positive mindset.

1.2 Programming

Our program follows the New Brunswick Curriculum Framework for Early Learning and Childcare. Parents may access the curriculum framework and supporting documents on line at <http://www.gnb.ca/0000/ECHDPE/ELCC-Curriculum.asp>

The Afterschool Skiddle Club believes that a quality child care program fosters the development of all children, including those with diverse backgrounds and exceptional needs. Children with diverse backgrounds and/or exceptional needs and their families are welcomed and encouraged to enroll in our program.

2.0 Registration and Admission

2.1 Enrollment Procedure

Admission to Afterschool Skiddle Club is based on availability. Children who have been full time participants in the Liddle Skiddle Club for a minimum of one year have priority admittance to the Afterschool Skiddle Club when availability allows.

Please note that it is important to fully disclose any exceptional needs your child may have in order to make this experience a positive one and to ensure all proper supports and staff are in place PRIOR to your child's start date in order to provide opportunities for your child's success. If you are applying to the Inclusion Support Program for funding, the application must be made and approval received PRIOR to your child's start date.

When a space becomes available, an enrollment offer will be emailed out via The Online Parent Portal. Once you receive the enrollment offer, you will have 5 days to accept the offer. When the offer is accepted, the Coordinator will provide you with all forms required to complete enrollment. Prior to your child's first day, parents must ensure all forms are filled out completely and returned.

All registration forms are included in the Child Profile Packet and can be obtained on the AYR Motor Centre website. (<http://town.woodstock.nb.ca/m/ayr-motor-centre/afterschool-skiddle-club>)

2.2 Fees

Afterschool Rates	Per Week	Per Week	PD Days/Storm Days
Hours	2:00-5:30	3:00-5:30	
1 Child	\$85	\$75	\$36
2 Children	\$140 (Early)	\$124(Late)	\$60
1 early/1 late	\$132		

Full Day Weekly Rates	7:30-5:30	Full Week
1 Child	\$36	\$153
2 Children	\$60	\$296 (\$148/Child)

Fees are subject to change without notice.

The above-mentioned fees for regular days will be charged, whether your child is in attendance or not in order to hold your child's spot and maintain attendance. **This includes all school breaks.**

Part-time positions will no longer be available effective May 19, 2020.

If you withdraw your child for the summer (July & August) they will only be able to return if spaces are available in September. Spots will not be held over the summer months.

Parents will be responsible for 52 weekly payments/year and will pay regular price for all statutory holidays.

Any families with unpaid balances will be denied use/rental of **ALL** AYR Motor Centre activities until accounts have been settled. This includes all arena, aquatic, fieldhouse and room rentals.

2.3 Billing Procedures

The AYR Motor Centre and Afterschool Skiddle Club uses EFT (Electronic Funds Transfer) as our ONLY form of payment. You must provide your banking information to the AYR Motor Centre either with a void cheque or a Pre-Authorized Withdrawal Slip.

There will be 2 frequency options: Weekly (Thursdays) or Bi-monthly (Please contact the AYR Motor Centre for information on payment dates)

Additional fees such as swimming lessons and field trips will be withdrawn separately and will be taken the following week.

Non-Sufficient Funds (NSF) are subject to a \$40 fee.

If you intend to use the Day Care Assistance program, funding **must be approved** prior to your child's enrollment. If you need your child to attend prior approval, you must pay attendance fees yourself in full until approval is made available to you.

2.4 Vacation Exemption

Following March 1, 2021, all children are eligible for one full week of vacation (5 days) in which their spot will still be held, but regular fees will not apply. **Families are only eligible for vacation after one year of being enrolled.**

Parents will also not be charged for our 5-day Christmas closure (please see 3.3 Holidays for more information).

Vacation time may **NOT** be used before it is earned and cannot be carried over or banked from year to year.

Vacation exemption forms can be obtained from and returned to the Skiddle Club Coordinator (at least 30 days in advance). The Coordinator will forward all requests to the Program Director for approval.

Vacation exemptions will not be made for those with account arrears. Unpaid balances must be settled in order to take advantage of the vacation exemption.

2.5 Attendance

Parents are required to inform Afterschool Skiddle Club by email (afterschoolskiddleclub@gmail.com) if your child will not be in attendance on any given day.

2.6 Discharge Procedure

Once your child has been enrolled in the Afterschool Skiddle Club for 1 month, the parent/guardian is required to give **one month's notice** to terminate this agreement, using Afterschool Skiddle Club's withdrawal form. The parent is responsible for continuing payment for one month from the date when the withdrawal form is submitted or until their position has been filled (up to a one-month period). The withdrawal form is to be submitted to the Afterschool School Skiddle Club Coordinator.

In some rare cases, the Afterschool Skiddle Club may find it difficult to meet the needs of an individual. In such instances it may be necessary to discharge a child in order to preserve the quality of our program. In this circumstance, all families will be treated fairly and respectfully. Discharge will only occur after staff has exhausted our child guidance practices.

3.0 Operations

3.1 Hours of Operations

Regular School Days

1:50pm-5:30pm (Early Dismissal)

2:50pm-5:30pm (Late Dismissal)

School Closure Days (Storm Days, PD Days, March Break and Summer Breaks)

7:30am-5:30pm

3.2 Drop Off and Pick Up

Although we do understand that everyone has different work schedules, we do ask that when possible, please have your child dropped off by 9am on full days. Our planned schedule begins at 9am and we want to encourage maximum participation.

We do not offer early drop off or late pick up. The door will remain locked until 7:30 am for drop off. Parents/guardians are responsible to pick their child/ren up by 5:30pm.

3.3 Late Pick Up Policy

A \$5.00 per 5 minute per child late fee will be charged for any child who is not picked up by 5:30 pm. For example, if you arrive between 5:31-5:35, you will incur a \$5.00 late fee, if you arrive between 5:36-5:40, you will incur a \$10.00 late fee, and so on.

If you are picking your child up early, please refer to the schedule to ensure the whereabouts of your child.

Pick-up time can be a busy and chaotic time and it is imperative that you ensure staff is aware before leaving with your child.

Please contact us **as soon as you know you will be late** to avoid a sort of panic situation and to prevent a small incident from becoming a much larger ordeal. In the event that you are late without having contacted us, staff will initiate our late pick-up protocol.

Late Pick Up Protocol

At **5:45pm**, staff will begin calling, first the custodial parent(s), then the emergency contacts. If no one has been reached by **6:00pm**, Child Protective Services will be contacted.

3.4 Emergency Contacts

It is essential that you list (at minimum) **two** emergency contacts in your child's profile. Ideally your emergency contacts should be someone familiar with your child, who resides close enough to be able to pick up your child within **1 hour** of being contacted.

If your child becomes ill or injured while at the Afterschool Skiddle Club and you cannot be reached, your emergency contacts will be called. Generally, in the event of illness, injury or early closure (weather, etc), you (they) will have **1 hour** from the time contacted to collect your child from the Afterschool Skiddle Club.

In the event the child remains at the centre past closing time and you cannot be reached, an emergency contact will be expected to come immediately.

****Please be mindful of this when choosing your emergency contacts and ensure they understand their responsibilities and that they can fulfill their role.**

Only the people indicated on your Child Profile are allowed to pick up your child. In the event of an emergency situation or a change of plans, where someone not on the Child Profile Form needs to pick up your child, you **MUST** notify us prior to pick up. **You will be contacted if we do not recognize the person picking up your child and your child will not be released to that person until you have been contacted and have given consent.** We may ask to see identification if we do not recognize the person picking up your child.

In the event of parental separation and/or where visitation restrictions are in place, the custodial parent/guardian must notify the Coordinator of the custody and access arrangements. In addition, the custodial parent/guardian must provide a copy of the custody agreement or court orders (if applicable) and complete a Denial of Access form (if applicable). In all cases, the child will only be released with the consent of the custodial parent/guardian and in compliance with all legal custody arrangements.

3.3 Holidays

The Afterschool Skiddle Club **will not** operate on the following holidays:

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

If one of these days falls on a weekend, a weekday will be taken in lieu of.

There will be no reduction in fees for these days.

*Statutory holidays, breaks and closures are subject to change.

In addition, Afterschool Skiddle Club will be closed for 5 full days during Christmas Break. Parents will not have to pay during this closure. Annual Christmas leave will be determined in advance considering school closure and the calendar year. Parents will be notified exact dates of closure in advance based on the calendar year.

3.4 Storm Days and Other School Closure Days

The Afterschool Skiddle Club will remain open on storm and other school closure days. If we are to close because of weather or measures beyond our control, parents will be notified and given sufficient time to come pick up their child/ren.

4.0 Health and Safety

The Afterschool Skiddle Club meets both the health and safety licensing standards set forth by the New Brunswick Department of Education and Early Childhood Development, Fire Marshal's Office, and Public Health. As such, we conduct monthly health and safety checks, including conducting monthly fire drills.

4.1 Child Illness

Hand washing significantly reduces the transmission of infections. Therefore, we would ask children to wash their hands immediately upon arrival at the Centre and throughout the day as requested by staff (e.g., after using the toilet; before and after eating meals and snacks; after outside play).

We require that you NOT bring your child if they are displaying any of the following symptoms of illness:

- Fever – temperature taken from the ear (38.3°C/100.4°F or greater), mouth (37.5°C /99.5°F or greater) or armpit (37.3°C/99.1°F or greater) accompanied by other symptoms such as fatigue.
- Diarrhea as defined by an increase in frequency of stools and/or change to unformed loose, watery stool. Fever, loss of appetite, nausea, vomiting, abdominal cramps, mucus or blood in stool may also occur. Diarrhea may indicate a bacterial or viral illness that is easily passed from one child to another.
- Mouth sores associated with an inability of the child to control his/her saliva.
- Rashes, severe itching and/or unusual skin color.
- Infections (e.g., infected eyes with discharge).
- Infestations (e.g., scabies, head lice, pinworm).
- Vomiting

For more information, please refer to Exclusion Criteria in the Child Profile package and on the Ayr Motor Centre web site.

Children who are displaying such symptoms are not to attend until the symptoms have ceased, unless otherwise stated by a physician. In addition, children should not attend if the illness will prevent them participating comfortably in all scheduled activities.

If your child develops symptoms or signs of illness while at the Centre, you will be notified and expected to pick him/her up within 1 hour. In these cases, you will be required to read and sign a Potential Illness Report Form.

For some illnesses, there is a required time period where your child cannot attend our Centre (For more information, please see the Guidelines for the Prevention and Control of

Communicable Diseases in Early Learning and Childcare (ELC) Facilities as well as the New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities). These rules have been developed by health care professionals across Canada to ensure that your child is fully recovered and to prevent the spread of infectious diseases in childcare centres. If your child is diagnosed with any of these illnesses, you must follow the exclusion guidelines and complete the Return After Exclusion Form for your child to be readmitted to our Centre.

If a child has or may be affected by a disease that is required to be reported under the Public Health Act, or if an outbreak occurs, the Owner will contact the Minister and Health Protection Branch. At such time, a Public Health Inspector will be sent out for minimizing the spread of the illness, conduct an investigation, and be available to answer any questions or concerns. Closure of the Centre for a small period of time may result. In addition, enhanced cleaning/sanitizing of the Centre as well as contact tracing may be carried out.

In all cases of any reportable illnesses, employees and parent(s)/guardian(s) will be notified by a posted Notice of Illness form on the parent board at the Centre. Information sheets will be made available to parent(s)/guardian(s) upon request.

IF YOUR CHILD IS WELL ENOUGH TO BE AT AFTERSCHOOL SKIDDLE CLUB, IT IS EXPECTED THAT THEY ARE WELL ENOUGH TO PARTICIPATE IN ALL OF OUR ACTIVITES. THIS INCLUDES OUTSIDE PLAY AND SWIMMING. If you believe your child is not well enough for our activities, it is our expectation that you will make arrangements until such a time that they are well enough to return and participate fully.

4.2 Return Time

****If your child has suffered from an illness, the following return times apply:**

Fever- Children will not be permitted to return until **24 hours after fever has broken** and temperature has returned to normal **without** the use of fever-reducing medicine such as Tylenol, Advil, etc.

Diarrhea or vomiting- Children will not be permitted to return for a **minimum of 48 hours after the last occurrence of either/both.**

Head Lice- YOU MUST NOTIFY STAFF IF YOUR CHILD HAS CONTRACTED HEAD LICE. Children must remain home until **COMPLETELY** cleared. This means **no live lice OR nits** are present. Your child's hair will be checked by staff upon return to the Afterschool Skiddle Club. If nits are found to be present, you will be required to take your child home until completely cleared.

4.3 Medication

If your child is required to take prescribed medication, it must be in the original

container, with the original label, and have a child-protective cap on it. Labels must include the dosage and name of the child for who it is intended for, name of physician, instructions, and time period of use.

Other over-the-counter medications, homeopathic and herbal medications, will only be given with parent's/guardian's consent and also must be in original container, with the original label, and have a child-protective cap on it. Labels must include the dosage, instructions, and time period of use.

For each new medication, parent(s)/guardian(s) must provide the medication as well as fill out the Administration of Medication Consent and Record Form. In the case of routinely given medications, parent(s)/guardian(s) will be required to fill out the Administration of Medication Consent and Record Form – On-going Treatment. Upon enrolment, you will also be asked to sign the Administration of Acetaminophen Consent Form. However, acetaminophen will only be administered with parent(s)/guardian(s) oral consent first, when applicable.

4.4 Allergies

Please refer to the Parent Information Board in Studio 1 for information regarding current allergies.

4.5 Incidents and Emergencies

All incidents, reportable and non-reportable, will be recorded, signed by parent(s)/guardian(s) as they occur, and filed. However, reportable incidents will be recorded on a formal Incident Report Form and forwarded to the Minister and Early Learning and Childcare Licensing Staff within 24 hours. Parent(s)/guardian(s) will be provided with a copy of the report. If your child has an emergency that requires medical attention, they will be transported to hospital via ambulance. Upon acceptance into the program, parent(s)/guardian(s) will be asked to sign a Consent for Emergency Care and Transportation Form.

*Please note: Reportable incidents involve unexpected illnesses where the child requires immediate transfer to a hospital, motor vehicle accidents, other injuries such as falls where the child requires emergency transfer to a hospital, etc. In contrast, non-reportable incidents do not require emergency medical attention for the child, but may require proper cleaning of cuts and application of ointments, band aids, etc.

4.6 Emergency Evacuation Plan

In the event of an emergency evacuation, we will walk to the Woodstock Community Y Building (145 Connell Park Road). Parents will be notified to pick up their child within 1 hour.

An evacuation map is posted in Studio 1.

4.7 Child Abuse and Neglect Protocol

All Afterschool Skiddle Club employees are **mandated by law** under the Family Services Act to report any suspicion of child neglect and abuse to the Department of Child Protection, Social Development (1-866-444-8838). Child abuse can include but is not limited to physical abuse, physical neglect, emotional maltreatment, verbal abuse, and sexual abuse.

4.8 Respectful Relationships and/or Abuse of Staff

The Afterschool Skiddle Club educators will show respect to all patrons of our program and as such, request to be shown the same respect in return.

The Afterschool Skiddle Club will not tolerate any form of abuse directed at staff. Therefore, we have adopted a zero-tolerance policy for abuse directed at staff. Any form of abuse is grounds for immediate dismissal of your child from our program.

5.0 Program

Our weekly will be emailed to parents and posted in our private Afterschool Skiddle Club Facebook group. We also share program updates, pictures, and various information about our program on the Facebook page. Please send a request to join <https://www.facebook.com/groups/1686784618223995>

5.1 Outdoor Play

The Afterschool Skiddle Club values outdoor play, and strives to spend a significant amount of time outdoors. We are outside in all weather. Please ensure your child is properly dressed for any weather and in clothes they can explore in (play clothes). See 5.5 Appropriate Clothing for more information.

5.2 Field Trips

On PD Days, March Break, and Summer Break, we may have field trips in the community (fishing, hiking, Yogi Bear, Science East, etc). If there is an additional cost, parents will be notified in advance and it will be added to your account and paid via direct withdrawal.

Parents are required to sign a Consent for Walking Outings/Excursions off the Premises and the Consent for Transportation forms.

5.3 Nutrition

Parents/Guardians are responsible for providing healthy daily snacks for their children. On full days, bring a lunch, two snacks for the morning and two snacks for the afternoon. On a regular afterschool day, please ensure your child has additional snacks for after school.

Children are encouraged to eat their healthy options before consuming treats.

Snacks are not to be shared between participants.

Please do not send microwaveable food or food that needs to be refrigerated.

Please send a clean water bottle every day.

5.4 Personal Belongings

All children will have their own cubby that they are responsible for keeping clean and tidy. The Afterschool Skiddle Club will not be held responsible for any toys or electronic devices brought from home. Please note that we **do not** allow iPod, iPad, tablets, or any electronic device.

Children are required to wear indoor shoes at all times when in the Ayr Motor Centre.

Children are required to have a change of clothing and weather appropriate gear. Please clearly label **ALL** of your child's belongings.

Staff are not responsible for lost or damaged belongings.

****We engage in messy play. Please send your child in clothing they can get messy in. Staff will not be responsible for clothing and/or footwear that gets messy while engaging in our activities.**

5.5 Appropriate Clothing

Please be sure your child is prepared for the weather. Please see below for specific seasonal requirements.

Summer

- Lightweight, breathable clothing
- Light jacket or sweater
- Sneakers or closed toed sandals
- Hat
- Bathing suit & towel
- Change of clothes
- Bug spray
- Specialty sunscreen (We provide spray sunscreen. However, if your child requires a specific kind, you will be asked to provide it.)
- Water bottle

Fall

- Jacket
- Hat
- Mittens (2+ pairs)
- Change of clothes (including extra socks)
- Boots (insulated)
- Water bottle

Winter

- Coat
- Warm Clothing (Dress in layers)
- Snow pants
- Winter boots
- Hat
- Mittens (2+ pairs)
- Neck warmer
- Change of clothes (including extra socks)
- Water bottle

Spring/Rainy Days

- Hat
- Mittens (for cold days)
- Rain coat
- Splash pants
- Rubber Boots
- Change of clothes (including extra socks)
- Water bottle

5.6 Transportation

During school days, Townsview Elementary School children will be picked up by an Afterschool Skiddle Club staff member in the school and will walk to the AYR Motor Centre.

All children attending Meduxnekeag Consolidated School will be transported by bus to the Woodstock Community Y's Building parking lot. They will be met by an Afterschool Skiddle Club Staff member and will walk to the AYR Motor Centre.

The Afterschool Skiddle Club may, on occasion use the Woodstock Community Van for outings. Booster seats are provided for children who require them.

5.7 Extra-Curricular Activities

If your child/ren are involved in after school extra-curricular activities, it is the parents' responsibility to notify us and to arrange pickup and/or drop off to the centre. If your child is walking to Afterschool Skiddle Club after the designated pick-up time, parents will need to fill

out an Unsupervised Child Consent form. The parent is responsible to inform the child of where the group will be at the time.

If your child/ren are involved in summer activities outside of Afterschool Skiddle Club, parents are responsible for drop offs and pick-ups of other programs. Parents need to notify us if their children are in programs such as swim team, golf, tennis, Woodstock Recreation programs etc. and ask to ensure the whereabouts of their child before picking them up or dropping them off.

If your child wants to attend a full-day or half day recreation program / adventure we will credit you the cost of your daycare fee from the program for the day or half day. In this case your child becomes the responsibility of the Recreation Department staff, the Afterschool Skiddle Club will not be responsible for your child on this day. Children can be dropped off at Afterschool Skiddle Club on the morning of the adventure but the parent is responsible to ensure the child is dropped off and picked up from the Recreation Department.

5.8 Child Guidance Practices

The Afterschool Skiddle Club treats all participants equally and respectfully. Staff members use the following principles in their child guidance practices:

- **Redirection** - substituting an alternative activity for an unacceptable one
- **Quiet Time for Reflection** – Children displaying disruptive and aggressive behavior will be removed from the area until it is appropriate to return
- **Parental Involvement** – a meeting may be required between staff and parents/guardians to strategize a behavior management plan

The Afterschool Skiddle Club requires the cooperation of all parties involved to function effectively.

With the number of children, varied personalities and temperaments, not everything will be as smooth as silk. We promise to treat everyone with respect and fairness. However, it is imperative that you, the parent/guardian impress upon your child/ren that to have a fun-filled, successful program, they must abide by the guidelines and exhibit proper behavior. We do not normally dismiss anyone from the Afterschool Skiddle Club but reserve the right to, if required, in order to preserve the quality of our program.

If a child is involved in inappropriate behavior or actions, a staff will initiate positive guidance techniques. The child will be spoken with privately and redirected to another activity. If the behavior persists, the child will be removed from the situation and given time to reflect on how they might change their behavior.

If the child is a constant source of disruption, the Coordinator will contact the parent(s). At this time an appropriate method of dealing with the situation can be met between both parties.

If a solution cannot be met or the situation cannot be resolved, the Afterschool Skiddle Club reserves the right to discharge the participant.

5.9 Parental Involvement

Prior to enrollment, all parents/guardians and their children are encouraged to visit us. Parents/guardians always have access to our Centre during hours of operation, unless restricted by a custody agreement or court order.

Parents are encouraged to offer input and suggestions to the Afterschool Skiddle Club staff members.

5.10 Grievance Procedure & Suggestions

If parents have concerns or would like to provide suggestion, we ask that they be discussed with the Afterschool Skiddle Club coordinator or The Afterschool Skiddle Club Operator.

5.11 Communication

Any communication is to be done via email at afterschoolskiddleclub@gmail.com

Contact Information

- | | |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ○ Afterschool Skiddle Club Phone | 323-9502 |
| ○ AYR Motor Centre | 325-4302 |
| ○ Kelly Foster Hallett (Operator) | 325-4303 |
| ○ Becky Kitchen (Coordinator) | 323-9502 |
| ○ Fax | 325-4824 |
| ○ Email | afterschoolskiddleclub@gmail.com
kelly.foster@town.woodstock.nb.ca |

6.0 Signed Declaration

By signing below, I indicate that I have read the Afterschool Skiddle Club Parent Handbook and understand my responsibilities and the expectations of The Afterschool Skiddle Club.

Parent Signature

Parent Signature

Date

Date