**Registration Form: St. Joseph’s After School Care 2021/2022**

**Child(ren)’s Name(s) Grade Date of Birth**

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

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

**Family Information:**

Name of Parent(s) or Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Work Phones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email addresses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pick-up/Release Information**

Please list all the names of persons who have permission to pick up your child(ren) from afterschool care (including parents) and their relationship to your child(ren). Only those listed below will be allowed to take your child(ren) from the program, unless we have written notice from the parent or guardian to do otherwise.

|  |  |  |
| --- | --- | --- |
| Names of persons authorized to pick up child(ren) | Relationship to Child(ren) | Phone number (home and cell) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Emergency Contact**

|  |  |  |
| --- | --- | --- |
| Name | Phone number (home and cell) | Relationship to child(ren) |
|  |  |  |
|  |  |  |

**Health Information:**

BC Care Card #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allergies/Medical Alerts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family Doctor (name and phone number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RATES:**

\_\_\_\_\_\_\_\_\_ **Full time 5 Days per week** (3:00-5:00pm, Wednesday 2:45-5:00pm): **$150.00**

\_\_\_\_\_\_\_\_\_ **3 Days per week**: **$110.00** \_\_\_\_\_\_\_\_\_ **1 Day per week**: **$40.00**

\*\*\*Drop-in rates are $5.00 per hour

**Parent Agreement for St. Joseph’s Afterschool Care**

**Late Pick-up Policy**

Our official closing time is 5:00pm. Picking up your child after 5:00pm will result in a late charge of $5.00 for every 5 minutes that you are late. The caregiver who must stay late, will be required to be paid overtime as their day ends at 5:00pm. Continuous late pick-ups could result in cancellation of the After School Care agreement. If you know that you are going to be late, please try to arrange for someone else to pick up your child. Please send a note with your child or notify the school office to let them know that you are going to be late.

**Payment Policy**

Payment will be made by a series of post-dated cheques dated the first day of each month, from September to June, or by a cash payment on the first day of the month. Refunds will not be made for illness, holidays, snow days, etc. as payment holds the participant’s place in After School Care. Parents are required to submit written notice one month before cancelling their child’s participation in After School Care. Please make cheques payable to St. Joseph’s School.

**Snacks**

We do have snacks to offer but if you child tends to be hungry after school please send them with extra snacks. Children must bring healthy snacks; no pop, chips or junk food are allowed. Nuts or nut products are not allowed.

**Child Pick-up Policy**

Your child(ren) will not be released to anyone not listed on the pick-up section of this application. Caregivers will not under any circumstances release your child(ren) to anyone without your consent. If someone other than the pick-up person listed arrives to pick up your child, we will contact you for proper permission. If we are unable to contact we will not release your child. It is important that you list all persons who are authorized to pick up your child(ren)

**Discipline Policy**

It is our understanding and that of the parents who enrol their children in our After School Care that this is a service to our families and an opportunity for our students to maintain continuity in their out-of-home care. Therefore, disrespectful, dangerous, disruptive or uncooperative behaviour on the part of the students (as well as parents and/or staff) will not be tolerated. It is required that parents support the After School Care discipline policy which mirrors that of St. Joseph’s School. Adherence to these policies will always remain a condition of acceptance into After School Care.

In most cases, isolated and irregularly occurring incidents can be resolved simply and quickly by the student with the intervention of the Caregiver. If the problem recurs or seems to be of an ongoing nature, at the caregiver’s discretion and in consultation with the manager, the following steps, supported by documentation will apply.

1. The caregiver will have a discussion with the child(ren) involved at the time. Appropriate consequences determined by the caregiver will be assigned, based on that discussion and with the child offering suggestions of ways to improve and the consequences. Consequences may include, but are not limited to, supervised time-outs and loss of use of equipment and/or materials.
2. Parents will be informed at the end of the day of any problems arising during the child’s stay at After School Care.
3. Should the problems persist, the caregiver will arrange a meeting with the parents, principal, and student to discuss the problem and resolve the issue.
4. At this meeting, a formal contract of expected behaviour and the consequences will be written out and signed by all parties involved. It will be made clear that continued unacceptable behaviour could results in the family being asked to leave the program.

I have read and agree to the above procedures and policies.

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Signature of Parent or Guardian Date

I acknowledge that I have read and understood, provided the required information, and agree to the principles and processes outlined in the attached documents, as a condition of my child attending the St. Joseph’s After School Care:

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Name of parent or guardian Signature of parent or guardian

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

Date

A copy of each application/agreement will be sent home with the participants.