

AFTER-SCHOOL PROGRAM REGISTRATION FORM 2020



PARTICIPANT INFORMATION

Name: _____ Birth Date: _____ Age: _____ Gender: _____
Address: _____ Phone: _____
School: _____ Grade: _____

GUARDIANSHIP

Are you the parent or the legal guardian of this child.

Does your guardianship involve a custody agreement? Circle one: Yes No

If yes, please provide Promise Vancouver with a copy and provide written instructions that you wish Promise Vancouver staff to follow in regards to the custody agreement. Please use a separate sheet of paper for your instructions.

PARENT/GUARDIAN INFORMATION

Parent/Guardian 1: _____
Home Phone: _____ Cell: _____ Work: _____
Email Address: _____

Parent/Guardian 2: _____
Home Phone: _____ Cell: _____ Work: _____
Email Address: _____

EMERGENCY CONTACTS

Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____

PROGRAM SCHEDULE

Please indicate the days that you would like your child to attend the after-school program:

Monday Tuesday Wednesday Thursday Friday

Initials _____



AUTHORIZATION FOR PARTICIPANT PICK-UP

I, _____, give authorization for the following people in addition to the Parents/Guardians listed on the registration form, to pick up my child, _____, from programs held at Promise Vancouver:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

AUTHORIZATION TO WALK HOME

I _____ give my child _____ permission to be released to walk home at (time) _____, the end of programs held at Promise Vancouver (permission accepted for those 10 years and older, and granted to those under 10 years if they are accompanied by a youth age 12 years or older).

I agree to indemnify and save harmless Promise Vancouver, its directors, staff and volunteers from all claims for injuries or losses of any kind whatsoever that may arise as a result of the behaviour/negligence of my child whatsoever while walking home after the program that is contrary to established rules and/or procedures of Promise Vancouver. I will also be responsible for any claims for injury and/or property damage caused by the misconduct of my child/ward.

For my child (under 10), I give permission for them to walk home with the following persons who are 12 years or older:

Name _____ Age _____ Phone _____

Name _____ Age _____ Phone _____

Name _____ Age _____ Phone _____

Name _____ Age _____ Phone _____

Parent/Guardian Signature

Date

PROMISE VANCOUVER AFTER-SCHOOL PROGRAM POLICIES

1. Hours of Operation
Monday to Friday – 3 pm until 5:30 pm
2. Ages for Program
Children & Youth – Ages 6 to 18
3. Discharge Policy
Parents are free to withdraw their children from the program at any time, but must notify staff of this via phone or e-mail.
4. Late Pick-Up
Parents must pick up their children by 5:30 pm unless prior arrangements are made with Promise Vancouver staff.
5. Absenteeism
Parents are to inform Promise Vancouver staff by 1:30 pm on the day of absence if their child will not be attending after-school programs on their scheduled day.
6. Program Cancellations
If after-school programs are required to be cancelled, Promise Vancouver Staff will provide at least 24 hours notice. After-school program will NOT be running on Holidays or P.A. Days unless otherwise indicated.

CODE OF CONDUCT

As a participant, I, _____, will have positive attitudes to keep the after-school program fun. Below are some guidelines I as a participant am expected to follow:

- Respect myself and Promise Vancouver staff and volunteers
- Play fairly and be honest
- Applaud the efforts of others
- Avoid inappropriate language
- Eat and drink in designated areas
- Refrain from saying negative things about others
- Follow the instructions of Promise Vancouver staff and volunteers
- Resolve disagreements in a positive way
- Listen during appropriate times and assemblies
- Be respectful of other members and their property
- Tobacco, drugs, alcohol, and weapons are prohibited
- Take care of the Promise Vancouver facility, grounds, and equipment
- If I make a mess, I will clean it up

As a parent/guardian, I, _____, will guide my child to follow the code of conduct as listed above.

BULLYING/HARASSMENT/FIGHTING POLICY

I understand that bullying/harassment/fighting has no place at Promise Vancouver. Bullying/harassment/ fighting means more than beating up or pushing people around.

A violation of this policy includes:

- Physical assaults (touching in angry ways)
- Threats (“Better watch your back”, “I’m gonna hurt you”, “We’re gonna get you”, etc.)
- Harassment (always bothering someone)
- Name-calling
- Racial slurs
- Intimidation
- Sexual harassment – physical or verbal
- Spreading rumours
- Extortion
- Foul language
- Taunting
- Making insulting remarks about another student’s family members
- Using the internet to harass, threaten, verbally abuse, intimidate, or spread rumours

I understand that a violation of this policy by a participant of Promise Vancouver will not be tolerated.

- If my child is found to violate this policy, I understand that there will be a conversation with Promise Vancouver staff and myself and that my child may be suspended for up to one week.
- On the second offence, I understand that there will be a conversation with a Promise Vancouver staff and myself and my child may be suspended for the remainder of the program.
- The enforcement of this policy and any judgment on the punishment of a student for violation of this policy will be the decision of the Executive Director of Promise Vancouver.

Please sign to indicate that you have read and understand the details above policies , code of conduct regarding our after-school program(s).

Student’s Name

Student’s Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date



TRANSPORTATION AUTHORIZATION

I give permission for my child _____ to walk or be transported by motor vehicle by a staff or volunteer driver for Promise Vancouver after-school activities, such as trips to the library, park, playground, etc.

I agree to indemnify and save harmless Promise Vancouver, its directors, staff, and volunteers from all claims for injuries or losses of any kind whatsoever that may arise as a result of the transportation being provided by Promise Vancouver, or as a result of the behaviour/negligence of my child whatsoever and that is contrary to established rules and/or procedures of Promise Vancouver and that may arise directly or indirectly from their conduct. I will also be responsible for any claims for injury and/or property damaged caused by the misconduct or negligence of my child/ward.

Parent/Guardian Name

Parent/Guardian Signature

Date

CONFIDENTIALITY

All information pertaining to the child and the child’s situation is to be kept confidential. A parent or guardian’s signed “Release of Information” form is needed in order to allow the exchange of information with any other outside agency (ie schools, other service agencies). The only exception of document or information access without parental permission would be access by the courts, in response to a court order or warrant.

MEDIA RELEASE

Please initial the appropriate statement,

Initials

- I hereby give permission for my child _____, to be photographed/ video taped during Promise Vancouver activities for the purpose of promotion and/or for Promise Vancouver’s own photo collection which may be used to promote the organization at a future time. I understand that these photographs/videos will be the property of Promise Vancouver and may be used in flyers, brochures, posters, newspapers, video, social media (ie., Facebook, Twitter, Agency Website), and other promotional items that Promise Vancouver deems appropriate.

Initials

- I do not grant permission for my child _____, to be photographed or video taped by Promise Vancouver for the purpose of promotion of Promise Vancouver’s programs.

PARTICIPATION PERMISSION

I _____ give permission for my child, _____, to participate in Promise Vancouver’s after-school program. I relieve Promise Vancouver, its directors, staff, and volunteers from all responsibility in case of personal injury and/or property damage resulting from any behaviour of my child which is contrary to established rules and/or procedures of Promise Vancouver. I will also be responsible for any personal injury and/or property damage caused by the misconduct or negligence of my child.

I agree to all the terms listed in this registration package.

Parent/Guardian Name

Parent/Guardian Signature

Date

EMERGENCY CONSENT CARD



Child's Name: _____ Birthdate: _____
Surname First Name(s) Year / Month / Day

Address: _____
_____ Child lives with: _____

Mother's Name: _____

Work Phone: _____ Home/Cell Phone: _____

Father's Name: _____

Work Phone: _____ Home/Cell Phone: _____

Emergency Contact: _____ Phone: _____

Out-Of-Province Emergency Contact: _____

Out-Of-Province Phone with Area Code: _____

Child's Doctor: _____ Phone: _____

Child's Dentist: _____ Phone: _____

Personal Health # _____ Date Effective: _____

1) Allergies: _____

2) Medications: _____

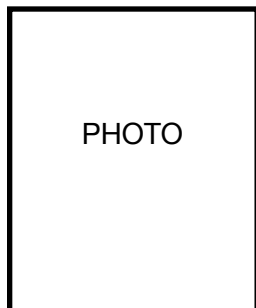
3) Health Conditions: _____

4) Other Notes: _____

EMERGENCY CONSENT CARD

CONSENT FORM

1. It is the policy of this centre to notify a parent when a child is ill or needs medical attention. Occasionally we cannot contact parents and we need to get immediate help for the child. Our procedure is to take the child to the nearest emergency service.
2. Please sign the consent below so that we can take appropriate action on behalf of your child. Return the signed consent to the centre immediately. We will take the consent with us to the emergency centre.
3. I hereby give consent for my child _____ when ill to be taken to the nearest emergency centre by the Promise Vancouver Staff when I cannot be contacted.
4. I hereby give consent for my child _____ to receive medical treatment.



Parent/ Guardian Name

Signature of Parent/ Guardian

Witness Name

Signature of Witness

Date

Personal information contained on this form is required for the operation of the Program and is collected under Section 26(c) of the Freedom of Information and Protection of Privacy Act. Information collected will be used in response to an emergency. For questions regarding the collection of personal information, please contact Ricky Lee, Executive Director, Promise Vancouver, 558 Powell Street, Vancouver, BC V6A 1G9, 604-800-4783, ricky@promisevancouver.ca.