

Enrollment confirmed (for office use only)

## TODAY'S FAMILY 2018/19 NORFOLK WINTER CAMP REGISTRATION

Please send completed registration form to: [childcare@todaysfamily.ca](mailto:childcare@todaysfamily.ca) or fax to 905 574 2684

**PLEASE REGISTER BY DECEMBER 7, 2018.**

**\*\*Please note that spaces are limited, first come first served\*\***

**Please check (✓) the age group you wish to register your child for.**

**CHILD'S NAME:**

**Location: Lakewood Elementary School**

713 St. George Street, Port Dover

(Please note that the location may be subject to change.)

**Adventure Camp**

**4 – 12 years**

(already in full day kindergarten)

**Please check (✓) the weeks you wish to register your child for.**

**Please request ONLY the weeks you need as you will be billed for all scheduled weeks, including sick and absent days.**

**Cancellation Policy: Today's Family implements a two week cancellation policy.**

	Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> <b>Week 1</b> December 24 – 28, 2018	*7:00 am – 4:00 pm	Statutory Holiday Program closed	Statutory Holiday Program closed	7:00 am – 6:00 pm	7:00 am – 6:00 pm
<input type="checkbox"/> <b>Week 2</b> December 31, 2018 – January 4, 2019	*7:00 am – 4:00 pm	Statutory Holiday Program closed	7:00 am – 6:00 pm	7:00 am – 6:00 pm	7:00 am – 6:00 pm

### REGISTRATION INFORMATION

You must submit all of the following items to complete camp registration:

- Fully completed Registration form
- Copy of Subsidy Authorization for the Today's Family Camp location (if subsidized)
- Payment

### PAYMENT INFORMATION

**Fee Paying**

**Weekly Rates:** Week 1 \$120.00

Week 2 \$160.00

**Subsidized**

A copy of your Subsidy Authorization for Today's Family Camp **must** be attached.

Parent Daily Contribution \$ \_\_\_\_\_

**Note:** If your Subsidy Authorization is not attached you will be charged the weekly rate.

I currently have a child in care with Today's Family at \_\_\_\_\_  
(location)  
\*Payment not required – you will be billed as usual\*

This is my first time using Today's Family child care or camp services.  
\*\*A one-time \$25 registration fee must be submitted with your payment unless your Subsidy Authorization is attached\*\*

I have previously used Today's Family child care or camp services.

**Payment is required by December 7, 2018.**

**Payment methods (after confirmation of enrollment):**

- By e-mail – e-transfer or credit card (please use form on last page)
- By phone – Visa or Mastercard
- In person at Today's Family, 44 Greendale Drive, Hamilton – cash, cheque\*, money order, debit, Visa or Mastercard
- By mail – cheque\*, money order, or credit card (please use form on last page)

\*cheques can be post-dated no later than December 7, 2018

\* NSF cheques will be subject to a \$25.00 administration fee.



**PARENT/GUARDIAN INFORMATION**

**Please print. If information is not applicable, please indicate "Not Applicable" or "N/A".**

First Name:	Last Name:	Address, including City and Postal Code:	
Home Phone Number:	Cell Phone Number:	Work Phone Number:	Email Address:
<input type="checkbox"/> Please email my invoice			

Employer:

**Parent / Guardian**

First Name:	Last Name:	Address, including City and Postal Code:	
Home Phone Number:	Cell Phone Number:	Work Phone Number:	Email Address:
Employer:			

**EMERGENCY INFORMATION**

Please fill out the names of two adults (local) who we can contact in the event of an emergency and the parents/guardians are not available.

First Name:	Last Name:	Relationship to child:
Home Phone Number:	Cell Phone Number:	Work Phone Number:
First Name:	Last Name:	Relationship to child:
Home Phone Number:	Cell Phone Number:	Work Phone Number:

**My child may be released to:**

First Name:	Last Name:	Relationship to child:
Home Phone Number:	Cell Phone Number:	Work Phone Number:
First Name:	Last Name:	Relationship to child:
Home Phone Number:	Cell Phone Number:	Work Phone Number:
First Name:	Last Name:	Relationship to child:
Home Phone Number:	Cell Phone Number:	Work Phone Number:

## TODAY'S FAMILY INFORMED CONSENT

**This form must be read and signed by a parent/guardian of any child or Leader In Training (LIT) participating in the Today's Family Camp trips by school bus and community outings. Community outings include neighbourhood walks, taking public transportation and visiting community parks, recreational centres and local swimming pools.**

**Elements of Risk:** These trips and community outings involve certain elements of risk.

Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in this activity:

- Death
- Broken / sprained limbs
- Cuts and abrasions

The risk of sustaining these types of injuries results from the nature of the activity and can occur without any fault of either the child, Today's Family employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in these trips and community outings you must understand that you bear the responsibility for any injury that might occur.

### **ACKNOWLEDGEMENT:**

**I/we have read the above.**

**I/we understand that in participating in the trips and community outings described above, I/we are assuming the risks associated with doing so.**

Signature of Parent/Guardian: \_\_\_\_\_

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

## TODAY'S FAMILY CODE OF CONDUCT

### Child and Youth Behavioural Expectations

All children or youth attending Today's Family Camp Programs are expected to:

- Act in a safe and respectful manner towards themselves and others, involving punctuality and preparation for daily activities.
- Respect all equipment and material that are encountered throughout the day.
- Must recognize a personal responsibility to learn and follow rules established by Today's Family and will seek assistance if needed.
- Will be open to trying new experiences and actively participate.

When a child or youth fails to adhere to the behavioural expectations, the following steps will be taken.

1. Staff reminds and directs the child or youth to follow the behavioural expectation and discussion will take place. In addition, documentation will be written noting the behaviour and actions taken. Staff will discuss behaviour with parents/guardians and give them a copy of documentation (ie. Incident Report).
2. If behavioural expectations are continuously not met the Program Supervisor will notify the Associate Director to discuss situation. Program Supervisor and/or Associate Director will discuss with parents and come up with an action plan.
3. If behavioural expectations continue to not be met after an action plan is implemented, Today's Family reserves the right to discharge the child from the program. Discharge will only be considered in extreme circumstances.

I understand the behavioural expectations and actions that could lead to discharge of the child.

Signature of Parent/Guardian: \_\_\_\_\_

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

Program Supervisor's Name: \_\_\_\_\_

Program Supervisor's Signature: \_\_\_\_\_

**OTHER INFORMATION**

**Community Outings:**

I am aware that the children go on outings such as nature walks. I give my permission for my children to attend these outings under the supervision of the Today's Family Early Learning and Child Care Staff. I understand that permission slips will be given for trips outside of the immediate area for my signature.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the Parent Handbook and I agree to abide by the policies and procedures in this handbook, which can be found at [www.todaysfamily.ca/locations](http://www.todaysfamily.ca/locations).

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the Agency Program Statement contained in the Parent Handbook prior to my child's care starting.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Permission to take Photographs and/or Video  Yes  No

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**TODAY'S FAMILY LUNCH BAG POLICY**

All children are required to bring a nutritious, nut-free bagged lunch daily to camp. Please put your child's name on the lunch bag and, ideally, include an ice pack.

We also ask that each child bring a water bottle to camp each day. The water bottle should have your child's name printed on it.

Thank you!

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

