

Out of School Care Registration Form



Boys & Girls Clubs
of Wolf Creek

CHILD INFORMATION:

Full Name:	Male:___ Female:___
Date of Birth:	Age:
Address:	
Town/City:	Postal Code:
School:	Grade:

PARENT/GUARDIAN INFORMATION:

Full Name:	
Physical Address:	Work Phone:
Town/City:	Home Phone:
Postal Code:	Cell Phone:
Email:	

Full Name:	
Physical Address:	Work Phone:
Town/City:	Home Phone:
Postal Code:	Cell Phone:
Email:	

EMERGENCY CONTACT:

Full Name:	
Physical Address:	Work Phone:
Town/City:	Home Phone:
Postal Code:	Cell Phone:

THE FOLLOWING INDIVIDUALS HAVE PERMISSION TO PICK UP MY CHILD(REN):

Full Name:	Phone:
Full Name:	Phone:
Full Name:	Phone:

HEALTH INFORMATION:

Immunizations up to date: ___ YES ___ NO
Allergies:
Medications:
Any Other Concerns:

***All of the above information must be completed in full
for your child to be registered in the program.**

Policies and Procedures

1. Payment:

After School Care

- A child may not participate in the program until their fees are paid in full.

S.O.D. Program

- Payment confirms registration.
- Payment may be made by check, cash, Master Card, Visa or debit.
- NSF checks will be charged a \$15.00 fee.
- Payment not received or prior arrangements not made on time will mean your child is not registered to attend.

Subsidy for ASP and SOD

- At the end of each month, subsidy claims will be submitted by the PYC office. If your child's registration fees are more than your approved subsidy amount then the additional amount must be paid immediately.

Summer Program

- Payment confirms registration.
- Payment may be made by check, cash, Master Card, Visa or debit.
- NSF checks will be charged a \$15.00 fee.
- Payment not received or prior arrangements not made on time will mean your child is not registered to attend.
- Payment Options:
 - **Option One - Pay in Full**
Registration fees will be paid in full at time of registration.
 - **Option Two - Payment Plan**
The first two weeks of registration fees are due at the time of registration. The remaining registration fees are due in two week increments.

PAYMENTS DUE	PROGRAMMING DAYS
Upon Registration	First two weeks of registered days
July 13	July 16-27
July 27	July 30-August 10
August 10	August 13-24

Example #1: If you register on June 1 and you register your child from July 3-July 27, you will pay for the first two weeks of July and then submit a second payment on July 13 for the remaining two weeks.

Example #2: If you register on June 1 and your child's first days attending are August 1-24, you will pay for August 1-10 at the time of registration and submit a second payment on August 10 or leave a post-dated check for the remaining two weeks.

Example #3: If you register July 19 and your child is only attending for one week in July and one week in August, you will submit the full payment of the two weeks.

Subsidy

- Upon registration, approved subsidized fees will be subtracted from total registration fees. The remaining amount to be paid must follow option one or two mentioned above. If subsidy has not been approved, post-dated checks must be given.

2. Cancellation:

S.O.D. Program

TIME FRAME	REIMBURSEMENT
One week prior to registered day	100%
24 hours prior to registered day	50%
Less than 24 hours	0%

- Refunds will be paid within two weeks or the money may be transferred to your child's After School Program or SOD Program registration account.

Summer Program

TIME FRAME	REIMBURSEMENT
Before June 30 th	75%
24 hours prior to registered day	50%
Less than 24 hours	0%

- Summer refunds will be reimbursed in September or the money may be transferred to your child's After School Program or SOD Program registration account.

- We respectfully request that the parent/guardian contact the Ponoka Youth Centre to inform the staff if a child will not be attending the program on a particular day, even if it is the morning of the child's registered day. This will ensure that:
 - programming will not be delayed while waiting for the child to arrive.
 - another child on the waiting list is given the opportunity to attend the program.
 - the staff will know the child is safe and will not need to make a call to locate the child.
 - A parent/guardian with subsidization must pay the cancellation fees before their child can attend their next registered day.
 - * *Consideration will be given in the event of family emergencies (i.e. death of immediate family or emergency medical situations, supported by a doctor's note).*
3. The program times are 3:30-5:30 for the After School Program, 8:30-5:30 for S.O.D. days and 8:30-5:00 for the Summer Program. For each additional 10 minutes that the child remains at the program (after the program has ended), a \$5.00 charge per child will be incurred. This charge will be due when the parent/guardian picks up their child. If a child is left for more than one hour after programming has concluded, and all efforts to contact the parent/guardian and/or emergency contacts have failed, Child and Family Services will be contacted to assume care of the child. If a parent/guardian wishes for their child to independently leave the program when it concludes for the day, an Independent Departure Form must be filled out.
 4. Ponoka Youth Centre staff members are not responsible for the transportation of program participants, with the exception of off-site excursions. All off-site excursions will be clearly indicated in the programming calendar. Program participants will be transported to all off-site locations either by a chartered bus company or by walking on foot (within town limits). There will be a minimum of one adult to fifteen children on all off-site excursions.
 5. If a child needs to leave the program early, or if a parent/guardian requests that another adult (other than those listed on the registration form) pick up their child, staff need written notification by the parent/guardian.
 6. If a child does not cooperate with staff and/or volunteers, or the child has become sick or injured, the parent/guardian will be contacted. The parent/guardian is responsible to leave current and accurate emergency contact information with the staff of the program. The PYC staff have permission to obtain health care or administer emergency first aid, if needed.
 7. If a child refuses to cooperate and decides to leave the program and the jurisdiction of the staff and programming area of their own free will, the Ponoka Youth Centre will not be held responsible. However, the parent/guardian will be contacted to inform them of the situation.
 8. The Ponoka Youth Centre will not provide meals for children. However, snacks may be provided. It is the responsibility of the parent/guardian to ensure that staff members are made aware of any food allergies that a child may have. The snack menu will be posted one week in advance in the programming rooms.
 9. The parent/guardian has the right to see all licensing and inspection reports, which are posted in visible areas. They also have the right to see all programming and disciplinary policies, should they so choose.
 10. If a child needs medication while under the supervision of the Ponoka Youth Centre, the parent/guardian must inform the staff and provide them with the medication, as well as fill out the appropriate form. Children are not to self-administer their own medication.
 11. The Out of School Care programs will not run on statutory holidays or days that the schools have been closed due to severe weather.
 12. If a child is not able to adjust to the program parameters (despite all reasonable efforts to assist the child in this adjustment), is unable to conduct themselves according to the expected behaviours or endangers other children in the program through their behaviours, the child may not be able to return to the program.

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

Parent Signature

Date

Staff Witness



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RELEASE OF LIABILITY

I _____ of _____, Alberta, Parent/Guardian of the child _____, hereby acknowledge on behalf of myself and the said child participating in the following events:

ALL ACTIVITIES ASSOCIATED WITH FUNCTIONS OF THE PONOKA YOUTH CENTRE and the said child and myself hereby agree to voluntarily assume those risks whether for bodily injury, property damage or emotional trauma, anxiety or distress arising from the participation and association with the Ponoka Youth Centre.

The said child and myself do hereby release the Ponoka Youth Center, its respective employees, directors, board members and volunteers, joint and severally, from any and all actions, causes of action, claims and demands whether arising from negligence or otherwise, either I or the said child ever had, now have or hereafter can, shall or may have for by any reason of any cause, matter or thing arising from the event or events referred to above.

This release of liability extends, applies to and includes, all unknown, unforeseen, unanticipated injuries, damages, losses, and liabilities and the consequences thereof, as well as those now disclosed above and known to exist.

The said child and myself hereby agree to hold harmless and indemnify the Ponoka Youth Centre from and against any and all claims, demands, actions and costs which might arise out of the association of the said child with the Ponoka Youth Centre.

The said child and myself do further consent to the Ponoka Youth Centre taking pictures of the said child and the above-mentioned events and hereby consent to the use of the said pictures for the purposes of promotion, advertising and fundraising activities.

Information gained in the registration and association of said child will not be shared or used for any other purposes than that for association in the Ponoka Youth Centre. Information gained in the registration and association of said child will only be shared when legally enforced to.

This Waiver of Rights is binding on myself, the said child and our heirs, executors and administrators. I have read this release of liability form, fully understand its terms, and sign it freely and voluntarily.

IN WITNESS WHEREOF I have hereunto set my hand and sealed this _____ day of _____, 20____.

Parent/Guardian Signature

Witness Signature

All participants must complete this Release of Liability form to be eligible to participate.