POLICY:

Rocky Mountain JUSTB4 Program recognizes the importance of consistent attendance procedures to ensure safety and security and to effectively provide care for children in the program. JUSTB4 will facilitate a structured enrollment process to support orderly registration for the program.

PROCEDURES

- Enrollment cannot be guaranteed or confirmed until all required documents and forms are received. These include:
    1. The registration form signed by the Parent(s)/Guardian(s).
    2. Any adjunct agreement or consent forms signed by the Parent(s)/Guardian(s).
    3. A copy of the child's BC Care Card.
    4. A declaration of the child's immunization status.
    5. A copy of the child's birth certificate.
- When arriving to the program, Parents/Guardians must make contact with a staff member to relay any information for that day relevant to the child's health and wellbeing. Parents/Guardians must also sign their child into the program using the attendance sheet.
- At pick up, Parents/Guardians must make contact with a staff member to obtain any relevant information for that day. Parents/Guardians must also sign their child out of the program for that day using the provided attendance sheet on site.
- The JUSTB4 Program will follow School District No. 6's school calendar which is posted on the District website https://www.sd6.bc.ca/our-district
- We ask that a month's notice be given to the care provider prior for withdrawing your child from the program so that staff can make any necessary adjustments or preparations.
- The JUSTB4 Program is committed to providing a caring and supportive environment for all families. However, termination of services may be required if:
    a. Parents/Guardians consistently fail to adhere to policies and procedures.
    b. Fees for services are not paid and suitable arrangements cannot be agreed upon.
    c. Rocky Mountain JUSTB4 staff are unable to satisfactorily resolve an issue with the enrolling parent/guardian following the District's problem solving protocol found in District Policy and Practice 9200.