

School Year: 2018-2019

“Out of School Care” Program Registration Form

St. Francis Xavier School Before and After School Care Program

Please complete registration form.

***All sections must be completed – please use the term “N/A” if not applicable.**

Name of Child: _____
(Please print)

Date of Birth: _____ Sex: _____ Grade: _____

Home Address (please use legal address): _____

Mailing Address (if different from above): _____

Family Doctor: _____ Phone Number: _____

Alberta Health Care Number: _____

Does your child have any allergies? _____

Are your child's immunizations up to date? _____
(Please provide a copy of your child's immunization record)

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

Parent(s)/Guardian(s)

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 alternate Emergency Contact persons:

Name: _____ Relationship to child: _____

Address: _____ Phone #: _____ Cell # _____

Name: _____ Relationship to child: _____

Address: _____ Phone #: _____ Cell # _____

Please list any and/or all adults who are authorized to pick up your child:

CHILDREN WILL NOT BE RELEASED TO ANY INDIVIDUAL WHO IS NOT LISTED ON THIS REGISTRATION FORM.

First-Aid / Emergency Care Declaration:

I, _____, parent of _____ hereby consent to having my child receive standard health care provided in the capacity of first-aid (or otherwise) in the event of an emergency situation.

Parent's Name (please print): _____

Parent's Signature: _____

Fee Schedule and Session Times:

*These prices are subject to change based on enrollment.

*Prices include snacks. Snacks are provided for children who are registered in two (2) consecutive morning and/or afternoon sessions.

Please indicate which sessions your child will be attending in the program.

<u>SESSIONS</u>	<u>Times MON-FRI</u>	<u>CALCULATED COST PER MONTH</u>	<u>SESSIONS NEEDED</u> **Fee "may be" pro-rated for a 10-month <u>consistent</u> enrollment plan approved by the Principal.
1	7:30 – 8:55 a.m.	\$150.00	
2	3:25 – 4:30 p.m.	\$125.00	
3	3:25 – 5:30 p.m.	\$195.00	
4	7:30 – 8:55 a.m. AND 3:25 – 5:30 p.m.	\$310.00	

*Payment is based on 18 days per month which is averaged over the ten month school year.

*All payments will be made "online" via "schoolcashionline.com" on the 1st of each month (September - June).

***If the form and registration fee are not received or arrangements have not been made by September 4, 2018, the registration form will not be considered valid and a spot will not be held for your child/children.**

**Priority registration will be given to students who are in the program full- time.*

***All registration forms must be accompanied by a \$50.00 registration fee per family. All currently registered families may pay their registration fee "online" via "schoolcashionline.com" ONCE their form has been returned.**

***A 30-Day written notice is required to withdraw from program.**

I have read, understand, and agree to abide by all of the information contained within the St. Francis Xavier School Parent Handbook.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ ***Date:*** _____

PROGRAM USE:	REGISTRATION FEE
CHEQUE _____	Paid _____
CASH _____	Date _____

CONTRACT

1. The St. Francis Xavier School Out of School Care (Before/After School) Program agrees that

_____ is permitted to attend the Program.

(Name of Child or Children)

In the event that a child has not been picked up by 5:40 p.m. (at the very latest), the supervisor will make every effort to contact the parent(s) or other designated adults, before calling the Child & Family Services Authority.

There will be a \$10.00 penalty (per day) for 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 parent/guardian agrees 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 Thirty 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 indicated in 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 parent/ guardian. If a child is ill, the parent(s) or guardian(s) will be contacted and must pick up the child immediately.

7. The Out of School Care (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 will be borne (solely) by the Parents or Guardians of the Child.

8. The Program will take place in a designated area of St. Francis Xavier School. 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 (i.e. Christmas break, Easter break, Professional Development days, Teachers' Convention, etc.).

10. Children will only 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 indicated 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 brought into the program. A notice will be posted at the sign-in book area.

13. Where a staff member knows or suspects a child is suffering from a communicable disease, the parents or guardians will be requested to remove the child immediately (on a temporary basis).

14. Supervised care for ill children shall be provided in a space separate from the other children, until such time as parents or guardians are notified, and the child is removed from the program.

15. The Out of School Care (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 Out of School Care (Before and After School) program 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 BASCP 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 Out of School Care (Before and After School) committee reserves the right to bill the parents/guardian for the following month.

19. Only children that are currently attending St. Francis Xavier School can be enrolled in the Program. Children from Kindergarten to Grade 6 (enrolled at the school) are eligible to attend.

20. I have seen, read, and agree with the Parent Handbook outlining my responsibilities to the St. Francis Xavier School Out of Care (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

**ST. FRANCIS XAVIER SCHOOL
BEFORE AND AFTER SCHOOL
PROGRAM**

MISSION STATEMENT

The St. Francis Xavier School Out of School Care (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 St. Francis Xavier School Out of School Care (Before/After School) Program and understand fully the nature and character of the risks undertaken by our son or daughter and agree to accept them on behalf of the same child, all risks and responsibilities for injury or damage beyond the control of the St. Francis Xavier School Before/After School Program.

We further certify, and hereby release the St. Francis Xavier School Out of School Care (Before and After School) Program, St. Francis Xavier School 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 St. Francis Xavier School in the conduct of this project.

Parent / Guardian Signature

Parent / Guardian Signature

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 that their children bring to the program. We will NOT be held responsible for any loss or damage, which may be incurred to their possessions.