

CHILD INFORMATION

Child Name: _____, _____, _____
Last First Middle

Birthdate: _____ Age: _____ Grade: _____ Gender: _____
MM/DD/YYYY As of Program Start Date

Primary Address: _____ City: _____

Province: _____ Postal Code: _____ Home Phone Number: _____

Alberta Health Care Number: _____ Child's School: _____

Out of School Start Date: _____ Component(s): One component Both components
MM/DD/YYYY

My child will be attending regularly on the days checked off
 All Mondays Tuesdays Wednesdays Thursdays Fridays
****Please check which days****

PARENT/GUARDIAN INFORMATION *1st to be contacted

Name: _____, _____ Relationship to Child: _____
Last First

Address: _____ City: _____
 Same as Child

Province: _____ Postal Code: _____ Email Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____
 – Please check off which number is the best to reach you at

Hours at work: _____

PARENT/GUARDIAN INFORMATION *2nd to be contacted

Name: _____, _____ Relationship to Child: _____
Last First

Address: _____ City: _____
 Same as Child

Province: _____ Postal Code: _____ Email Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____
 – Please check off which number is the best to reach you at

Hours at work: _____

Is there a Custody Agreement in Effect? Yes No

If so please detail the arrangements below (i.e. every other week– changing on Fridays)

Is there a Court Order in effect barring access to or custody of the child? Yes No

If yes, the program must receive a copy of the Court Order prior to the child's start date, Parents are responsible for updating the Program if there are any changes regarding access or custody of the child throughout the year.

EMERGENCY CONTACT

****Must have emergency contact listed - Licensing requirement. Must be a Calgary resident, cannot be a parent/guardian listed****

Name: _____ Relationship to Child: _____
Last First

Address: _____ City: _____ Province: _____

Must be a full (Calgary) address w/house numbers

Home Phone: _____ Work Phone: _____ Cell Phone: _____

APPROVED INDIVIDUALS FOR CHILD PICK UP

Child is only allowed to be picked up by parents/guardians, and emergency contact as indicated above.

OR

The following individual(s) are allowed to pick up my child. Trico Out of School Care (OSC) has permission to call any of the following individuals in the event that they are unable to contact the parents/guardians or emergency contacts listed in this document. **(Picture ID is required upon pick up each time)**

1. Name: _____ Ph. #: _____ Relation to Child: _____

2. Name: _____ Ph. #: _____ Relation to Child: _____

3. Name: _____ Ph. #: _____ Relation to Child: _____

4. Name: _____ Ph. #: _____ Relation to Child: _____

****Optional** Self-Sign out for children 9 years and older****

Yes, I give my child permission to sign themselves out (and back into the program) of the Trico Centre Out of School Care Program. My child is permitted to leave the Trico Centre Out of School Care Program on their own. I understand that once my child has signed themselves out of the program they will not be supervised by any Trico Centre employee and it is my responsibility to ensure their safety. **This privilege is only granted when parents have pre-arranged the time and/or date with supervisors** (i.e. going for swimming lessons on a certain day, Kumon lessons or calling the day of).

Parent Signature: _____

MEDICAL INFORMATION

Family Physician: _____ Phone Number: _____

Does your child have any **allergies** requiring medication, treatment or supervision?

No Yes (If so please list) _____

Does your child have any **dietary restrictions**? No Yes (If so please list) _____

Does your child have any **medical or emotional conditions** requiring medication, treatment or supervision?

No Yes (If so please list) _____

Please list any **corresponding medications** for the above allergies, medical or emotional conditions. (Please list and fill out a *Medical Administration Form* located on the following page)

Are your Child's Immunizations up to date? Yes No

MEDICAL ADMINISTRATION FORM

This form authorizes the OSC program staff to administer medications on a DAILY or EMERGENCY basis (ADHD medication or Epipens etc.). If your child is medicated at home please do not fill out this form, if your child requires medication on a temporary or seasonal basis please inform the staff at the time the medication is necessary and a form will be provided.

I, _____ Hereby allow the Trico Centre Out of School Care Program Staff to administer the
Parent's Name
 medication(s) listed below to my child, _____
Child's Name

Parent Signature Date [MM/DD/YYYY]

Medication Name	Corresponding Condition	Dosage (Mg, ML)	Signs/ Symptoms to look for before administering

Upon the start of OSC program, additional **Emergency Medication Form** will be provided to the parents containing more details.

SUN SCREEN AND INSECT REPELLENT POLICY

Parents/guardians are responsible for providing sunscreen and insect repellent for their child. Please send it in original container with your child's name on it. Leaders will assist children with application if required. OSC program will provide sunscreen or bug spray if the child does not have it. **If your child requires specific type of sun screen or bug spray due to sensitive skin, allergy or other condition please state it below and ensure that you are providing these items.**

Parent/Guardian Initial

MEDICATION POLICY

All medications that a child must take during program hours must be provided by the parent/guardian in their original, labeled container indicating the medication name, child's name, dosage, and the name of the physician that prescribed the medication. Parents must let leaders know if their child needs to take any medication and fill out the necessary paperwork before medications can be taken. **Emergency medications**, including EpiPens and inhalers, **must be present on-site during the child's attendance.** In the event that the required emergency medication(s) is not available, parents/guardians will be promptly contacted to either deliver the necessary medication or arrange for the child's pickup.

Parent/Guardian Initial

PHOTO RELEASE

While attending OSC children's photos will be taken and shared on the "Photo Wall" inside of the Hive, but out of the public eye; These images will not be used for marketing purposes unless parents/guardians give permission below. My child has permission to participate in media coverage and photographs of programs at Trico Centre. I hereby grant Trico Centre the right and permission to publish moving composite reproduction for the purpose of, without limitation, television, publication, and trade or advertising purposes. Accordingly, I release and discharge the Trico Centre and respective board from any liability by virtue of blurring, distortion, alteration, optical illusion or use of composite form that may occur or be produced in taking of said media or any processing through completion of the finished product.

- I give permission for my child's photo to be used for marketing purposes
- I do not give permission for my child's photo to be used for marketing purposes

Parent/Guardian Signature

NUTRITION POLICY

OSC **does not** provide meals or snacks so we ask that parents send a healthy snack with their child each day and lunch during early dismissal days or PD days. Please note we are a **NUT-FREE** program.

- Our program will provide emergency snacks in the event that a child has run out of food. Parents will be informed when their child has received an emergency snack and if it becomes a regular occurrence parents will be asked to pack their child more snacks or leave additional snacks onsite.

ATTENDANCE POLICY

Parents are required to report all absences to the OSC program by calling the **Absence** line at **403.225.5568** or email the program at **outofschoolcare@tricocentre.ca**. Please make calls to report absences **prior to 2:00 pm** on a regular day and **11:30 am** on early dismissal days. If we have not received a call to confirm your child's absence leaders will:

- Inquire with the school's office staff or bussing monitor.
- Attempt to contact parents/guardians
- In the event that we are unable to confirm your child's whereabouts within 20 minutes of your child's school dismissal time, program leaders will contact Calgary Police Service and Alberta Child Care Licensing.

UNREPORTED ABSENCES

Parents are responsible for calling to report their child's absence from the OSC program.

- First Unreported Absence will result in a written warning from the Director
- Second Unreported Absence - fee of \$1/minute, starting from school bell until we confirm the child's whereabouts
- Third Unreported Absence - fee of \$2/minute, starting from school bell until we confirm the child's whereabouts
- Fourth Unreported Absence - fee of \$5/minute, starting from school bell until we confirm the child's whereabouts
- Fifth Unreported Absence - suspension of service for two (2) days, AM and PM
- Subsequent Non-Compliances may result in the child's withdrawal from the program.

ARRIVAL & DEPARTURE POLICY

ARRIVAL: In the morning parents/guardians must walk their children into the program and check in with the leaders who will sign the child in. In the afternoons, children will arrive from school to the OSC program under the supervision of the leaders unless a transportation amendment has been arranged with the OSC Director.

DEPARTURE: Parents/guardians and authorized individuals must come in to the facility to sign their child out with the leader at the front desk. In keeping with the Alberta Child Care Licensing Act any child removed from the program without being signed out by a leader will be considered a missing child in which case we are required to contact Calgary Police Service and Alberta Childcare Licensing. Any individual picking up the child may be required to produce identification to the leaders.

LATE PICK UP & LATE FEES POLICY

In the event that you know you will be late for pick up it is your responsibility to call and notify the leaders prior to 6pm, please call **403.461.3301** or **403.815.9750**. If the program has not been contacted by 6:00pm the following procedures will be followed: the program will make repeated attempts to contact the guardians on all available numbers, leaving a message on each available line, and allowing time for a call back. After 6:15pm if no contact has been made with the guardians, the program will attempt to call the Emergency Contact to come and pick up the child. If the Emergency Contact is unavailable, the program will contact any of the "Approved Individuals for Child Pick Up" listed on the registration form. If the parents/guardians, emergency contacts, and approved individuals cannot be reached after 60 minutes, Calgary Police will be contacted to pick up the child. In the event that a child is continuously being picked up after 6:00pm the fee schedule bellow will be followed.

Late Fees: The first time: \$1/minute per child starting at 6:05pm / The second time: \$2/minute per child starting at 6:00pm

The third and subsequent times: \$5/minute per child starting at 6:00pm

I acknowledge that I have read, understand, and will abide by all of the above policies and procedures

Parent/Guardian Initial

CHILD GUIDANCE POLICY

The role of the leader is to guide children in developing problem solving skills, positive social skills, and assist with conflict resolution. When utilizing child guidance techniques the leader will always keep in mind the child's age, developmental stage and information collected that may pertain to the cause of the behaviour. Our leaders will make use of the following child guidance strategies when working to correct undesirable behaviours:

REDIRECTION: Leaders will work with the child guide their behaviours toward more positive and appropriate choices.

LOGICAL AND NATURAL CONSEQUENCES: Natural consequences are those that naturally follow a choice/behaviour where logical consequences are chosen in correspondence with the behaviour. When possible children are given the ability to choose their own consequences following an inappropriate behaviour or leaders will provide choices for the child to choose from.

POSITIVE REINFORCEMENT: Leaders will act as a positive role model for the children while also giving children regular and consistent positive feedback for desirable behaviours.

REGROUPING AND RESTRUCTURING: Leaders will change the constellation of the group when they sense that behaviours are beginning to become unsafe. Leaders will rearranging a situation to allow for behaviours to move into a more positive direction.

HUMOR: A sense of humor is critical and helps the child to relax and reduces tension in stressful situations. Leaders will utilize humor only when appropriate to help defuse stress or lessen the seriousness of the moment.

MODELING: Leaders will encourage children to interact positively and respectfully with others through modeling respectful interactions, encouraging positive relationships, developing problem-solving skills and providing leadership opportunities.

PROVIDING CHOICES: When inappropriate behaviours arise leaders will give child a variety of options to assist them in making more appropriate choices.

ANTICIPATING: Leaders will make all attempts to be proactive rather than reactive in their behaviour management techniques. Leaders will supervise children and intervene when they see potential problems arising and will set up the environment to help avoid conflict.

PLANNED IGNORING: Some inappropriate behaviors can be ignored with more attention being placed onto the appropriate/positive behaviors. Leaders will utilize planned ignoring only when it is safe and acceptable to do so.

REFLECTION: Children and leaders will reflect on the child's behaviours as well as the consequences following an event. This is done for self-reflective purposes as well as a tool for preventing inappropriate behaviours going forward.

Any action taken will be within reason according to the circumstances:

- No child will be threatened or denied basic necessities, nor will physical punishment, verbal degradation, or emotional deprivation be used as a form of discipline.
- The use of physical restraint, confinement, and isolation are strictly prohibited within the program.
- The Trico Centre Out of School Care Program reserves the right to discontinue services to those children who pose an immediate threat to the safety and well-being of themselves or others.
- Whatever the action taken, the child is made aware of the reasoning behind the action or consequence.

I acknowledge that I have read, understand, and will abide by all of the above policies and procedures

Parent/Guardian Initial

TRANSPORTATION POLICIES & PROCEDURES

It is our goal to ensure the safety of all leaders and children riding the bus or walking to and from school.

- Children attending FFCA Southeast Elementary, FFCA South Middle School campus, Sam Livingston, Maple Ridge, RT Alderman, Willow Park and David Thompson schools will be bussed both to and from school via the Trico Centre bus.

All children riding the bus in the mornings must arrive to the program and be signed in at the Hive a minimum of 15 minutes prior to bus departure. Families that fail to do so may have to find alternate transportation for that morning.

Each year the Trico Centre applies for a “Transportation Amendment” which allows our program to transport children at a ratio of 1:15 instead of 1:7. If this Transportation Amendment is not granted, or is suspended we will notify all parents via email or phone call.

We recommend that parents/guardians consider dropping off their child earlier during severe winter weather. During these conditions, the Trico bus will depart a few minutes ahead of schedule to ensure the safe and timely arrival of all children at school.

BUS SAFETY PROCEDURES

- Children will be assigned a seat and must stay in their spot unless moved by a leader or bus driver
 - ⇒ Friendships, safety, behaviours, and age are all considered by our program while assigning seats, children will be moved if the program feels they are unable to ride safely in their assigned seat.
- While on the bus children must remain seated in their assigned seat with their backpack on their lap facing forward.
- Children must use a quiet voice while on the bus and may not lean out into the aisle.
- At no time are children permitted to get up or move while the bus is in motion.
- Some Fridays are “free seat Friday” where children may choose a friend to sit with, this is a privilege that is earned based on good behaviour during the week’s bus ride.

All children, leaders and parents must abide by all safety policies and procedures outlined in this document and the Trico OSC Family Handbook. Children that do not abide by these guidelines may be removed from the bus and parents will be required to provide alternate transportation.

SECONDARY TRANSPORTATION PLAN

In the event that the Out of School Care program is unable to use the Trico Centre’s bus, parents will be notified through email, phone call or a text message and children will be transported via Calgary Transit (FFCA schools, David Thompson, Maple Ridge and RT Alderman) or walked (Sam Livingston, Willow Park school) under the supervision of a leader.

TRANSPORTATION CONSENT

please select ALL that apply

- Yes, I give my child permission to be transported to and from school on the Trico Centre’s bus.
- Yes, I agree to allow my child to be transported via Calgary Transit under the supervision of a leader in the event that the Trico Centre’s bus is unavailable. (FFCA, David Thompson, Maple Ridge and RT Alderman)
- Yes, I give my child permission to walk to and from school under the supervision of a leader (Sam Livingston, Willow Park School)
- My child will make their own way to and from the Trico Centre Out of School Care Program and I have signed the ‘Transportation Amendment Form’

I acknowledge that I have read, understand, and will abide by all of the above policies and procedures

Parent/Guardian Initial

DECLARATION OF CONFIDENTIALITY

Except where disclosure is required by regulation or is authorized by law or judicial action, the written and informed consent of the child's guardian (where applicable) shall be obtained when information is to be released to another agency, organization or individual. The written consent shall state the specific information to be given, and the purpose for which it is to be given. All information received at the Trico Centre Out of School Care Program, written and verbal, is to remain confidential. A record of each release of information shall be kept in the child/family file. Breach of the confidentiality declaration by staff may be grounds for dismissal.

PARENTS WITH JOINT CUSTODY AND SHARING CHILD INFORMATION: Due to confidentiality, our program is unable to share attendance records or approved individuals for child pick up when it pertains to the other parent's scheduled time. This matter is not the responsibility of the program and must be discussed between the parents.

DUTY TO DISCLOSE: As caring adults in the lives of children it is the responsibility of the Trico staff members to be available for children to disclose private information in a safe, secure and non-judgmental environment. Should a child disclose sensitive information to a member of our staff; the employee has a duty to document the information, inform the appropriate authorities including but not limited to: Out of School Care Director, Child Abuse Hotline, Calgary Police Services, and Child and Family Services.

FIELD TRIP POLICIES & PROCEDURES

Occasionally we take the children on field trips to various locations in and around Calgary. The fieldtrips generally occur during Professional Development Days or Fall and Spring break when the children don't attend school. Because we service different school systems with varying schedules not all field trips will be available to every child but we do our best to ensure that children have an equal number of field trips available to them.

Each planned field trip has a form outlining the details of the trip including the date, location, time, transportation means, supervision arrangements, ratios, and any special instructions or information children and parents need to know for the trip. Our field trips usually require all staff to attend, because of this any child who is attending the program on that day must also attend the fieldtrip. Parents who do not want their child attending the field trip must make alternate arrangements for care. The cost of field trips are additional to the cost of the PD Days (for both component families only the cost of the field trip will be required). During our field trips leaders will have the following: first aid kits, children's portable records (copy of the first 2 pages of registration forms), attendance sheets, any medications children require, field trip forms, radios/cell phones to contact each other, OSC cell phone in case parents/guardians need to contact while off site. It is the parent's responsibility to ensure that they complete a field trip form and make the necessary payment prior to the deadline written on the bottom of the field trip permission form. Leaders will do their best to ensure that each parent receives a form, however, parents are responsible for ensuring that the form has been signed and handed in on time.

PARTICIPANT ACKNOWLEDGMENT OF RISK

As a condition of participation in this program, the participant does so at his/her/their own risk and neither the Trico Centre or its employees, nor its volunteers will be liable for any loss, damage or injury whatsoever that may occur during any part of his/her/their participation. The participant or parent/guardian of the participant agrees to pay for any ambulance services required and authorizes the Trico Centre to send participant directly to the hospital by ambulance at their discretion. All participants with a disability, allergy and/or medical condition which may affect their participation in the program must inform our staff at time of registration.

I acknowledge that I have read, understand, and will abide by all of the above policies and procedures

Parent/Guardian Initial

GENERAL FIELDTRIP PERMISSION

Throughout the school year we like to take the children on walks or excursions to help them explore and experience the world around them. We have detailed three specific locations below that we regularly visit on PD day's as well as early dismissal days. Parents will be informed prior to us leaving the program for these trips however the below signatures will act as the field trip consent for these excursions. The contact number while we are offsite is **403.815.9750**. The Trico Centre Out of School Care program will be meeting child to staff ratios as required by the Alberta Child Care Licensing Act.

ST. WILLIAM & SAM LIVINGSTON PARK

Address: 11020 Fairmount Dr S.E. (St. William School) and 12011 Bonaventure Dr S.E. (Sam Livingston School)

Transportation: We will be walking from the Trico Centre for Family Wellness in a group to the park.

Supervision: Leaders will be assigned small groups whom they are responsible for prior to leaving the facility. While at the park the children will play in one large group. Attendance will be conducted before and after arrival and departure. While at the park leaders will conduct regular headcounts.

- Yes, I give my child permission to accompany Trico Centre leaders to St. William Park & Sam Livingston school park while attending the Trico Centre Out of School Care.**
- No, I do not give my child permission to participate in these off-site trips.**

Parent/Guardian Signature

Date [MM/DD/YYYY]

FISH CREEK PUBLIC LIBRARY

Address: 11161 Bonaventure Drive S.E.

Transportation: Walking from the Trico Centre for Family Wellness in a group to the Fish Creek Public Library.

Supervision: Children will be split into groups prior to departure depending on the number of children in attendance. Each group will have a leader assigned to them and they will move through the library in their groups. Attendance will be conducted before and after arrival and departure. Leaders will conduct regular headcounts while we are at the library.

- Yes, I give my child permission to accompany Trico Centre leaders to Fish Creek Public Library while attending the Trico Centre Out of School Care.**
- No, I do not give my child permission to participate in these off-site trips.**

Parent/Guardian Signature

Date [MM/DD/YYYY]

SWIMMING AND POOL POLICY

- **POOL RATIOS:** The Trico Centre Out of School Care will adhere to normal staff:child ratios of 1:15 while in the pool.
- **CHANGING PROCEDURES:** During swim time children will change into their swim suits using the gendered change room that they identify with, under the supervision of the same gendered leader. If there is no leader of the same gender available, children will change in the Universal Change Room under the supervision of a leader. Children will choose a locker within an area designated by the leader, they will leave all valuables upstairs in their backpacks or cubbies and therefore will not need to lock their lockers.
- **SHOWERING BEFORE SWIMMING:** All patrons, employees and volunteers must have a head to toe shower (including hair) before getting into the pool.
- **REVIEW OF RULES:** before each swim leaders will go over the rules with children which includes but is not limited to: no running, go to the bathroom in pairs, hot tub/rope rules.
- **LIFE JACKETS:** all children who are under the age of eight (5, 6, or 7 years old) **MUST** wear a life jacket regardless of their swimming ability, this rule is for the safety of your child and all other patrons no exceptions will be made.
- **SWIM TESTS:** In order to swim in the deep end of the pool (behind the black line) all children must pass the Trico Centre Swimming Test. **The test includes: Jumping in from a height, Treading water for 30 seconds, Swimming 2 lengths, face in, without touching the ground or walls.** The Life Guard has final say on whether the child has passed the test and their ruling must be respected. Children who fail may take the test again during the next swimming day if they desire. Life Guards will record who passed the swim tests so that we have an accurate record. Children must pass the swim test while in the care of the Trico OSC (i.e it will not be counted in our records if children pass during Day Camps). Children may take the swim test while wearing a life jacket provided if they are 8 years or older, *any child who is under the age of eight may not enter the deep end regardless of wearing a life jacket or not (this includes the Tarzan Rope).*
 - *Children who have passed the swimming test will be given a red, orange or yellow pinnie.
 - *Children that must stay in the shallow end of the pool must wear a green, blue, or purple pinnie.
- **HOT TUB & STEAM ROOM:** children and leaders are not allowed to go into the hot tub or steam room during OSC swim.
- **TARZAN ROPE:** One person at a time, make sure no one else is in the area before you use the rope, swing straight out and let go on X, entering feet first. Do not flip or spin. Exit rope area immediately - do not jump, climb or hang on the rope from water level. Life jackets are permitted.
- **POOL TOYS/EQUIPMENT:** water toys and equipment may be used during the OSC swim at the Leaders' and Life Guards' discretion.
- **ADHERENCE TO THE RULES:** Children who are unwilling to adhere to the above rules (or rules stated by the Life Guards or OSC Leaders) may have their swim privileges taken away for a period of time to be determined by the Director or Head Guard.

Yes, I give my child permission to swim with the Trico Centre Out of School Care program.

No, my child may not participate in the swimming portion of the Trico Centre Out of School Care program.

Parent/Guardian Signature: _____

PERTINENT CHILD INFORMATION

To help your child to succeed in our program we would like to know a little bit more about them. The following questions will help us get a better sense for who your child is and how we can support them and their needs. Please try to provide us with some insight.

In your own words describe your child's personality and unique qualities?

Are there any challenges, behaviorally or developmentally, you feel we should be aware of to assist your child in being successful while at Trico OSC program? Are there any behavioral concerns or triggers ?

Strategies used at home/school that work well for the child?

Any recent behavioural or emotional challenges? Any recent major family changes (divorce, moving..)?

CHILD'S INTERESTS AND HOBBIES

Please indicate the activities your child is the most interested in:

- Arts/Crafts Building/Construction/Lego Make Believe Reading Music Dancing Dress-up
 Board/Card Games Puzzles Barbies/Dolls Making Messes Competition Organized Sports
 Gym Games Nature/Outside Other _____

Hobbies, extra curricular activities and interests?

Your child's preferred ways to unwind/relax?

TELL US ABOUT YOUR FAMILY HERITAGE - ADDITIONAL HOUSEHOLD INFORMATION

What is your family's cultural or ethnic background? What language is spoken at home?

How many children do you have and what are their names and ages? Who else lives in your home (including pets)?

What are special cultural practices or celebrations important to your Family?

What are the occupations of the Parents/Guardians?

PARENTAL INVOLVMENT PREFERENCES

Would you be interested in volunteering with our program? If yes, in what capacity ?

Yes No _____

Would you be interested in participating in cultural or educational events for children and families within the program?

Yes No _____

Are there ways you would like to contribute to creating a diverse and inclusive environment with in the program?

EXPECTATIONS FROM THE PROGRAM

Please list 1-4 specific expectations or goals you have for your child which OSC can aid and support them in achieving:

Are there any specific activities/areas or focus you hope the program will offer?

If you were to walk into a high quality Out of School Care Program what would it look, sound and feel like?

How can the program best support your child's development and well-being?

HOW DID YOU HEAR ABOUT US?

Word of Mouth: *From who?* _____

Website/ Search Engine

Printed Ad: *where?* _____

From School

At Trico Centre

Other: _____

TRICO CENTRE OUT OF SCHOOL CARE PROGRAM PAYMENT INFORMATION

Registered Account (Parent/Guardian Paying) Name: _____

Child's Name: _____

I am registering my child for:

- 1 Component OSC membership (AM or PM) - \$460.00** per month
- 2 Components OSC membership (Both AM and PM) - \$575.00** per month

- I understand that an additional fee of \$40.00/child per full PD Day is required to register children that only attend 1 component (either mornings or afternoons) of the program regularly. This fee must be paid in advance at Guest Services or online and a receipt must be produced upon request.*
- I understand that I am responsible for paying all late fees, PD Day and field trip fees. I agree that if any of these fees remain un-paid the Trico Centre Out of School Care may use the financial information (credit card, direct debit) I have provided to collect these fees.*
- I understand that for any changes, cancelations or withdrawals I am required to give 30 days written notice on or before the first of the month. This must be submitted to the Director via email.*
- I have set up my account and provided my payment information at Guest Services or online*
- I understand that I will be charged \$30.00 plus GST on NSF (Non-sufficient Funds) payments.*
- I understand that in the event of a program closure mandated by Alberta Health Services, no refunds or credits will be issued for the remainder of the prepaid month.*

Parent/Guardian Signature: _____ Date: _____

[MM/DD/YYYY]

- I will be applying for/have been approved for **Child Care Subsidy** and I understand that notice of approval must be submitted to the Director before the subsidized fees will take effect. I understand that I am responsible for applying for subsidy and sending timely updates to the Director. I understand that should my subsidy be denied or reduced at any time I will be responsible for the payment of the remaining monthly balance.*

HANDBOOK/POLICIES AGREEMENT & ACKNOWLEDGEMENT

I acknowledge that I have read, understand, and will abide by all policies outlined in this document as well as the Trico Centre Out of School Care Family Handbook.

Dated this _____ day of _____ 20____, in the City of Calgary in the Province of Alberta.

Parent/Guardian Printed Name: _____ Parent/Guardian Signature: _____