

School Year:2024.25 Notre Dame Out of School Care Program



Name: \_\_\_\_\_

Birthdate: (mm/dd/yy) \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

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

Parent #1 Name: \_\_\_\_\_  
\_\_\_\_\_

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

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

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

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Parent #2 Name: \_\_\_\_\_  
\_\_\_\_\_

Address (if different from Parent #1): \_\_\_\_\_  
\_\_\_\_\_

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

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

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Alberta Health Care # \_\_\_\_\_ Medical Conditions/Allergies: \_\_\_\_\_

Medications: \_\_\_\_\_

Emergency Contact (Other than Parents-Emergency Contact must be local and must provide a physical address)

Name: \_\_\_\_\_

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

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

- FEES:**       \$100 per month for Before School Care (7:30am - 8:30am)  
                  \$200 per month for Afternoon School Care Only (3:00pm - 5:00pm)

**First month's payment is due immediately to save your spot. This payment is non-refundable. Payment can be set up at <https://STARCatholic.schoolcashionline.com/Fee/Details/26286/34/False/True>**  
**The regular payments can be set up in September 2024 (no cheques will be accepted)**

**For office use: On-line payment set up October-June**

January 2024

**PICK UP LIST: (must include any person who can pick up your child)**

Name	Relation	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please Note: The Alberta Government Licensing Act requires all care programs to have a list of individuals allowed to pick up your child. If a person arrives to pick up your child and they are not on the list, we will NOT release your child. If at any time you would like to add or remove an individual, please ask an Out of School Care staff member.**

**Guidelines for Transportation of Children To and From School:**

**Before School Care students** will be signed in by a parent/ guardian upon arrival to program, by signature of person dropping off and the time of arrival. BSC staff will supervise the student in OSC setting (Chapel, gym, and /or learning commons) for the duration of the program. At 8:37, the first bell/warning bell for start of school, BSC staff will confirm attendance and then walk the students to the school corridor (Locked hallway) and allow students to proceed to their classroom on their own. Kindergarten students will be walked by a BSC staff member to their kindergarten classroom or escorted to the Kindergarten teacher. For students who also attend Kindercare on alternate Kindergarten days, they will be escorted to the staff member providing Kindercare, who will then walk them to their classroom.

**After School Care students** will be signed into the program upon completion of school day starting at 3:10 by an ASC staff member as the students arrive. The students will remain in ASC supervision until which time they are picked up by parent/ guardian/ approved pick up person\*. At Pick- Up time the designated person will sign- out the student from the program with a signature of person picking up and the time of departure. Students will not be permitted to leave the premises without parent approved permission of pick up. Students who are registered for the program will be assumed to be attending program daily unless the parent/ guardian has informed school of their nonattendance at school and the program. Please contact the school to inform us of a child's absence from the program if they will not be attending that day. If a child does not arrive at the program and school has not been informed of nonattendance, parents will be contacted by phone. If parents cannot be reached, emergency contacts will be called.

Parent signature required:

I, \_\_\_\_\_, Parent / guardian of \_\_\_\_\_ have read and agree to the transportation and sign in-out procedures of the Out of School Care Program at Ecole Notre Dame School at 66 South Park drive Leduc. I have also read the parent handbook and understand the contents. We agree to follow the policies outlined and understand that the school reserves the right to amend policies and procedures when necessary and that we will abide by changes. Any changes made in the handbook will be sent by email.

**PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

Note: This information is being collected and used in accordance with the Freedom of Information and Protection of Privacy laws – FOIP (1997)

**Consent for Medical Treatment**

The undersigned, \_\_\_\_\_, being the legal parent/guardian of \_\_\_\_\_, request and authorize personnel employed by the Notre Dame Out of School Care program to provide necessary first aid and medical treatment to the said child. This will serve as a release and indemnification of and from any action or inaction of any personnel of the Notre Dame Out of School Care program associated with the rendering of first aid or administering of medical treatment to the said student. The undersigned parent/legal guardian recognizes and acknowledges that the personnel employed by the program who may, as a result of this request, be rendering first aid or administering medical treatment to the said child, are not medical practitioners.

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