

Suzuki After School Care Registration Procedures for 2010/11

**Your child must have ASC registration information filled out
before being admitted into the program.
The office will be opened Aug 23, 2010 to the 30, 8:00 to 4:00 p.m.**

Purpose: Suzuki Charter School provides an After School Care program whose license is issued under the Child Care Licensing Act, Children and Youth Services, Alberta. This service is for parents who work or are not able to pick up their children on a regular basis. School dismissal time is 3:10 p.m. and parents are expected to be on time. If spots are available, we can accommodate emergency drop in cases but there no guarantees.

Time: After School Care will start at 3:15 p.m. and go to 5:30 p.m. Monday through Friday except on school holidays. Parents will be charged \$1.00 per minute per child for every minute past 5:30 p.m. Our supervisors are expecting parents to be on time as they have other commitments and families to go to; parents will be asked to seek alternative care after 5 infractions. If you cannot commit to this you are expected to seek alternative child care that will better meet your needs.

Cost: Parents need to pre-register with monthly post dated cheques dated to the first of each month from September 1, 2010 to June 1, 2011.

- **Full-time** registration is **\$200.00/month per child**
- **Part-time** registration (*11 days or less*) is **\$125/month per child** -you will be charged drop-in rates if you exceed 11days
- **Drop-in** rate for **each child is \$7/hour or portion there of flat fee** (no prorated per minute billing). *Drop-in students will be accepted only if room is available. Our ASC student limit is 60 students.*

Music Lessons: Parents, you must arrange for your child to be picked up at ASC by the music teacher and brought back. Parents must then add their music teacher to the list of pick-up adults.

*On Monday night, for group music lessons, parents must arrange for another adult to pick up their child and take them to their music group. This adult must be added to the list of authorized adults who can pick up their child.

Registration Information: Only students of parents who have filled out and signed a registration form can be admitted to ASC. Please fill out one registration form for each child before the fall session, Tuesday, August 31, 2010. Every child, including students using the drop-in service, needs to fill out a registration form. Registration forms are available on the Suzuki Charter School website – Parents – After School Care - Registration Form.

Snack: A daily, light, healthy snack is provided. Your child is free to bring extra if need be.

Playdates: Written permission needs to be completed allowing your child to go with others adults for playdates.

Suzuki After School Care Registration Form 2010-2011

Please note: *all* information requested *must* be filled in completely as required by the Child Care Licensing Act, Children and Youth Services, Alberta. Incomplete applications will not be accepted.

Student Information:

Students Name: _____

Date of Birth M/D/Y: _____ AHC#: _____

Home Phone: _____ Cell Phone: _____

Address: _____

City _____ Postal Code _____

Parents/Guardians

Mother: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
Address: _____ _____
Postal Code _____
e-mail _____

Father: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
Address: _____ _____
Postal Code _____
e-mail _____

If the child has more than one residence, please indicate specific dates and times of when they reside at each and/or specific parenting times or days.

Emergency Contacts

Contact 1: _____
Relationship to child: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
Address: _____

Postal Code _____
e-mail _____

Contact 2: _____
Relationship to child: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
Address: _____

Postal Code _____
e-mail _____

Medical Information

Allergies: _____

Medical conditions/concerns _____

Immunization up to date: _____ Yes _____ No _____ No Answer

Physician's Name _____ Phone # _____

In the case of your child becoming ill or injured while in ASC:

- You will need to pick up your child immediately if he is suspected of having a communicable disease. He will be separated from other children while waiting to be picked up.
- You will be contacted if your child has a serious accident. Keep your contact info up to date. ASC will give first aid if necessary.
- If your child requires transportation in an emergency vehicle you will incur the cost.
- In the event that you can not be reached an ASC staff will make the medical decision for your child.
- Medication can only be given with parental written consent, in the original labeled container with directions.

Authorized Adults For Pick-Up

When picking up your child you must check with an ASC supervisor and sign the child out. The adults on this list are authorized to do the same.

Parent Signature _____ Date _____