Voyageur In-School Program Inc.

Parent Policy Manual

Established in 1981, VIP provides high-quality supplementary care for school-age children (Kindergarten–Grade 5). As a non-profit organization licensed under Manitoba legislation, VIP supports working families while promoting child development.

Prepared By:

Voyageur In-School Program Inc. Board of Directors & Management Team

"Parent(s)" is defined as a biological parent, adoptive parent or legal parent.

1. Confidentiality

All family and child information is kept strictly confidential. Records are only shared with written parental consent. Children are not photographed by external individuals without permission. Students completing practicums may observe children under staff supervision, but children's identities remain anonymous.

2. Mission, Philosophy & Goals

Mission Statement:

"To provide safe, inclusive, and high-quality care for school-age children, supporting families and fostering the social, emotional, physical and intellectual growth of every child."

Philosophy:

- Every child, family and staff member is valued as a unique individual.
- We nurture respect, cooperation and positive interactions.
- Children have the right to a safe, caring and stimulating environment that supports their development.

Goals:

- Provide quality care and family support.
- Foster creativity, confidence and positive self-image.
- Encourage decision-making and responsibility.
- Recognize and respect the needs and feelings of others.
- Promote independence and critical thinking.
- Develop responsibility for the centre and its resources.

3. Professional Code of Ethics

As endorsed by the Canadian Child Care Federation, the code of professional ethics shall apply to all trained Early Childhood Educators employed in Child Care Centres whether their position is that of educator, supervisor or director in the Province of Manitoba.

4. Organizational Structure

- Board of Directors
- Director
- Assistant Director
- Staff Supervisor
- Staff & Support Employees

All staff are trained in First Aid/CPR, screened by Winnipeg Police and Child Abuse Registry, and commit to ongoing professional development.

5. Child-to-Staff Ratios

VIP maintains the provincial requirement of:

- 1 staff to 15 school-age children
- 1 staff to 12 children in a mixed group of school age and kindergarteners

6. Intermittent Supervision

- School-age children may use the washroom, water fountain or travel between rooms independently.
- Staff remain aware of all children's whereabouts at all times.
- Participation in extracurricular school activities requires prior notice to staff. Teachers assume responsibility while children are in school programs.

7. Enrollment

Voyageur In-School Program (VIP) is a government-subsidized, non-profit childcare facility licensed to occupy Rooms #12,#5, #6, and #8 at École Voyageur School.

Eligibility

- Children must be at least 4 years old and may attend until the final day of the summer program of the year they finish Grade 5.
- Kindergarten program spaces (5 available) are reserved for children who are 5 years old by December of the enrollment year.

Priority Enrollment

- Given to siblings of children already enrolled in VIP full-time.

Full-Time Enrollment

- Defined as 5 days per week, 4+ hours per day.

Registration Requirements

- Annual registration updates are required.
- Parents must provide and maintain accurate work, home, and emergency contact information.
- New families must complete:
  - Registration Form
  - Parental Agreement Form
  - Medical Consent Form

Failure to complete required documentation will result in non-enrollment.

8. Hours of Operation

- Regular School Days: 7:00 a.m. – 5:30 p.m.
- Holidays & In-Service Days: 7:00 a.m. – 5:30 p.m.
- Christmas Eve: 7:00 a.m. – 1:00 p.m.
- New Year's Eve: 7:00 a.m. – 3:00 p.m.

9. Inclusion Policy

VIP is committed to providing an inclusive, developmentally appropriate program that supports the growth of all children in our care. Staff will build on children's strengths by using a variety of materials to support their learning and development.

Principles of Inclusion

- Every child has the right to participate fully in programming regardless of ability.
- Activities and daily routines are flexible to support individual developmental needs.
- Support is provided to maximize independence and self-confidence; small group learning is the primary model.
- Enhanced ratio is provided as needed.

Building Access

- Due to location on the second floor of École Voyageur School, the centre is not wheelchair accessible (no ramp or elevator).

Enrollment Process for Children requiring extra supports:

The waitlist will identify any children who need extra support so they are in place when the child starts at the centre.

- Families will be invited to an intake meeting with the Director/Assistant Director, support staff, and relevant professionals before enrollment.
- A plan will be developed to ensure the child's needs can be supported successfully.

Inclusive Environment

- Indoor and outdoor spaces are arranged to promote accessibility, independence and choice.
- Our goal is to create a homelike, welcoming environment that fosters smooth transitions and continuity between home and childcare.
- Children of all abilities will be able to participate in the program. This means the environment will be set up so that all children will have access to the rooms, materials and activities.
- Adaptations will be made to the environment and equipment as needed to ensure all children have access to the materials. For example, if a swing is put into a room specifically for one child, all children will be able to use the swing. This ensures that no child is singled out.
- All children will be encouraged to participate with their peers. Opportunities will be provided where children of all abilities can play together and develop relationships with each other.
- Activities and field trips will be planned so that all children will be able to participate.

10. Parent

At VIP, we value strong partnerships with families and encourage open communication. Parents play a vital role in supporting our program and their child's success.

Membership

- All parents are automatic members of VIP Inc.
- Parents are expected to attend the Annual General Meeting (AGM) and are encouraged to run for positions on the Board of Directors.
- Parents may also attend Board meetings to contribute ideas and feedback.

Open Door Policy

- Parents are welcome in the centre at any time.
- Staff are available to discuss your child's progress and the program.
- Suggestions and new ideas are encouraged to support continuous improvement.

Communication

- Families are encouraged to share information that may help staff better support their child.
- All information shared is kept strictly confidential.
- Communication may be:
    - Informal (verbal conversations at drop-off/pick-up)
    - Formal (written notes, journals or scheduled meetings)

Shared Responsibility

- Parents are asked to support their child in maintaining their locker space by checking regularly for clothing, artwork and belongings.
- Periodic locker cleanings with your child are encouraged.

11. Withdrawal Procedure

- Parents must provide two (2) weeks' written notice when withdrawing a child from the centre.
- Notice must include the child's last day of attendance.
- If proper notice is not given, parents are responsible for paying fees equivalent to the two-week notice period.

12. Fees

- One-Time Fee
- A non-refundable $20 registration fee is required at enrollment.
- Daily Fees
    - School Day / Statutory Holiday: $10 per child, per day
    - In-Service Days / School Holidays: $10 per child, per day
    - Extended Care (10+ hours): $31.20 per child, per day
- Payment Terms
    - Fees are due at the beginning of each 4-week billing period.
    - Payments must be completed by the end of the first week of each billing period.
    - Accepted payment methods: cheque, e-transfer, money order.
    - Late payments incur a $10 fee.
- Accounts in arrears for more than 7 days may result in suspension of services.
    - NSF (non-sufficient funds) cheques incur a $20 fee. After two NSF cheques in a calendar year, cheques will not be accepted.
- Additional Notes
    - Fees are charged for statutory holidays to cover operational costs.
    - Annual tax receipts are provided for income tax purposes.
    - Families are responsible for paying all fees to maintain their child's space. No exceptions.

13. Subsidy

Eligible Families may apply for financial assistance through the Manitoba Child Care Program.

- Application Process
- Applications are available online: www.gov.mb.ca/childcare.
- Families must apply before enrollment.
- Parents must promptly notify the program of any changes to address, phone numbers, employment, or family circumstances.
- Parent Responsibilities
    - Parents are responsible for paying the unsubsidized portion of fees.
    - Subsidy covers only the number of absence days allowed (typically 3 per billing period). Parents must pay full fees for absences beyond this limit.
    - If a child is ill, parents are encouraged to provide a doctor's note to support requests for additional absence days.
    - Failure to comply with subsidy requirements may result in suspension of funding, leaving parents responsible for full fees.

14. Holidays

VIP will be closed on the following statutory holidays:

Holiday Closure: New Year's, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, National Day for Truth and Reconciliation, Thanksgiving, Remembrance Day, Christmas Day, Boxing Day

Special Hours:

- Christmas Eve → Open 7:00 a.m. – 1:00 p.m.
- New Year's Eve → Open 7:00 a.m. – 3:00 p.m.

15. Arrivals & Departures

- Parents are responsible for drop-off and pick-up arrangements.
- Upon arrival and departure, a staff member must be informed.
- VIP's responsibility begins when a child checks in with staff and ends when they are signed out. Please note, this is also a good time to connect with Staff members to talk and ask questions.
- By law, natural parents have the right to pick up their child unless VIP has a custody or restraining order on file.
- Parents must provide copies of all legal custody documents to the Director.
  ****Please note, more information on Guardianship below****

Pick-Up Requirements

- Parents must arrive in time to speak with staff, gather belongings, and exit the school by 5:30 p.m.
- If pick-up occurs before 5:00 p.m. but the child is still in the building past 5:30 p.m., a late fee will apply.
- Only individuals listed on the authorized pick-up list may collect a child. Photo ID is required.

Safety Note: Children will not be released to any person who appears to be under the influence of drugs or alcohol.

16. Attendance – Non-School Days

On non-school days (e.g., Summer, Winter Break, Spring Break):

1. Attendance Forms will be distributed in advance with due dates.
2. Completed forms must be returned and signed by the Director/Assistant Director. A confirmation email will be sent to parents.
3. On full attendance days, all children must be accompanied to the front door and checked in via the VIP intercom system.
4. If a child was not pre-registered but will attend, parents must call the centre by 8:00 a.m. that day to confirm their child can be accommodated.

17. Release of Children

VIP follows strict procedures to ensure the safety of all children.

- Authorized Pick-Up
- Only individuals listed on a child's registration form may pick them up.
- Staff will request photo ID if the individual is not recognized.
- Children will only be released to persons 13 years of age or older.
- Telephone Authorization
- Children in Grade 3 or higher may be released by advance telephone notification from a parent (before 5:00 p.m.).
- Parents must sign a release form during registration to allow this option.

After School Dismissal

- Children are expected to return to VIP within 15 minutes of school dismissal.
- Teachers must notify VIP if a child is kept after school (e.g., detention, extra work).
- If a child is missing, staff will search the school, notify parents, and contact emergency contacts if necessary.

18. Guardianship

For the safety of your child, VIP requires a copy of any legal documentation regarding custody or guardianship.

- Without such documentation, both parents will have equal access to pick up their child.
- VIP follows the Manitoba Child Care Program protocol: Understanding Custody Arrangements and Court Orders Issued by the Criminal or Family Law Courts.
- Parents are encouraged to discuss any custody issues directly with the Director to ensure clarity and safety.

19. Late Pick-Up Fees

- Children must be picked up and out of Room 12 by 5:30 p.m.
- Late fees apply based on the time the child leaves the room, not arrival of the parent.
- The charge is $10.00 for every 15 minutes (or portion thereof) past 5:30 p.m.
- Late fees must be paid by the next billing period.
- If a child is not picked up by 6:00 p.m., and all attempts to contact parents/emergency contacts have failed, staff are authorized to contact Child and Family Services (CFS).
- Fees apply regardless of whether a parent is late by 30 seconds or 30 minutes.

20. Absences

- Parents must notify the centre whenever their child will not be attending.
- If notification is not received, staff will call the parent at work to confirm the absence.

21. Child Vacation Policy

- VIP does not provide unpaid vacation time.
- Families are responsible for paying for all scheduled days, including vacations, to maintain their child's space.
- Parents are encouraged to inform the Director of vacation dates in advance.

22. Suspension

Children may be suspended from attending VIP under the following conditions:

- If they are suspended from their school.
- If they are suspended from the childcare program due to behaviour or policy violations.

23. Health Policy

- Children who are ill should not attend the centre.
- If a child is too unwell to participate in normal daily activities, including outdoor play, they must remain at home.
- Outdoor play is a licensing requirement; all children are expected to participate unless a note is provided stating otherwise.
- In cases of communicable disease, public health regulations will be followed.

24. Exclusion Protocols

If a child or adult begins to show signs of illness, including a new cough and fever (temperature above 38°C / 100.4°F), along with one or more additional symptoms, they will be asked to stay home or leave the centre. In these cases, Centre Management will contact the parent to arrange for prompt pickup.

- Sore throat
- Muscle aches
- Headaches
- Joint pain
- Runny nose
- Fatigue or exhaustion
- Gastrointestinal illness

Note: Symptoms must be distinguished from pre-existing conditions such as allergies.

Staff Responsibilities:

- May conduct a health screening prior to re-admittance.
- Immediately isolate any child showing symptoms while awaiting pick-up.
- Staff supervising children showing symptoms will use protective equipment (mask and gloves).

Parent Responsibilities:

- Parents must arrange for pick-up within 30 minutes (by car) or 60 minutes (by bus) of being notified.
- Parents who are ill should arrange for an alternate adult to drop off/pick up their child.
- Children and adults may return once they are symptom-free, without fever-reducing medication, and able to participate fully in daily routines.

25. Medical Information

- Parents must inform staff of any medical conditions that may affect their child's care.
- Each child's file must include:
    - Physician's name
    - Manitoba medical number (including 9-digit personal number)
- Parents must inform staff of any special dietary needs, restrictions or allergies.
- The above information will be sent to parents once a year for review and confirmation.

26. Administration of Medication

- Only prescribed medication will be administered by staff.
- Parents must complete a Medication Authorization Form including:
  - Child's name
  - Physician's name
  - Dosage and time of administration
  - Duration of treatment
  - Parent signature and date
- Medication must be:
  - In the original labeled container
  - Handed directly to a staff member (never left in a locker or backpack)
- Special Notes:
  - Parents are encouraged to request pharmacists to provide two labeled containers (one for home, one for the centre).
- Medications such as Ritalin or Methylphenidate must be handed directly to staff by the parent.
- Over-the-counter medications will only be administered if:
  - In a new, unopened container, and
  - Accompanied by a doctor's note.
- All medications are stored securely in a locked box or refrigerator if required.
- Children must be on the medication for at least 24 hours before staff administer at the centre.

27. Nutrition & Food

- Parents are responsible for providing their child's lunch.

Important Notes:

- Lunches will not be refrigerated.
- Lunches will not be reheated.

28. Allergies

- VIP is a peanut-aware centre. We do not serve peanut butter, but some items served may contain traces of nuts.
- If a child has a documented allergy, parents will be notified and asked to exclude that product from their child's lunch.
- The centre is not liable for allergic reactions that may occur while children are in our care.
- Parents must provide an EpiPen if their child has a severe allergy.

Additional Requirements for Children with Severe Allergies:

- Parents must complete and return all URIS (Unified Referral and Intake System) forms provided by the centre.
- Children with prescribed EpiPens must wear a personal fanny pack always containing the medication.

29. Anaphylaxis (Life-Threatening Allergies)

The following procedures outline VIP's responsibilities for children diagnosed with life-threatening allergies.

Important:

- In the event of an anaphylactic reaction, call an ambulance immediately.
- The child must be taken to hospital after an adrenaline auto-injector (EpiPen) is used.

Director (or Designated Alternate) Responsibilities

1. Work closely with parents of children at risk for anaphylaxis.
2. Ensure emergency contacts and telephone numbers are always up to date.
3. Begin planning an Individual Health Care Plan/Emergency Response Plan appropriate to the child's needs.
4. Submit a URIS application annually with parent authorization.
5. Ensure parents complete the Authorization for Administration of Adrenaline Auto-Injector form (covered under URIS).
6. Contact a public health nurse (or contracted nursing agency) to develop the Individual Health Care Plan and arrange staff training.
7. Identify a staff contact person for the nurse.
8. Inform parents of other children in the program (with written consent) that a child with a severe allergy is enrolled and request cooperation in limiting allergen exposure.
9. If the child cannot self-carry their EpiPen, ensure the responsible adult wears it in a fanny pack or stores it in a safe, easily accessible location.
10. Ensure annual staff training in use of adrenaline auto-injectors.
11. Post allergy alert forms with photos (with parent consent) in appropriate areas.
12. Develop safety procedures for field trips and extracurricular activities.
13. Monitor expiry dates of auto-injectors and remind parents of replacements.

Staff Responsibilities

1. Participate in annual URIS training for anaphylaxis.
2. Display a photo-poster of the child in key areas (with parent approval).
3. Educate children about allergies in age-appropriate terms.
4. Reinforce rules:
    - No sharing food/snacks.
    - Wash hands before and after eating.
5. Choose allergy-safe products when possible.
6. Inform substitute staff of allergy protocols.
7. Carry auto-injectors and emergency plans on all field trips.

Parents of a Child with Anaphylaxis

1. Inform the Director of their child's allergy.
2. Provide an up-to-date auto-injector (child must carry it or staff must wear it in an accessible fanny pack).
3. Ensure their child has and wears a medical alert bracelet.
4. Submit all required URIS documentation annually.
5. Provide safe food options for their child when necessary.
6. Teach their child (as developmentally appropriate):
    - To recognize signs of an allergic reaction.
    - To know where their medication is kept and who can access it.
    - To carry their own auto-injector (if developmentally appropriate).
    - To never share food or drinks.
    - To report symptoms immediately to an adult.

Parents of All Children in the Centre

1. Cooperate by ensuring lunches and snacks are allergen-free when notified.
2. Participate in parent information sessions if offered.
3. Inform staff before distributing food to other children.

Children with Anaphylaxis (As Developmentally Appropriate)

- Carry their EpiPen at all times (in a fanny pack).
- Wear a medical alert bracelet.
- Avoid sharing food or drinks.
- Wash hands before and after eating.
- Recognize symptoms of an allergic reaction and immediately inform an adult.

All Children in the Centre (As Developmentally Appropriate)

- Follow centre rules about sharing food.
- Respect children with allergies and allergy-related restrictions.
- Recognize symptoms of an allergic reaction and know how to seek help from an adult.

30. Emergency Procedures

Life-Threatening Emergencies:

- An ambulance will be called immediately.
- A staff member will accompany the child to the hospital.
- Parents will be notified as soon as possible. If parents cannot be reached, emergency contacts will be called.
- Parents are billed directly by the City of Winnipeg for ambulance services.

Incident Reporting:

- Accident/incident reports will be completed and signed by parents.
- Reports are also submitted to the Manitoba Child Care Program.
- Parents are notified immediately in cases of head injury.

Lockdown Procedures:

In the event of a threat or natural disaster, VIP will follow the school's lockdown procedures.

- Emergency Evacuation Situations:
  - Fire
  - Chemical spill or hazardous materials inside the centre
  - Suspected natural gas leak
  - Bomb threat
  - Threatening behaviour inside the building
  - Major utility failure or sewage backup
- Emergency Shelter Location:
  Crestview School Children's Centre
  Address: #9-333 Morgan Crescent, Winnipeg, MB
  Phone: 204-888-0772
  Contacts: Kelsey Rogers – Director, Becki Cross – Assistant Director

31. Safety & Inclement Weather

- VIP follows all provincial requirements for safety planning and emergency preparedness.
- A comprehensive Safety Charter is available at the centre for parents to review.
- Parents may borrow a copy at any time.

Inclement Weather

- In the event of extreme weather (e.g., blizzards, floods), parents should check local media for school closure announcements.
- If École Voyageur School is closed due to weather, VIP will also be closed.

Bussed Children

- If St. James School Division cancels bus transportation, parents are responsible for arranging alternate transportation for their child.

32. Insurance

- VIP carries a centre-wide insurance policy.
- Parents are encouraged to maintain individual insurance coverage, such as Blue Cross or student accident insurance, for their child.

33. Clothing & Personal Belongings

Clothing

- Children must always have indoor footwear.
- Proper gym shoes are required for use in the school gymnasium.
- A complete change of clothing must be always kept in each child's locker.
- Parents must provide seasonally appropriate clothing:
  - Winter: ski pants, boots, hat, mitts, scarf and a warm coat
  - Fall/Spring: puddle pants and rubber boots
  - Summer: shorts, sun hat, bathing suit and towel

Outdoor Play

- Outdoor play occurs daily (weather permitting).
- Children must wear appropriate shoes to use climbing structures and play equipment.

Lost & Found

- Parents are encouraged to label all clothing.
- The centre is not responsible for lost or stolen items.
- Lost & Found items can be found in the school deck box at the bottom of the stairs.

Personal Belongings

- Children should not bring toys or personal items from home, as they may be lost or damaged.
- The centre is not responsible for personal belongings brought from home.

34. Field Trips & Transportation

Field Trips

- A signed parent permission form (included in registration) is required for participation in field trips.
- Due to staff/child ratios, it may be difficult to excuse children from trips; therefore, parents should plan accordingly.
- Children should not bring personal money on field trips.

Transportation

- During field trips, children may be transported by:
  - Walking
  - School bus
  - Winnipeg Transit

35. Code of Conduct

At VIP, we strive to provide a safe, caring, and respectful learning environment for children, staff, and families. We are committed to equality, diversity, and inclusion.

The following individuals are expected to comply with this Code of Conduct:

- Management and staff members
- Children
- Parents of enrolled children
- Volunteers, visitors and all others involved with the centre

Guiding Principles for Behaviour

- Be Respectful – of yourself, others and the environment.
- Be Safe – work and play safely to prevent harm.
- Be Cooperative – resolve problems respectfully and ask for help when needed.
- Be Supportive of Learning – do your best and encourage others to learn.

Developmental Considerations

- We recognize that children may display inappropriate behaviour for various reasons.
- Expectations and consequences will be based on each child's developmental stage.

When Concerns Arise

If a child reports a concern about discipline:

1. Parents are encouraged to consider that children's reports of incidents may reflect their individual emotions and perspectives.
2. Parents should contact the staff member(s) directly for clarification.
3. Staff enforce rules consistently and fairly, with the child's best interests in mind.

Consequences for Inappropriate Behaviour

Responses may include:

- Reminding individuals of expectations and limits.
- Respectfully explaining why a behaviour is inappropriate.
- Focusing on the behaviour, not the person.
- Responding with empathy and acknowledgment of feelings.
- Establishing natural and logical consequences.

Further steps may include:

- Behaviour analysis to identify causes and solutions.
- Formal or informal meetings with parents to create an action plan.
- Written contracts outlining expectations and consequences.
- Written warnings outlining concerns.
- Referrals to outside resources (e.g., behaviour specialists, mediation services, Child and Family Services).

In extreme cases, VIP may:

- Suspend or dismiss staff members.
- Suspend or withdraw childcare services for a child/family.
- Ban visitors from returning to the centre.
- Contact police or Child and Family Services (CFS) if the behaviour is illegal (e.g., abuse, threats).

Unacceptable Behaviour

- Being disrespectful
- Bullying (physical, verbal, emotional, social, or cyber).
- Harassment or humiliation.
- Abuse (sexual, physical, psychological).
- Discrimination based on race, religion, ancestry, nationality, gender, sexual orientation, income or disability.
- Actions that put others at risk, including violence or threats.

Proactive Strategies

To prevent issues, VIP:

- Maintains realistic, developmentally appropriate expectations.
- Designs environments that encourage positive behaviour.
- Plans programs based on children's needs and interests.
- Uses consistent routines to build trust and self-control.
- Builds positive relationships by listening and modeling respect.
- Establishes clear, simple, consistent limits.
- Explains rules in positive terms.
- Works collaboratively with parents to support children's needs.

36. Appropriate Use of Technology

Children, parents, staff, and others must use electronic devices and internet resources responsibly, respecting privacy, confidentiality, and safety.

Expectations:

- Protect the privacy of others.
- Respect the integrity of electronic resources.
- Respect intellectual property (copyrights, ideas, and creations).
- Communicate respectfully.
- Report inappropriate or threatening material.

Inappropriate Use Includes:

- Accessing, copying or sharing confidential information.
- Using technology in ways that violate the Code of Conduct (e.g., harassment, discriminatory messages).
- Illegal activities (e.g., obscenity, theft, unauthorized copyrighted material).
- Using centre resources for personal purposes without permission.

Monitoring:

- Authorized staff may monitor technology use.
- Information may be used in disciplinary actions or shared with authorities if required.

Staff Use of Devices:

- Staff may not use personal devices while supervising children.
- Staff must direct personal calls to the centre's main phone line.
- Staff may carry phones on outings for emergency purposes only.
- Photos/videos of children may only be taken with parent permission, stored securely and deleted from personal devices.
- No information about children, parents, or the centre may be posted on social media or personal websites.

37. Typical Daily Schedule

7:00 – 8:00am	Supervised Free Play (Rooms 12/6/5/8)
8:00 – 8:15am	Morning Snack
8:15 – 8:30am	Outdoor Play / Transition to School
11:30am – 12:30pm	Lunch Supervision (in classrooms)
3:20 – 3:35pm	Arrival & Attendance Check
3:35 – 4:00pm	Afternoon Snack
4:00 – 5:00pm	Outdoor Play
5:00 – 5:30pm	Quiet Play / Pick-Up

38. Questions & Concerns

VIP is committed to open communication.

- Parents may speak to staff at any time regarding concerns.
- If unresolved, parents may schedule a meeting with the Director.
- If still unresolved, concerns may be submitted in writing to the Board of Directors.

Parent Policy Agreement Form

Voyageur In-School Program Inc. Child

Parent Policy Manual Agreement

I/We have read and understood all conditions, policies, and procedures outlined in VIP's Parent Policy Manual. I/We agree to abide by all policies as outlined.

Printed name of Parent(s):_____

Signature of Parent(s): _____

Date: _____