



After/Before Care  
Program &  
**ROYAL CUBS**



## 2023-24 ABC Before and After & Royal CUBS Registration Form

**To ensure a space for your child in our ABC/CUBS Program, we require the following Registration Process for Completion:**

- Completed Registration Form (Student, Family, Local Emergency Contact, Medical - including Alberta Health Care #, and Alternate Pick-Up Information)-**All fields must be completed for provincial licensing compliance**
- One Month Non-Refundable Deposit (paid at time of registration)
- Financial Commitment Form
- Monthly Preauthorized Payment Plan including a Void Cheque
- Withdrawal and Financial Policy
- Parent/Guardian Approval & Consent of Policies/Procedures Agreement
- Royal CUBS T-shirt Order Form (For **Kindergarten Students ONLY**)
- Access Card Form

**\*\*Priority is given to children requiring full-time Before and After School Care.**

TEACH  
TRUTH  
INSPIRE EXCELLENCE  
EXPERIENCE CHRIST  
SERVE  
THROUGH  
LOVE  
GLENMORE  
CHRISTIAN  
ACADEMY



## General Program Information

All families registering in the ABC and/or Royal CUBS program are required to attend a **Parent Orientation Session during the last week of August**. Information regarding this meeting will be emailed to you during the summer. The ABC and Royal CUBS Parent Handbook offers a comprehensive look at the GCA policies and procedures for these programs as per Alberta Early Learning and Child Care Licensing regulations. The following information provides an overview from the *ABC and Royal CUBS Parent Handbook*:

### Supervision:

- Staff will observe and participate in hands-on supervision of the children.
- Staff-to-child ratios will be maintained at all times (ratio is 1:15 for ABC groups).
- A safe and pleasant atmosphere will be maintained. Preventative supervision is the most beneficial for children, and the indoor and outdoor play/activity areas will be assessed daily.
- Age appropriate games and activities will be provided to ensure that the developmental needs of all the children are being met.
- Staff will provide a designated time and area for homework to be completed during ABC time; students may also use this time to read quietly.
- Cleanliness of the classroom is ensured and orderliness is expected.

### Daily Procedures:

#### Drop Off:

- Child(ren) must be escorted to, and signed in to, the program by their parent(s) or a parent designated alternate.
- Attendance is taken daily.
- Upon dismissal from the Morning ABC Program to homeroom classes, children from Grades 2-5 will go to the outdoor designated line-up location at approx. 8:10 am. Kindergarten and Grade 1 students will be escorted by ABC staff to their appropriate outdoor lineups and GCA staff are with the students until the 8:17 am school bell rings.
- Parents must notify the OSC office by at least 2 PM on the day of an absence or late arrival to the After School Program. Please see “fees” section of Handbook for more information.

#### Pick Up

- After school, students must go directly to the ABC Program. Attendance will be taken by ABC Staff. Supervising staff will look for any students who have not arrived in the program by 3:35pm by:
  - Checking email/voice mail (by 3:00 pm)
  - Contacting elementary office to verify the student was in school
  - Contacting classroom teacher to verify if child left early or was picked up by parent
  - Contacting parent/emergency contact to verify if the child is in their care
  - Contacting emergency services (911) to assist in locating the child



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- Authorization for alternate pick-ups must be given in advance by email, text, phone call or verbal communication with supervising staff.
- Children will not be released into the care of anyone other than a parent, without prior notification of the name, address and phone number of any alternate persons. Photo ID may be required in order for ABC Staff to release a child to any alternate persons listed.
- Children will not be released into the care of minors, including older siblings (unless 18 years or older).
- Children in Kindergarten and Grade 1 will be escorted from their classroom hallway by an OSC staff person (after school) to ensure they safely make their way to the OSC meeting place.
- If your child is participating in **any before/after school activity**, written parent consent is required. Please speak to the *ABC Coordinator* and obtain an “*Extra Curricular Event Parent Authorization*” form. This includes before and after school extracurricular activities on school premises, such as music lessons or performances, drawing classes, intramurals, cooking classes, patrols, rehearsal or recitals.

## Program Policies

### Illness:

- A sick child is one who is deemed unhealthy for the regular school environment. If illness is sudden, the parent will be notified and asked to immediately pick up the child. If a parent is unable to attend or be reached, the emergency contact person will be called upon. If a child needs an ambulance, the cost will be the parents' responsibility.
- Please Note: *Children who have exhibited symptoms of illness, such as fever, vomiting, diarrhea or unexplained rashes or discharge from ears will not be permitted to return to the program for **24 hours**, past the last experience of symptoms.*
- Covid-19 protocol to be in place as directed by AHS.

### Incident Reporting:

- An incident, such as emergency evacuation, intruder, serious illness or injury, which requires special care, unexpected absence, or evidence of neglect or abuse will be reported to the parent as soon as is reasonable. Within 48 hours, a report will be made to the local Child and Family Services Authority by phone, fax or email as per regulations.
- Incidents that are outside what are considered normal parameters of play, i.e. aggression towards other students or staff, destruction of property etc., will be documented on incident reporting forms and parents will be contacted as soon as possible. The following steps will be taken:
  - Students demonstrating aggression will be removed from the program environment until they are able to “reset” and practice self-control; parents will be contacted and may be asked to come pick their child up from the program. A program suspension may be imposed at the discretion of the Coordinator and GCA Administration.
  - In the event that incidents of aggression are repetitive, parents will be asked to attend a meeting with the ABC Coordinator and possibly Elementary Administration to determine next steps in supporting the student for success in the program.



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- In the event of further aggressive incidents, the student may be expelled from the program.
- Incidents that are medical in nature (i.e. bumps, bruises and scrapes) will be documented and parents will be asked to sign the incident form at pick-up. Parents may be notified at time of pick up or by phone call.

**Communication:**

- Parents are encouraged to communicate any questions or concerns with the OSC Program Coordinator. Communication by email, in-person or at a parent requested meeting are always welcome.
- Monthly emails will be sent by the Program Coordinator notifying families of pertinent information regarding the ABC Program.
- Weekly emails will be sent out by the Program Coordinator for Royal CUBS providing weekly activity updates, programming information and calendar events.

In the event that an issue arises and the parent needs to meet with OSC staff to share information or receive clarification, the following steps are to be taken either via email, phone call or in person:

- 1./Discuss first with child's Group Leader/CUBS Teacher
- 2./Then discuss the issue with the ABC Coordinator (on duty), if unresolved
- 3./If still not resolved, a meeting may be requested with the ABC Coordinator and Mrs. Shelley Fournier, Elementary Vice Principal

**PD Days:**

- Parents will receive notice at the beginning of the school year regarding Professional Development Days that the OSC Program will be open. There is no additional charge for PD Days; however, parents must pre-register by September 30<sup>th</sup> for the days they require this additional care. Any PD Field Trip fees are extra and must be paid prior to the scheduled PD day.
- Reminders are sent out in advance along with information about the PD Day's events.
- If care is no longer required on a PD date you registered your child(ren) for, parents MUST notify the ABC Coordinator by the indicated date (as per ABC Coordinator's emails). Please see the Parent Handbook for more details.
- Failure to cancel your child(ren)'s PD Day ABC Childcare registration by the date indicated by the ABC Coordinator will incur a \$25 Administration fee as stated in the ABC & Royal Cubs Parent Handbook, and on the policy information found on the Financial Commitment and Withdrawal/Change & Financial Policy pages in the ABC/CUBS Registration form.
- Hours of operation on the above dates for PD Day ABC Childcare are from **8 am - 4 pm** and late pick up of your child(ren) will incur the Late Pick-Up fee as outlined in the ABC & Royal Cubs Parent Handbook, and on the policy information found on the Financial Commitment and Withdrawal/Change & Financial Policy pages in the ABC/CUBS Registration form.



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**Discipline:**

The OSC staff are responsible for, and, have the authority to handle discipline issues as would a wise and judicious parent. Disciplinary concerns will be brought to the attention of the parents and, when a matter goes beyond reasonable boundaries, a meeting may be requested by the ABC Coordinator. It is recognized that children will experience peer conflict as they learn and grow in their understanding of how to work with one another. Every effort will be made to work in partnership with parents when a concern arises with the goal being the successful participation of the child within the program.

The ABC Coordinator and OSC staff will adhere to the following policy regarding disciplinary action:

- Children will be affirmed in appropriate behaviours and redirected from inappropriate behavior.
- OSC Staff will discuss with the child what the expectations are, and will make clear boundaries and possible outcomes for inappropriate behavior. OSC Staff will endeavor to provide children with alternatives to inappropriate behavior and model healthy decision making.
- Should concerning behaviour persist:
  - A meeting will be requested with parents and the ABC Coordinator to determine next steps. Possible next steps may include: behavior contracts, 2 day program suspension (parents will be responsible for making alternate care arrangements), or in-program supports.
  - If behaviour exhibited by a child, or parent(s), presents a clear danger to other students or staff within the program, attempts will be made to collaboratively support the child in overcoming the behavior. However, the ABC Coordinator and Elementary Administration may remove the child from the program if it is deemed that the risk to student and/or staff safety, or welfare, is significantly compromised. The parent will be given notice of the decision in writing and in-person. Please see the ABC and/or Royal CUBS Handbook for full details of suspension and expulsion policies and procedures.
  - In the event that expulsion from a program is determined to be necessary, the expulsion will be effective immediately, and alternate care arrangements will be the responsibility of the parent/caregiver. Program fees paid will be non-refundable.



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**ABC Before & After School Care and Royal CUBS Registration Form 2023-24**

**Student Information**

Last Name:		First Name:		Middle Name:
Preferred Name (if any):		Birth Date (DD/MM/YY):		Grade:
Address:		City:		Postal Code:
Home Phone:	Gender <input type="checkbox"/> M <input type="checkbox"/> F	Child Lives with (check one): <input type="checkbox"/> Both Parents <input type="checkbox"/> Mom <input type="checkbox"/> Dad <input type="checkbox"/> Shared Custody (Please include a copy of Custody Agreements if applicable) <input type="checkbox"/> Other _____		
Child's First Language:		Child's Second Language:		

**Family Information (Please fill out in full even if information is the same as above)**

Mother's Last Name:		First Name:		Father's Last Name:		First Name:	
Home Address:				Home Address:			
City:	Province:	Postal Code:		City:	Province:	Postal Code:	
Mailing Address (If different):				Mailing Address (If different):			
City:	Province:	Postal Code:		City:	Province:	Postal Code:	
Home Phone:		Cell Number:		Home Phone:		Cell Number:	
Business Phone Number:				Business Phone Number:			
Email:				Email:			
Siblings and ages (if any):							

**Note:**

GCA Out of School Care (OSC) is provincially licensed for the ABC Before and After School Care, the Royal CUBS and Junior Kindergarten, and provincial Accreditation for these programs as well. Our OSC programs follow all provincial licensing and regulations as required by the Alberta Early Learning and Child Care Act.



### Emergency Contacts

For licensing purposes, parents are required to provide the names, address and phone numbers of **one** individual who has given their permission to be contacted in the case of an emergency, if the school cannot reach the parent(s) or guardian listed on previous page. **Emergency Contact cannot be a parent and MUST be in the local area, and all areas must be completed below.**

1) <b>Full Name:</b>	
<b>Relationship to child:</b>	<b>Phone Number:</b>
<b>Complete Address: Including city, province and postal code</b>	

### Medical Information

<b>Alberta Health Care Number:</b>	<b>Family Doctor/Last Clinic Attended:</b>	
<b>Phone Number:</b>	<b>Address:</b>	<b>City:</b>
<b>ALLERGIES? (Please Specify):</b> <b>Symptoms:</b> <b>Is an Epi-pen required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*If any medications are required for your child, please ensure you ask for and complete the "Authorization to Administer Medication" form and ensure all medications are within expiry dates.</small>		
<b>Are the student's vaccinations up to date (according to the Alberta Health recommendations)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

Does your child have any medical conditions that OSC staff should be aware of?  Yes  No

Will your child need to take any medication during ABC/Royal CUBS program hours?  Yes  No

Is there any medical/emotional condition requiring special treatment or supervision?  Yes  No

Does your child receive PUF funding/programming?  Yes  No

If YES to any or all of the above, please explain:

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Is your child on any regular medication(s) at home?  Yes  No

If YES, please explain: \_\_\_\_\_



### Alternate Pick up Arrangements

As per licensing requirements, anyone who will be picking up the your child(ren), other than the parents or guardian, must have written consent from the parents and may be asked to provide photo ID before the student will be released. **All details for "Alternate Pick-Up" are required below.**

Please note: Anyone dropping off or picking up an OSC student must be 18 years of age or older.

The following people are authorized to pick up \_\_\_\_\_  
(print child's name above)

<b>1) Alternate Pick up Full Name:</b>		<b>Relationship to Child:</b>
<b>Phone Number:</b>	<b>Cell Number:</b>	<b>Complete Address: Including city, province and postal code</b>
<b>2) Alternate Pick up Full Name:</b>		<b>Relationship to Child:</b>
<b>Phone Number:</b>	<b>Cell Number:</b>	<b>Complete Address: Including city, province and postal code</b>

Parent/Guardian Name: \_\_\_\_\_

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





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**Financial Commitment 2023-24** Student's Full Name: \_\_\_\_\_

Please select one of the following programs:

	Program	Days Offered	Times Offered	Full Cost	Monthly Cost
	<b>Before and After School Care (Grades 1-5)</b>	Monday - Friday	7:00-8:10 am 3:20-6:00 pm	\$5,670/year	\$567/month
	<b>ABC &amp; Royal CUBS care (Kindergarten students only)</b>	This option offers care both before and after school, as well as daytime care on alternating non-class days, Monday - Friday	7:00 am-6:00 pm	\$8,300/year Gov. Subsidized rate \$6,050/year *	\$830/month Gov. Subsidized rate \$605/month *
	<b>Royal CUBS extended care (Kindergarten students only)</b>	This option offers daytime care on alternating non-class days, Monday - Friday	8:25 am-3:20 pm		
	<b>Before School Care Only (Grades 1-5)</b>	Monday - Friday	7:00-8:10 am	\$2,240/year	\$224/month
	<b>After School Care Only (Grades 1 - 5)</b>	Monday - Friday	3:20-6:00 pm	\$4,050/year	\$405/month

\*Please note the reduced Extended Kindergarten Care costs are dependent upon the continuation of the Government's Affordability Grant at its current rates, and dependent on hours attended by the student.

Other care options and costs may be available upon request and pending availability. Please contact Heidy Aviles for information.

Please submit the following with this registration form:

A non-refundable, non-transferable deposit equivalent to one month's payment (**to be dated day of registration**). This deposit will be applied to June's fees and will not be refunded if child is withdrawn from the program.

**-AND-**

A Void cheque to allow for monthly (Sept. 1 to May 31) withdrawals of the amount of the chosen program.

I (we), as the holders of the indicated account at the indicated branch of the indicated financial institution, hereby authorize GCA Educational Society operating under the name Glenmore Christian Academy ("the school") and such financial institution to debit my account or withdraw from such account the monthly subtotal as indicated above.

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

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

**A Late Pick-Up fee will be incurred after 6:00 pm on school days or 4:00 pm on PD Days (and on any other GCA agreed upon dates).**

**Late Fees are 0 - 10 minutes \$20 and each additional minute \$1 per minute, per child.**

**PLEASE NOTE: A Failure to Notify fee of \$25 will be incurred for any student registered for PD Day child care when parents do not notify the ABC Coordinator that the registered space is no longer needed (i.e. No Shows to PD Days). This fee will also be applied for any day a student does not show up to the After School Program and the parent has not communicated with the OSC office by 2 PM on the day of absence. Please see the ABC/CUBS Parent Handbook for more information.**



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**Withdrawal/Change and Financial Policy**

OSC costs are based on a 10-month commitment. Should a child be withdrawn, or a program changed, a completed withdrawal/change form must be submitted to the ABC Coordinator or GCA Director of Admissions a minimum of 30 days in advance of the anticipated withdrawal/change date. Parents are responsible for payment of fees for the entire time the child is enrolled, including the required notice period. If the notice period ends in the following calendar month, payment for that entire month will be retained.

**Refunds:**

*Deposits are **non-refundable** and will not be refunded in the event that a child is withdrawn from a program during the school year.*

There is no refund or partial refund for any missed time due to vacation or illness. There are also no makeup days provided.

**Fees and Charges:**

A \$25.00 service charge will be applied for any NSF cheques or missed payments.

Reminder that a **Late Pick-Up** fee will be incurred after 6:00 pm on school days or after 4:00 pm on Professional Development days (or on any other GCA agreed upon dates). Late Pick-Up fees are **\$20.00 for 0 to 10 minutes** late then each additional minute is **\$1 per minute**, per child.

Reminder that a **Failure to Notify** fee of \$25 will be applied for all students registered for PD Day child care that parents did not cancel their child(ren)'s attendance by the expected date and they are a "no show" and sufficient notice not given. This fee will also be applied for days a student does not show up to the After School Program and the parent has not communicated with the OSC office by 2 pm on the day of absence.

I/We, the parent(s)/guardian(s) of (student's name) \_\_\_\_\_, are aware of the payment expectations and the withdrawal policy. I/We will provide payment according to the payment option that was checked off (on previous page).

By signing below, I indicate that I have read and understand the OSC ABC, CUBS and PD requirements. My signature also indicates my authorization for any Administrative (NSF, Late or Failure to Notify) fees to be processed by the GCA accounting department, if applicable.

\_\_\_\_\_  
**Mother's Name (Printed)**

\_\_\_\_\_  
**Mother's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Father's Name (Printed)**

\_\_\_\_\_  
**Father's Signature**

\_\_\_\_\_  
**Date**

~or~

\_\_\_\_\_  
**Guardian's Name (Printed)**

\_\_\_\_\_  
**Guardian's Signature**

\_\_\_\_\_  
**Date**



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**Parent/Guardian Approval & Consent of Policies/Procedures Agreement**

I, the parent and/or guardian of \_\_\_\_\_ (list all your children in the ABC or Royal CUBS programs), hereby give my approval and consent for (initial below for each section):

\_\_\_\_\_ I agree to complete all paperwork as required by *Alberta Early Learning and Child Care Act* regulations for the GCA ABC or Royal CUBS programs.

\_\_\_\_\_ If my child requires immediate emergency medical services, I understand he/she will be transported to the nearest hospital emergency unit via ambulance. Payment for these services will be my responsibility. I understand that the GCA ABC & Royal CUBS staff or GCA staff is required to contact me at the earliest possible time in the event of an emergency.

\_\_\_\_\_ I agree to inform the GCA ABC & Royal CUBS staff of any medications, both prescription and non-prescription, including Epi-pen, inhaler, etc. that my child may require while in the program. I will sign the *Permission to Administer Medication Form* and return to the GCA ABC & Royal CUBS staff in order for them to administer any medications. I will request a form from one of the program staff members if this is required. I will not store any medications in my child's backpack but, rather, I will submit all medications for safekeeping to the GCA ABC & Royal CUBS staff as licensing regulations require. I will ensure all medications for my child are within expiry dates.

\_\_\_\_\_ I will provide the requested student items as listed in the ABC and/or Royal CUBS Parent Handbook.

\_\_\_\_\_ I agree to sign consent forms as required for special program activities and field trips.

\_\_\_\_\_ I understand that it is my responsibility to make alternate arrangements for childcare if my child is not participating in field trips or if I have not signed my child up for the optional PD Day childcare.

\_\_\_\_\_ I understand that fees are payable in full by the first day of each month, and that childcare can be terminated at any time if fees are not paid.

\_\_\_\_\_ I have read and understand the policies regarding Late Pick-up fees and Failure to Notify fees. I agree to pay these fees payable to GCA, and I authorize GCA Accounting to withdraw the required designated amount.

\_\_\_\_\_ Any absences from the ABC or Royal CUBS Program must be communicated to the **OSC Office 403-254-4083**, via email to ABC Coordinator, in-person by 2 PM day of care. Failure to notify the OSC staff of afternoon care absences will result in "Failure to Notify" fee (1st time, \$25; 2nd time, \$45; 3rd time, 2-day suspension from the program).

\_\_\_\_\_ I will support the OSC staff in creating a safe and pleasant atmosphere by agreeing with the child Supervision & Discipline Policies.

\_\_\_\_\_ I will follow the communication protocol when working through any issues that may arise regarding my child in the ABC or Royal CUBS programs.

\_\_\_\_\_ I agree to allow GCA and the ABC or Royal CUBS staff to use my contact information, including my email address, to communicate pertinent information with our family regarding the OSC program and school information.

\_\_\_\_\_ I give my permission to GCA to use any photographs taken of my child while at GCA or their work samples in school communications, notices, promotional materials, including the GCA website, print and video images.

\_\_\_\_\_ ***I have read the provided excerpts of the GCA ABC and/or Royal CUBS Parent Handbook, and understand and support the policies and procedures put forth in this program.***

Parent/Guardian Name (print): \_\_\_\_\_

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

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



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### Royal CUBS T-Shirt Order Form

For ABC/**CUBS KINDERGARTEN Students ONLY**

In order to distinguish the Royal CUBS from our Grades 1 to 5 students, we require an official t-shirt to be worn on participating CUBS days. This shirt can be worn over clothing, or on its own. One shirt is provided free of charge. Additional shirts can be purchased for \$25 each. Please indicate below the size requested, as well as the quantity of shirts you would like to purchase. Please also keep in mind that should you want the t-shirt to be worn over top of any other clothing, you may wish to size accordingly. Orders are to be placed by returning this form (including payment if additional shirts are ordered) with the registration forms.

Student Name(s): \_\_\_\_\_

Please indicate the size you would like for your **FREE** shirt: \_\_\_\_\_

Please indicate how many additional shirts are required and the size needed.

Price - \$25 per  
additional shirt

Size	Quantity	Price
Youth XS (2-4 yrs)		
Youth S (6-8 yrs)		
Youth M (10-12 yrs)		
Total		

Please include cash or cheque only – cheques may be made payable to GCA.



## GCA ABC Access Card Form

Parent Name: _____	Phone #: _____
ACCESS CARD #: _____	Personal Email: _____
Other Name: _____	Phone #: _____
ACCESS CARD #: _____	Personal Email: _____

Each ABC Family will be provided with one or two Access Cards. If you only require one card, please just complete the first section with "Parent Name, Phone # & Personal Email".

**\*\*\*Access Cards are activated according to GCA ABC Hours\*\*\***

**Please initial each line indicating that you have read and understand the following guidelines:**

<i>I will not lend out my access card(s) to anyone outside of my authorized family or authorized alternate adults for pick-up.</i>	
<i>When I open any building doors, I understand it is my responsibility to see that it is secured and closed afterwards.</i>	
<i>If I lose or misplace my access card, I will notify the OSC STAFF immediately.</i>	
<i>I will return all access cards when my child(ren) may be withdrawn from the OSC Program or in June of each school year.</i>	
<i>I will be responsible for paying GCA the sum of \$25.00 for each access card that I lose or do not return by the last day of school in June.</i>	

**Please complete this form and return it to the OSC STAFF before receiving any GCA ABC Access Cards.**

**I have read these guidelines, and understand my responsibility to Glenmore Christian Academy.**

**Parent Name (in printing):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

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