



PARENT HANDBOOK  
AFTER SCHOOL CARE PROGRAM

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Lloydminster Catholic School Division

2010 - 2011

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# After School Care Program

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## 1. Introduction

Welcome to the Lloydminster Catholic School Division After School Care Program. Our program offers safe and stimulating childcare right in your child's own school.

## 2. Service Plan Philosophy

Catholic School Mission Statement: We give glory to God by educating children with a caring Catholic community. In God's name we, in the Lloydminster Catholic School Division provide opportunities for students:

- to address their individual needs, interests and gifts.
- to achieve their full potential, with emphasis upon service to others.
- to meet challenges of their life long journey.

We endeavor to meet the needs of individual children, as well as the group as a whole, by offering a nurturing, stimulating environment where children are free to make choices and develop relationships with peers and adults.

The After School Care Program is operated by the Lloydminster Catholic School Division. The Coordinator, Principal, and School Board ensure that the program meets the needs of all involved. Qualified childcare professionals staff the After School Care Program with a staff to child ratio not licensing regulations.

## 3. Parental Information

### 3.1 Registration

- 3.1.1 The After School Care Program will accept a minimum of 15 children ages 5 – 12 years who are registered as students at the school in which the program operates.
- 3.1.2 Parents/Guardians will receive a Parent Handbook containing pertinent registration information.
- 3.1.3 Parents/Guardians will complete one registration form for each child. All information obtained will be confidential.
- 3.1.4 Parents/Guardians are responsible for advising Program Leaders of any changes that have occurred in their personal or work status. (See attached form)
- 3.1.5 Priority for registration will be given to those needing full-time care.

### 3.2. Fee Information

- 3.2.1 Fees will be \$4.50/hour/child. Each additional child in family will be \$3.50/hour.
- 3.2.2 A Minimum of 1hour per day will be billed per child.
- 3.2.3 A deposit of \$140.00 per full-time child will be required and applied against the final month of school care.
- 3.2.4 Fees received after 5 days of the invoice will be charged a \$10.00/day late fee.
- 3.2.5 Cheques are to be made payable to the Lloydminster Catholic School Division. There is a \$20.00 charge for NSF cheques. If we receive an NSF cheque, no future cheques will be accepted. It will be a CASH only basis.
- 3.2.6 Extenuating circumstances regarding ability to pay must be brought to the attention of the Community Development Coordinator immediately. The Community Development Coordinator in consultation with the Director of Education may approve “special arrangements” regarding payment of fees.
- 3.2.7 Invoices will be issued at the end of each month with **payment required upon receipt of invoice/statement.**
- 3.2.8 Non-payment of the fees will result in the dismissal of your child/children in the After School Care Program. Your account will be sent to a collection agency and there will be an additional \$25.00 charge.
- 3.2.9 Snacks will be included, parents will be encouraged to donate food items at time of collection.
- 3.2.10 If you choose to use your invoice receipts for Tax purposes, it is YOUR responsibility to maintain original receipts. If an additional copy is requested there is a \$20.00 charge.

**A MINIMUM OF ONE HOUR WILL BE BILLED FOR CARE.  
HOURS WILL BE ROUNDED TO THE NEAREST HALF HOUR.**

### 3.3. Withdrawal/Absence From The Program

#### 3.3.1 Absence

Parents/Guardians of St. Mary’s are required to contact the school at (780) 808-8600 by noon on the day the child shall be absent  
 Parents/Guardians of Father Gorman are required to contact the school at (306) 825-4600 by noon on the day the child shall be absent.  
 Parents/Guardians of St. Joseph’s are required to contact the school at (780) 875-2442 by noon on the day the child shall be absent.

A 2 hour charge will be charged to your bill for not letting the staff know by noon of that day. There may also be a \$25.00 charge for neglect to let the office know for an unnecessary investigation of the reason for the child’s absence.

### 3.3.2 Withdrawal

Parents/Guardians are required to provide Program Leader with two weeks written notice prior to termination of childcare services. Failure to provide appropriate notice may result in forfeiture of prepaid deposit.

## 3.4. Accountability For Attendance

### 3.4.1. Sign In/Sign Out

Each child is signed in by a Program Leader upon arrival, and signed out by a Parent/Guardian or duly authorized person. No child will be allowed to leave without being picked up by an authorized person.

### 3.4.2. Children 9-12 Sign Out Permission

If a child is between 9 – 12 years of age and a parent requests child to walk home when parent arrives home after work, a parent must call the Program Leader before the child will be released to go. Child must be instructed to walk straight home and have gone over route and stranger safety with parent prior. Parent must then call program leader as soon as child arrives at home. Children 9 -12 sign out permission form must be filled out prior to this procedure taking place.

### 3.4.3. Late Pick Up

Children must be picked up by 5:30 p.m. If a child has not been picked up by 5:30 p.m, parents will be charged \$5.00 for every 5-minute intervals thereafter. If a child has not been picked up by 3:45 p.m. and Program Leaders are unable to reach a parent or emergency contact person, the East Central Alberta Child and Family Services Authority will be asked to take charge of the child.

### 3.4.4. Distal Supervision

Distal supervision is defined as intermittent, direct supervision by a staff where there is a planned, location-specific, time bound program activity for children 9 to 12 years of age. Parents need to sign a permission form allowing their children ages 9 to 12 to be supervised by distal supervision.

## **IMPORTANT NOTICE**

**Our After School Care Program is only responsible for child(ren) while on the school premises and during supervised outings. The After School Care Program is not responsible for a child(ren) on his/her way to our program.**

### **ST. THOMAS STUDENTS**

**\*\*\*If your child is scheduled to ride the transfer bus from St. Thomas to Father Gorman or St. Joseph's and misses the bus, it is the parents' responsibility to pick up child from St. Thomas and bring to Father Gorman.**

#### 3.4.5. Absenteeism

**AFTER SCHOOL CARE** - Parent/Guardians are required to contact the school secretaries at (780) 808-8600 for St. Mary's, (306) 825-4600 for Father Gorman, (780) 875-2442 for St. Joseph's by **11:25 a.m.** on the day their child shall be absent. If call is received after this time the parent will be billed a 2 hour fee of \$9.00.

### **3.5 Children Records**

The following records for each child will be maintained on program premises:

- 3.5.1 Child's name, date of birth, and home address.
- 3.5.2 Completed registration form.
- 3.5.3 Parents, name, home address, telephone number and cellular numbers.
- 3.5.4 Emergency person name, address, telephone numbers and cellular numbers.
- 3.5.5 If medication is needed to be administered that written consent of parent and the name of medication, the time of administration, the amount administered, and the initials of the person who administered it.
- 3.5.6 The particulars of any health care provided to the child, including a written consent of the child's parent.
- 3.5.7 Parents will provide any other health information about their child in writing.

### **3.6 Hours of Operation**

The After School Care Program will operate from first day of school to last day of scheduled classes on regular school days. On regular school days after school care will be provided between 3:10 p.m. and 5:30 p.m. staff meetings etc. (2:10 p.m. 2nd Wednesday).

### **3.7 Snack Program**

There will be a light snack provided for your child/children. The snack will include two of the four food groups from the Canada Food Guide. Snack time will be when all children arrive at After School Care Program which is approximately by 3:30 p.m., children will all wash their hands prior to snack and all children will be seated while eating and drinking. Parents/Guardians are welcome to provide an extra nutritious after school snack for their child. Lloydminster Catholic School Division has developed nutrition guidelines for

our school system, please refer to website for guidelines and healthy snack options. Children will not be allowed to eat junk food for snack. **Note: Schools are Nut- Free therefore; no nut products or traces of nuts are allowed within the snacks.**

### 3.8 Discipline

At time of registration, parents will be provided with this Parent Handbook that outlines discipline and communication process to parents, staff and children. The After School Care Program shall have consistent rules and limits, known to the child, parent/guardian and staff. Children will not be subjected to physical punishment, verbal or physical degradation or emotional deprivation. Discipline will not deny or threaten to deny any basic necessity. Discipline will not use or permit the use of any form of physical restraint, confinement or isolation. Any child discipline action taken must be reasonable in the circumstances. Discipline shall be age appropriate where the child may have input into the consequences of his/her behavior. Reasoning, removal, or time away shall be the main discipline techniques. In the event where time away is required, the Parent/Guardian shall be informed of the incident at the time of pick up. Communication of discipline will be through parent/leader contact at the end of each day and a behavior inquiry will be completed and signed by child, parent and staff, which will outline behavior, consequences and follow up. These will be kept in child's file for record. The After School Care Program is a privilege and if a child is disruptive and has been given two warnings, the Parent/Guardian may be asked to remove the child immediately. A meeting between Parent/Guardian, Staff and the Principal may then be held to determine a future course of action.

### 3.9 Medication and Medical Policies

- 3.9.1 The After School Care Program will comply with the regulations under the Public Health Act. Parents/Guardians, therefore they are required to fill out the medical information form which requires two emergency contact numbers, their health care number and health history.
- 3.9.2 Children who have a contagious diseases such as mumps, measles, chicken pox, pink eye, impetigo etc., must be excluded from the After School care Program for the amount of time specified by the Public Health Nurse or Family Physician.
- 3.9.3 Administration of medication to a child only can occur where written consent of the child's parent is obtained.
- 3.9.4 All medication must be in original labeled container and shall be kept in a locked cabinet that is inaccessible to children.
- 3.9.5 The Program Leader shall be responsible for administering medication according to the labeled directions.

- 3.9.6 All medication administered with child's name, document name of medication, time administered, amount administered and initialed by leader who administered.
- 3.9.7 Parents/Guardians are responsible for relaying any medical concerns that their child may have to the Program Leader.
- 3.9.8 Lloydminster Catholic School Division After School Care may provide or allow for the provision of health care to a child only if the written consent of the child's parent has been obtained, or the health care provided is in the nature of first aid.
- 3.9.9 Should a medical emergency occur with a child and medical attention is required an ambulance will be called to transport the child to the hospital. Parent/Guardian will be contacted as quickly as possible so that they can be at the hospital when their child arrives. All expenses incurred will be the responsibility of the parent.
- 3.9.10 When a child is sick Program Leaders will keep child as far away as possible from other children while still in direct supervision by Program Leader. Parent will be notified that their child is sick and they will be asked to pick child up.
- 3.9.11 All children must have a copy of their immunization record on file with the After School Care Program then are registered.

### **3.10 Accident or Illness**

A child's parent will be notified via telephone at the time of an accident or serious illness involving their child.

#### **Emergencies and Transportation:**

- 3.10.1 Parent/Guardian is responsible to make program leaders aware of any medical illnesses that may occur with their child. Parents/Guardians are to inform as to what procedures the Program Leader should follow in such cases.
- 3.10.2 Treatment of injuries shall be limited to basic first aid.
- 3.10.3 In the case of an emergency requiring medical attention, the Program Leader should notify the Parents/Guardians while the other Program staff remains with the injured child.
- 3.10.4 If transportation to the hospital is required by ambulance, the parents shall be responsible for expenses incurred.
- 3.10.5 When a child is taken to a hospital for treatment of illness or injury, the Program Leader/Coordinator/Principal shall make every attempt to notify the Parent/Guardian immediately. If the Parent/Guardian cannot be reached, the Coordinator/Principal shall accompany the child to the hospital and advise the hospital accordingly. The Coordinator/Principal shall stay with the child until relieved by a Parent/Guardian or until a doctor discharges the child.
- 3.10.6 Private vehicles are to be used for emergency transportation **only** as a last resort if an ambulance is not readily available and the Coordinator/Principal deem that the child must have immediate medical attention.

3.10.7 The Program Leader and witnesses will fill out an incident report as soon as possible following a medical or life-threatening emergency.

### **3.11 No Smoking Policy**

No person is permitted to smoke on Lloydminster Catholic School Division property.

No personnel of Lloydminster Catholic School Division shall smoke at any time or place where child care is being provided.

### **3.12 Off-Site Activity**

Parents will be asked permission through signing a permission form to allow their child to participate in an off-site field trip. The permission will include the following information on it: where, when, cost, transportation, supervision needed, plan for pick up. Parents must give consent in writing for child's permission to participate in off-site activity.

## **4. School Facilities**

The school division remains the ultimate authority of the After School Care Programs. The rules and expectations already established by the school will be upheld during the operation of the After School Care Program.

## **5. Volunteers**

Parents/Guardians can also be valuable members of the Lloydminster Catholic School Division and in assisting with special events. Please advise the Program Leaders if you would like to be part of special events committee. Volunteer assistance and expertise will be sought on an ongoing basis. Early Childhood Development students from Lakeland College will use the Program for practicum placements.

## **6. Evacuation Procedure and Portable Records**

### **6.1 Posting of Emergency Plan**

Emergency plans will be posted in a visually accessible area for parents, leaders and children to view.

6.2 Portable Records with emergency information will be maintained. Portable records will include the following information: Child's name, date of birth, home address, parent's name, home address and telephone number, the name, address and telephone number of a person who can be contacted in case of an emergency.

6.3 Program Leaders will spend time monthly when they complete their monthly fire drills to review with children emergency evacuation plans. For any emergency or field trip, evacuation plans portable records will be taken with.

#### 6.4 Fire Evacuation

In the event of a fire or other emergency situation, the safety of the children shall be the first priority. Children shall be removed from the building immediately.

- 6.4.1 Designated students shall move to an exit door and hold it open.
- 6.4.2 Students shall file out in an orderly fashion and go directly to their assembly area.
- 6.4.3 One staff shall pick up the register, and after ensuring that all students have left the school, shall leave the area last. The other staff will go out with the children.
- 6.4.4 Children must not take extra time to put on extra clothes or pick up personal belongings. Sufficient clothing and footwear must be worn at all times while attending the After School Care Program.
- 6.4.5 Once the school has been proven safe, students and staff shall return in an orderly fashion.
- 6.4.6 No one shall re-enter the building until it has been determined safe.

In the event of a fire or other emergency situation, the safety of the children shall be the first priority. Children shall be removed from the building immediately. Parents/Guardians shall be notified of the emergency evacuation and where the children have been relocated. Children will be relocated to Superstore for the St. Mary's program, Lloydminster Metis Housing Authority office for Father Gorman program, and St. Anthony's Church for St. Joseph's.

### 7. Confidentiality

All forms completed by the Parent/Guardian will be protected by FOIP Regulations. Information will only be shared with the Program Leaders/Principal.

### 8. Licensing

Licensing Officers are responsible to investigate complaints of non-compliance to the Social Care Facilities Act. Complainant's identity is not divulged to the operator, and can be made to the Region 5 – East Central Alberta Child & Family Services Authority Licensing Office at (780) 679-1282 or toll free at 310-0000. Periodic monitoring visits occur in the school age program throughout the year.

### 9. Staffing

All staff hired will hold a minimum level of a Child Care Assistant, Early Childhood Certificates, Teacher Assistant Certificate, Early Childhood Diploma, Rehabilitation Diploma or other related certificates, diplomas or degrees and have valid Standard First Aid in Childcare CPR, Criminal Record Checks, as well as experience working

with school age children. Before the first day of school, all staff will make sure all information and required criminal checks, first aid are complete and valid. At all times, the correct number of staff with their level of certification will meet child ratios.

## **10. Administrative Records**

Current administrative records will be kept on premises including the following information:

- a. Daily attendance sheets including time in and time out and signatures.
- b. Program Leader will post attendance sheets with arrival and departure times and hours spent providing child care.
- c. Evidence of all the Program Leaders' level of child care certification will be posted.
- d. Current First Aid certificates for all Program Leaders will be posted.
- e. Verification of criminal record check required and updated every three years

## **11. Incident Reporting**

Program Leaders will report all incidents to the Principal and Coordinator immediately. Licensing officer or regional office will be reported to within 2 working days of incident. The following will be reported to the licensing officer: emergency evacuations, program closure due to an emergency, an intruder on the program premises, a child removed from the program by a person without parent/guardian consent, an injury requiring medical attention, a lost child or a child left on the premises after operating hours.

## **12. Communicable Diseases**

Parents must remove their child from program premises as soon as possible when a leader knows or has a reason to believe that a child may be suffering from a disease. Lloydminster Catholic School Division After School Care Program requires Parents/Guardian to remove their child from the program premises immediately if the child is suffering from a disease listed in Appendix A (Communicable Diseases Regulations).

## Appendix A – Communicable Diseases Regulation (Alta Rg. 238/85)

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### SCHEDULE 1

Acquired Immunodeficiency Syndrome (AIDS)	Neonatal Herpes
Amebiasis	Nosocomial Infections
Anthrax	Ophthalmia Neonatorum (all causes)
Arboviral Infections (including Dengue)	Paratyphoid
Botulism	Pertussis
Brucellosis	Plague
Campylobacter	Poliomyelitis
Cerebrospinal fluid isolates	Psittacosis
Chickenpox	Q-fever
Cholera	Rabies
Congenital Infections (includes Cytomegalovirus, Hepatitis B, Herpes Simplex, Rubella, Toxoplasmosis, Varicella-zoster)	Reye Syndrome
Dengue	Rickettsial Infections
Diphtheria	Rocky Mountain Spotted Fever
Encephalitis, specified or unspecified	Rubella (including Congenital Rubella)
Enteric Pathogens. See note below	Rubeola
Foodborne Illness. See note below	Salmonella Infections
Gastroenteritis, epidemic. See note below	Shigella infections
Giardiasis	Smallpox
Haemophilus Influenzae Infections (invasive)	Stool Pathogens, all types. See note below
Hemolytic Uremic Syndrome	Tetanus
Hepatitis A, B, Non-A, Non-B	Toxic Shock Syndrome
Kawasaki Disease	Trichinosis
Lassa Fever	Tuberculosis
Legionella Infections	Tularemia
Leprosy	Typhoid
Leptospirosis	Typhus
Listeriosis	Varicella
Malaria	Viral Hemorrhagic Fevers (including Marburg, Ebola, Lassa, Argentinian, African Hemorrhagic Fever)
Measles	Waterborne Illness (all causes). See note below
Meningitis (all causes)	Yellow Fever
Meningococcal Infections	
NOTE: Enteric Pathogens, Foodborne Illness, gastroenteritis, epidemic and waterborne Illness include the following and any other identified or unidentified cause: Aeromonas; Bacillus cereus; Campylobacter; Clostridium botulinum and perfringens; E. Coli (enteropathogenic serotypes); Salmonella; Shigella; Staphylococcus; viruses such as Norwalk and Rotavirus; Yersinia.	
Meningococcal Infections	
Mumps	

## **Appendix B – Universal Precautions**

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### **Handwashing:**

- Hands and any skin surface contaminated with blood or other body fluids should be washed thoroughly as soon as practicable.
- To wash hands, use plain soap and vigorously rub together all surfaces of lathered hands for at least 10 seconds. Rinse thoroughly under a stream of water. Avoid the use of abrasive soaps and brushes. Hand lotions should be used to prevent drying of the skin.

### **Use of protective clothing and equipment:**

- Use disposable latex gloves to handle or clean up blood and body fluids or secretions-excretions. Household “rubber” gloves can be used but require cleaning with bleach solution and repeated rinsing with water before they can be used again.
- Hands should be washed after gloves are removed.
- Use waterproof coverings on any open cuts or sores.

### **Clean up of spills of blood and other body fluids:**

Clean contaminated surfaces with detergent and water. Then disinfect surfaces with a solution of one part household bleach to ten parts water. CAUTION: some surfaces may be damaged by exposure to bleach solution.

- Rinse mops and cleaning rags with one part bleach to ten parts water.

### **Laundering of clothing and linen:**

- Clothing and linen soiled with blood or other body fluids, secretions or excretions should be laundered in as hot water as the material will allow. If necessary, soiled articles may be rinsed in cold water prior to laundering in as hot water as the material will allow.

### **Disposal of contaminated wastes:**

- Secure in a sealed double plastic bag before discarding with routine garbage. Sharp objects, such as broken glass that may be contaminated with blood, should be discarded in sturdy puncture-proof plastic or metal containers (such as an empty coffee can) with a firmly fitting lid.

**Form - 1**

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**Parent / Division Agreement****Parent(s):** \_\_\_\_\_**School:** \_\_\_\_\_

Care will commence on \_\_\_\_\_ and will be provided on the following days of the week \_\_\_\_\_ for the hours of \_\_\_\_\_.

*Parent(s) Responsibilities*

- Parent(s) will notify the Program Leader as soon as possible if:
  - child/children will be absent from care;
  - parent(s) working hours or job location changes
  - parent(s) will be more than 15 minutes late dropping off or picking up child/children
  - any illness or injury to the child has occurred since the last period of care
  - there are any changes in the family home or child/children's routine that may affect his/her well being
  - parent(s) are planning vacation time when the child/children will not be in attendance at the After School Care Program
- Parent(s) will be responsible for child's care in the event of illness.
- Parent(s) shall complete the "Medical Authorization Form" for any medication that is to be given to the child/children by the Program Leader.
- Parent(s) will pay fees within 5 working days of invoice or a \$10.00 late fee per day will be charged, and care will be terminated until payment is received.
- Parent(s) will be billed a minimum of 1 hour.
- Parent(s) will be charged starting at 3:10 pm, if at an after school extracurricular program then returning to After School Care.
- Parent(s) shall complete and maintain up-to-date medical history and emergency contact forms and any applicable permission forms.
- Parent(s) shall inform the Program Leader of those persons whom child/children can be released to.
- Full Time Care registration is 3 hours per day for 5 days per week M-F, plus 1 hour per month for early dismissal and regularly scheduled school days cancelled for staff development or other reasons approved by the Board of Education.
- There would be no care on days when there is no school
- Holidays there will be no care: Labour Day, Thanksgiving Day, Remembrance Day, Christmas Holidays, Family Day, Teachers convention, mid-term break, Good Friday, Spring Vacation, Victoria Day

### *Program Leader Responsibilities*

- Provision of a safe, childproof environment.
- Provision of snacks based on the Canada Food Guide.
- Provision of daily indoor and outdoor (weather permitting) activities to foster child/children's growth and development.
- Provision of toys and equipment appropriate to the age and needs of the child/children.
- Occasional field trips such as visits to parks, playgrounds, museums and other suitable venues with parental consent.
- Parents will receive regular feedback regarding the progress and concerns of their child/children.
- Appropriate discipline methods will be employed. No shaming or corporal punishment will be used.
- Program Leaders will administer prescribed medication to the child/children as per parent(s) request and consent, if within the scope of the leaders, training/ abilities.
- Immediate action will be taken for emergency situations or treatment of a child if parent(s) cannot be contacted.

### *Lloydminster Catholic School Division Responsibilities*

- The division agrees to comply with the requirements of the After School Care Licensing Manual and procedures in respect to such supervision and monitoring.
- The division agrees to supervise, monitor, support and train the Program Leaders to meet with Region 5 Child and Family Services licensing regulations.
- The division agrees to place child/children in consultation with parent's requirements.
- The division will monitor the After School Care Programs on a weekly basis.
- The division agrees to investigate any concerns brought forth by the Program Leaders or parent(s) and to determine the best solution for all parties involved.
- The division will provide monthly statements to parent(s) to verify accuracy of fees and payment of same.
- The division will ensure all information on child/children and families is confidential.
- The hourly fee for care is \$4.50/hr for first child and \$3.50/ hr for second/third child. Payment is due for the agreed upon hours/days. Full- Time care is defined as 3 hours per day, plus 1 for early dismissal on days there is school plus actual hours for Board Approved school closure. Priority will be given to families needing full time care. Part time and casual care spots will be bumped if program is full. Fees may be increased during the year and parents will be notified one month in advance. Payment is to be made upon receipt of statement. If fees are not paid within 5 working days of invoice an additional charge will be billed of \$10.00 per day late. Payment can be made in cash, money order or by cheque.

Cheques are to be made payable to: Lloydminster Catholic School Division. They will issue receipts for all childcare payments.

*E. Duration and Termination*

This contract will be in effect starting

\_\_\_\_\_  
 Parent(s) will give two weeks notice of termination of this childcare agreement unless there are extenuating circumstances that are mutually agreed upon between the parent, and the Lloydminster Catholic School Division. In lieu of notice given by parent(s), payment for two full weeks of care shall be due and payable. (An average of fees charge from prior two months of care.)

Changes and additions to this agreement must be signed by the parent(s) and a representative from the Lloydminster Catholic School Division and the change/addition appended to the original contract.

Dated at the City of Lloydminster in the Province of Alberta this \_\_\_\_\_ day of \_\_\_\_\_ AD, 20\_\_

The undersigned have read, understood, and agreed to the terms and conditions specified in Lloydminster Catholic School Division After School Care Program, Parent, and Division Agreement.

\_\_\_\_\_  
 Parent Signature

\_\_\_\_\_  
 Program Leader

\_\_\_\_\_  
 Witness Signature

Licensing for this program is provided by Region 5 Child and Family Services Authority.

**Form - 2****Permission Form****FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT**

I / We, \_\_\_\_\_, hereby give permission to share necessary personal information (name, phone number) with other staff and parents for the purposes of program coordination.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**DISCIPLINE POLICY**

I have read and agree with the Discipline Policy of the After School Care program in the policy manual.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**AFTER SCHOOL CARE PARENT REGISTRATION MANUAL**

I HAVE READ AND UNDERSTAND THE AFTER SCHOOL CARE PROGRAM IN THE POLICY MANUAL.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**PHOTO PERMISSION**

I, \_\_\_\_\_, hereby release for publication or telecast in any medium, the photograph of my child \_\_\_\_\_.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**HEALTH RECORD**

ALBERTA HEALTH CARE NO. \_\_\_\_\_ - \_\_\_\_\_ CHILD'S PHYSICIAN \_\_\_\_\_

SASKATCHEWAN HEALTH NO. \_\_\_\_\_

Physician's Address \_\_\_\_\_

Physician's Office Phone \_\_\_\_\_ Is your child's immunization up to date? YES NO

History of Illness (Please describe your child's former or current medical history):

\_\_\_\_\_

\_\_\_\_\_

**Form - 3****Medical Treatment Release**

If your child has Asthma, what triggers it? \_\_\_\_\_

If your child has Eczema, what triggers it? \_\_\_\_\_

Does your child have allergies to: (Please specify)

FOODS: \_\_\_\_\_

DRUGS: \_\_\_\_\_

OTHER: \_\_\_\_\_

If your child does have allergies please fill out the Allergy Instruction Form and discuss with the team leadership. (Otherwise mark not applicable.)

After school care leaders will only administer antidote/allergy/seizure medications on an emergency basis.

Should a life threatening emergency occur, is there any medical treatment that you would not wish you child to have?

I/We, \_\_\_\_\_, hereby grant temporary guardianship of my/our child, \_\_\_\_\_, to the After School Care Program for purposes of emergency medical treatment, to be effective during the hours that my/our child is in the care of the After School Care Program.

I/We understand that if an emergency should occur the After School Care Program will make every effort to contact me/us, the parent(s)/guardian(s). Should they be unsuccessful in locating me/us, I/we authorize any and all employees of the After School Care Program to sign for medical treatment of my/our child, including transportation by ambulance if deemed necessary.

I/We also give permission to the attending physician to treat my/our child for illness or injury as is necessary under these circumstances. This release form will be in effect from the date below until termination of enrolment.

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Witness \_\_\_\_\_  
(Other than immediate family)



**Form - 5**

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**Permission For Distal Supervision**

Distal Supervision is defined as intermittent, direct supervision by a staff where there is a planned, location-specific, time bound program activity for children 9 to 12 years of age.

I, \_\_\_\_\_, give permission for my child \_\_\_\_\_, to be included in group activities where distal supervision is in effect as defined above. I understand that Staff will provide direct supervision and check on my child at reasonable intervals.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Lloydminster Catholic School Division  
After School Care Program**

**Children 9 – 12 years Sign Out Permission**

If a child is between 9 – 12 years of age is requested by parent to walk home when parent arrives home after work, a parent must call the program leader before child will be released to go. A permission form will also need to be filled out. Parent must then call program leader as soon as child arrives at home. Children 9 -12 sign out permission form must be filled out prior to this procedure taking place

I, \_\_\_\_\_, give permission for my child \_\_\_\_\_, to walk home when I call program leader that I am at home.

I, \_\_\_\_\_, will also call program leader as soon as child arrives at home. (St. Joseph at 875-2442 / St. Mary's at 808-8600/Father Gorman 825-4600)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Form - 6****Registration Information****SCHOOL**\_\_\_\_\_ **CHILD'S NAME**\_\_\_\_\_

Child's Preferred Name\_\_\_\_\_ Date of Birth\_\_\_\_\_ Sex\_\_\_\_\_

Mother's Name\_\_\_\_\_ Father's Name\_\_\_\_\_

Mother's Address\_\_\_\_\_ Father's Address\_\_\_\_\_

Postal Code\_\_\_\_\_ Postal Code\_\_\_\_\_

Mother's Home Phone\_\_\_\_\_ Father's Home Phone\_\_\_\_\_

Mother's Work Place\_\_\_\_\_ Father's Work Place\_\_\_\_\_

Mother's Work Phone\_\_\_\_\_ Father's Work Phone\_\_\_\_\_

Mother's Cell Phone\_\_\_\_\_ Father's Cell Phone\_\_\_\_\_

Email Address:\_\_\_\_\_ Email Address:\_\_\_\_\_

**PLEASE LIST TWO EMERGENCY CONTACTS IF THE PARENTS CANNOT BE REACHED:**

Name\_\_\_\_\_ Home Phone\_\_\_\_\_

Relationship\_\_\_\_\_ Work Phone\_\_\_\_\_

Street Address/ Or Land Location(not Mailbox Number)\_\_\_\_\_

Name\_\_\_\_\_ Home Phone\_\_\_\_\_

Relationship\_\_\_\_\_ Work Phone\_\_\_\_\_

Street Address/ Or Land Location(not Mailbox Number)\_\_\_\_\_

Who do you authorize to pick up your child?\_\_\_\_\_

Name anyone not allowed access to your child and their relationship to your child.\_\_\_\_\_

Are there any special circumstances we should be aware of that would help us work with your child?\_\_\_\_\_

Information collected on these forms is subject to the freedom of Information and Protection of Privacy Act. The information will be used solely for the purpose of Lloydminster Catholic School Division.
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