

**École St. Thomas d'Aquin Before and After School Care Program**

**Registration Form**

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male/Female      Grade: \_\_\_\_\_

Home Address (please use legal address): \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

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Family Doctor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Alberta Health Care Number: \_\_\_\_\_

Does your child have any allergies? \_\_\_\_\_

Are your child's immunizations up to date? \_\_\_\_\_

Does your child use any medication regularly (Please include medication needed in the event of an emergency: e.g. Inhaler, Epi-pen, Insulin, etc.) ? Please list \_\_\_\_\_

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**Parents/Guardians**

Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Legal Address: \_\_\_\_\_ Legal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**In the event that a Parent/Guardian cannot be contacted in the case of a serious medical emergency, please list two Emergency Contact persons**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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Please list any and all adults who are authorized to pick up your child including parents:

\_\_\_\_\_  
\_\_\_\_\_

**CHILDREN WILL NOT BE RELEASED TO ANY INDIVIDUAL WHO IS NOT LISTED ON THIS REGISTRAION FORM**

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## Fee Schedule and Session Times

Fees are \$4.25/child per session

\*Price includes snacks. Snacks are provided for children who are registered in two consecutive morning and/or afternoon sessions.

**Please check off the sessions your child will be attending the program.**

<u>SESSIONS</u>	<u>Times MON-FRI</u>	<u>CALCULATED COST PER MONTH</u>	<u>SESSIONS NEEDED</u>
1	7:00 – 8:40 & 3:05-5:30	\$330.41	
2	7:00 – 8:40	\$134.85	
3	3:05 – 5:30	\$195.51	
4	3:05 – 4:05	\$80.75	

\*Payment is based on 19 days per month which is averaged over the ten month school year.

\*All payments will be made with post dated cheques for the 1<sup>st</sup> of each month (Sept – June) and are required when the registration form is submitted.

**\*If the form and cheques are not received or arrangements have not been made by September 2, 2010 the registration form will not be considered valid and a spot will not be held for your child/children.**

***\*Registrations will be accepted on a full time basis first.***

**\*All registration forms must be accompanied by a \$50.00 registration fee per family.**

***I have read, understand, and agree to abide by all of the information contained within the École St. Thomas d'Aquin Parent Handbook.***

***Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_***

PROGRAM USE:  CK/CASH	REGISTRATION FEE Paid _____  Date _____
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## CONTRACT

1. École St. Thomas d'Aquin Before/after School Program agrees that \_\_\_\_\_  
(Name of Child or Children)

\_\_\_\_\_ May be left in the Program  
(Name of Child or Children)

In the event that a child has not been picked up by 6:00 p.m., the supervisor will make every effort to contact the parent(s) or other designated adults, before calling the Child and Family Services Authority.

**There will be a \$10.00 penalty per day each time you are late picking up your child/children.**

The Parents or Guardians hereby certify and agree that the child is in their lawful custody and that there are no other persons whose consent is required for the enrolment the child in this program.

2. Annual registration fee of Fifty dollars (\$50.00) per family upon admission into the program is required. (Non-refundable)

3. The Parents agree to pay according to the attached fee schedule. Please note fees are subject to change.

**4. Service will be cancelled for those who fail to pay. Service charge of Twenty dollars (\$30.00) will apply for all NSF cheques. If the account is not cleared in seven (7) days, the child will be withdrawn from the Program.**

5. Corrective discipline will be administered to all at the discretion of the responsible Supervisor. In no case shall a child be abused or allowed to abuse others. Children who seriously misbehave will be discharged from the Program. As per Day Care Regulation 180/200, Corporal Punishment is prohibited.

6. In the event of a serious medical emergency, the supervisor will call 911 and then contact the parents or guardians. If a child is ill, the parent(s) or guardian(s) will be contacted and must pick up the child immediately.

7. Before/After School Program reserves the right to engage emergency medical assistance for any child left in its care, when such assistance is deemed to be necessary. The expense of the required assistance to be borne solely by the Parents or Guardians of the Child

8. The Program will take place in a designated area of École St. Thomas d'Aquin. Children will play outdoors whenever the weather permits. Please ensure that your child always has appropriate clothing for the season and/or weather/ (Gloves, hats, Jackets, boots, snow pants, etc.)

9. The Program will not operate on school holidays, which include Christmas break, Easter break, and Professional Development days, including Teacher's Convention and regularly scheduled PD days, and any others as may arise.
10. Children will be released only to authorized persons as stated by the parents or guardians on the registration form. Children **WILL NOT** be released to anyone not on the list.
11. If any child is a threat to the safety and well-being of another student of the program, action will be taken immediately.
12. All parents or guardians will be notified as soon as possible (within 24 hours) when an infectious disease has been introduced into the program. A notice will be posted at the sign-in book.
13. Where the staff knows or suspects a child is suffering from a communicable disease, the parents or guardians will be requested to remove the child immediately.
14. Supervised care for ill children shall be provided in a space separate from the other children such time as parents or guardians are notified and the child is removed from the center.
15. The Before and After School Program believes that medications are to be administered to children by parents at home. The program does not administer any medications.
  - a. If a child requires emergency medication, The parent will provide written permission. It is the parent's responsibility to inform and to provide emergency medication to the before and after school staff. Staff members will have been trained on their use by the parent. Medication will be administered from its original container and medication will be administered to the labels direction only.
  - b. The BASC staff will store this emergency medication in a place locked and inaccessible to children.
16. Smoking is prohibited on the premises.
17. All hazardous products are inaccessible to the children.
- 18. The parent/guardian agrees to provide two (2) weeks written notice of terminating their use of the program. If the notice is not provided, the Before/After School committee reserves the right to bill the parents/guardian for the following month.**
19. Only children that are currently attending École St. Thomas d'Aquin can be enrolled in the Program. Children from Kindergarten up to and including grade six are eligible.
20. We, The École St. Thomas d'Aquin Before/After School Program, have been appointed by The École St. Thomas d'Aquin Parent council as a sub-committee thereof and will follow the policies under their Constitution and those of the Medicine Hat Catholic Board of Education (We are a non-profit program).
21. I have seen, read and agree with the parent handbook outlining my responsibilities to the École St. Thomas d'Aquin Before/After School Program.

IN WITNESS WHEREOF the parties hereto have set their hand and seals on the day and year written below:

\_\_\_\_\_  
Before/After School Representative

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

**ÉCOLE ST. THOMAS D'AQUIN  
BEFORE/AFTER SCHOOL PROGRAM**

**MISSION STATEMENT**

The École St. Thomas d'Aquin Before and After School Program is a non-profit organization that is dedicated to providing a safe and quality environment for our children

**PROGRAM PARTICIPATION CONSENT**

We, the undersigned, being the parents and /or legal guardians of

\_\_\_\_\_  
**Name of child or children**

Hereby certify, that we have given careful consideration to the participation by our son/daughter in the École St. Thomas d'Aquin Before/After School Program and understand fully the nature and character of the risk undertaken by our son or daughter and agree to accept on behalf of the same child, all risks and responsibilities for injury or damage beyond the control of the St. Thomas d'Aquin Before/After School Program.

We further certify, we are hereby releasing École St. Thomas d'Aquin Before/After School Program, École St. Thomas d'Aquin Administration, and the Medicine Hat Catholic Board of Education and their sub-agents from all claims and demands whatsoever, occurring as a result of damage incurred to the child by reason of activities outside of the authority extended by the École St. Thomas d'Aquin School in the conduct of this project.

\_\_\_\_\_  
**Parent / Guardian**

\_\_\_\_\_  
**Parent / Guardian**

\_\_\_\_\_  
**Date**

**PLEASE NOTE:**

If your child is involved in any after school activities (Soccer, Hockey, gymnastics, etc.) which requires a change of clothes and/or a meal, it is not the Supervisor's responsibility to heat their meals or get them dressed. Please insure that the snack/meal provided does not require heating. The Supervisor **MUST** remain with the children at all times. Thank you.

It is also advised that the parents or guardians use their discretion in the belongings their children bring to the program. We will not be held responsible for any loss or damage, which may be incurred to their possessions.