



## **Bricks4Kidz Parent Handbook**

### **AGE REQUIREMENTS FOR CLASSES & CAMPS:**

Must be at least 5 years old when the classes commence

### **PAYMENT:**

Please bring payment to the first day of your child's class or program by cheque payable to *Bricks 4 Kidz*. You may also call Jason at 780-908-5170 and arrange to drop off payment in person.

### **Sherwood Park Class or Camp Location:**

37 Blackfoot Road  
Sherwood Park, AB  
T8A 4W5

### **REGISTRATION FORMS:**

Please bring your child's completed registration form on the first day of class or camp.

### **SPECIAL INSTRUCTIONS:**

Please ensure that any medical and/or behavioural concerns are disclosed prior to class or camp start to allow for adequate planning. The registration form includes a section where you may indicate special instructions for your child.

### **ABSENCES:**

Please call (780) 908-5170 at your earliest convenience and leave a message if your child will be absent. There are no refunds for absences.

Please be specific, stating your child's full name, the date and the class they are registered in.



### **SIGN-IN/SIGN-OUT POLICY FOR CLASSES OR CAMPS:**

Drop off your child NO earlier than 10 minutes prior to class or camp start. Supervised lunchtime is between 12:00 pm and 1:00 pm each day and is available at no additional cost for children registered in the morning and afternoon camp at the same location. Please pick up your child at dismissal time. You will be charged a late fee if you are over 10 minutes late to pick up your child.

A Parent/Guardian, or other authorized adult must sign each child in/out of camp every morning and afternoon. The only people that your child will be released to are those listed on your information form. If the person picking up is not the parent/Guardian, they will be asked to produce picture ID to confirm their identify.

*Note: All persons authorized to pick up campers must be at least 16 years of age. If someone other than a parent will pick up your child, please give us prior written notice. If there is an emergency and no one on your list can pick up your child, the primary parent/guardian must call (780) 908-5170 to allow another adult to pick up the child or send a signed note of authorization with that person for our instructors.*

### **CAMP ADDRESS:**

Camps or classes will take place at Baseline Business Centre, 37 Blackfoot Road, Sherwood Park. The entrance is at the east end of the building off of the alley way, behind Classic Trophy.

### **LATE PICK-UP:**

If you are 10 minutes late, we will call the individuals you have authorized to pick up your child. After 15 minutes, there will be a late charge fee of \$10 for the first five minutes and \$5 for each five-minute increments after, payable at the time of pickup. If an emergency arises, please call (780-908-5170) and leave a message that you will be late so we can explain to your child that you are on your way.

Please note that repeated late pickups might result in termination from the program.



### **DO YOU SERVE LUNCH AND A SNACK AT CAMPS OR CLASSES?**

No – for camps, please remember that each child should bring his/her own NUT FREE lunch, snacks and beverages. For classes or special events lasting more than 2 hrs in length, each child should bring their own NUT FREE snack and labelled water bottle. If your child has any special food allergies/restrictions please make sure to note them in the space provided on the registration form. We are happy to do our best to accommodate any concerns or medical needs your child may have.

### **CLASS RULES:**

1. Speak for yourself...not for anyone else.
2. Listen to others...they'll listen to you.
3. Avoid put downs...be kind and patient with others.
4. Participate in group activities and stay with the group.
5. Show respect...every person is important.
6. Take charge of yourself...you are responsible for you!
7. Have fun!

### **QUESTIONS?**

Please contact Jason Reed at [jreed@bricks4kidz.com](mailto:jreed@bricks4kidz.com) or 780-908-5170.