



Manor Park After-School Program

Recreational activities in a friendly and safe environment!



Manor Park
Community Council

Child's name _____ Sex _____ Date of Birth _____

Address _____ Ottawa, ON Postal Code _____

School _____ Teacher _____ Phone _____

Person(s) to whom child can be released (other than parents) _____

Emergency and Medical Information

Emergency contact (other than parents) _____ Phone (h) _____ (w) _____

Doctor _____ Phone _____

Details of medical conditions or allergies _____

Manor Park After-School program, 2011-2012

<p align="center">Full Time/ Part Time Enrolment Monday to Friday (3:00 – 6:00 p.m.)</p> <p>Please choose your days:</p> <p><input type="checkbox"/> Monday</p> <p><input type="checkbox"/> Tuesday</p> <p><input type="checkbox"/> Wednesday</p> <p><input type="checkbox"/> Thursday</p> <p><input type="checkbox"/> Friday</p> <p>5 days per week \$215/month</p> <p>4 days per week \$190/month</p> <p>3 days per week \$150/month</p> <p>2 days per week \$125/month</p> <p>1 day per week \$70/month</p>
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Parental Information		
	Mother	Father
Name		
Address		
	Ottawa, ON	Ottawa, ON
Postal Code		
Phone (h and c)		
e-mail		
Employer		
Phone (w)		
Custody arrangements, if any:		
Parental consent for registration: I have read the Manor Park After-school program policies and accept the conditions.		
_____		_____
Signature of Parent / Guardian		Date

Manor Park After-School Program is operated by the Manor Park Community Council (MPCC)

100 Braemar Street, Ottawa, ON K1K 3C9 613.741.4776

mpcc@manorpark.ca www.manorpark.ca

(Registration Package, 2011-2012)

For office use: Sept June Oct Nov Dec Jan Feb Mar Apr May Start _____ End _____

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POLICIES

1. Program

- 1.1 The Manor Park After-School Program is operated by the Manor Park Community Council (MPCC). The MPCC is a community based, not-for-profit organization.
- 1.2 The program will provides children in Junior Kindergarten (JK), Senior Kindergarten (SK) and grades 1-6 with a safe, fun and friendly environment in which to enjoy quality recreational activities. Children will be encouraged to develop friendships and new skills through games and sports. The program will balance sports with crafts, quiet and homework time. A bilingual atmosphere will be provided whenever possible.
- 1.1 The program will consist of free-play, a homework club, quiet time, sports/games and arts/crafts.

2. Hours and Days of Operation

- 2.1. 3:00 p.m. to 6:00 p.m. on days regularly scheduled as part of the academic year by the Ottawa-Carleton District School Board.
- 2.2. **Pick-up times:** Parents are expected to pick up children no later than 6:00 p.m. Late pick-ups will be penalized at the rate of \$1.00 per minute thereafter. Penalties must be paid on or before the last day of the month in which they were issued. If late penalties are not paid on time, the child will not be allowed to attend the program. After three (3) instances of late pick-up, the Council reserves the right to terminate the contract and the child will no longer be eligible for the program.
- 2.3 When picking up their children, parents or their designates will be required to sign them out on the appropriate form.
- 2.4 Children will only be released to those adults identified on the registration form. Should it be necessary for another adult to pick up the child, parents must notify the MPCC in writing.
- 2.5 When the child's school is closed due to weather or other extraordinary circumstances, the program will not operate.

3. Registration

- 3.1 All children must be **PRE-REGISTERED**. One (1) registration form per child is required.
- 3.2 Registration will be accepted beginning in March for the following September and on an on-going basis throughout the school year.
- 3.3 The program can accept a limited number of participants.
- 3.4 Registration is not considered complete unless accompanied by full payment of one month's fees. These fees will be applied to June 2012. Post dated cheques for the full balance of the academic year are required as outlined in section 6.6.

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100 Thornwood Road, Ottawa, ON 613.741.4753

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4. Code of Conduct

- 4.1 The Manor Park Community Council expects the participants in the After-School program to respect the counselors, the facilities, and one another. Participants are expected to behave in a cooperative and peaceful manner.
- 4.2 Should a child present a behavioral problem that disturbs the program's operation, staff will consult with the child's parents to find a possible solution. Council reserves the right to review the situation, and may consider a child ineligible for participation in the program. No refund will be made.

5. Parental Participation

- 5.1 Parents are welcome to drop in and observe our program. Comments, suggestions and volunteers are always welcomed.

6. Fees

- 6.1 Fees will be paid **in advance** on a monthly basis. No child will be admitted to the program unless fees are paid.

- 6.2 **Fee Structure:**

Full Time: \$215.00

Part Time: 4 days/week \$190; 3 days/week \$150; 2 days/week \$125;
1 day/week \$70

The fees are in effect from September 2011 to June 2012.

- 6.3 **Receipts:** Receipts to parents for income tax purposes will be issued in February 2012 for the period of January 2011 – December 2011.

- 6.4 Payable upon registration is one month's fees. These fees will be considered as payment for the final month of registration for the 2011-12 academic year.

- 6.5 **NSF Cheques:** A \$25.00 charge will apply to cheques returned due to non-sufficient funds (NSF). Should cheques be returned on more than one occasion, a different method of payment must be utilized and the MPCC reserves the right to terminate enrollment.

- 6.6 **Post-dated cheques:** Post-dated cheques, payable to the MPCC and dated the 15th of the previous month (September's payment would be dated August 15th, October's payment Sept. 15th, and so on). All cheques for the full academic year must be provided prior to August 15, 2011 to complete registration.

7. Absenteeism:

- 7.1 Parents will notify staff members when absence is likely, and the possible date of return by calling 613.741.4776. There will be no refunds or substitutions for absenteeism.

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8. Withdrawal:

- 8.1 The MPCC requires one (1) month written notice prior to the withdrawal of a child from the program in order to receive a full refund. Monthly fees will not be pro-rated. Written requests for a withdrawal submitted after April 1, 2012 will be required to pay fees through to the end of June 2012.

9. Other:

- 9.1 The MPCC is unable to accommodate children who require the administration of medication during the program period. Exceptions include asthma puffers and epi-pens.
- 9.2 On occasion, photographs may be taken of children at play while attending the Program. These photographs may be used for room décor, in newsletters and/or for promotional purposes. Should you not allow your child to be photographed, please advise the staff in writing.
- 9.3 **Field trips:** Field trips may be taken occasionally. By registering your child in the program, you give consent for your child to participate in a scheduled field trip. Should you not wish your child to participate in a field trip, please advise the staff in writing. Note that alternative supervision for your child will not be available if they are not participating in a field trip. Every attempt will be made to advise parents well in advance of planned excursions.
- 9.4 **Illness:** Parents are requested not to send ill children to the program. Should a child become ill, staff will contact the parents to arrange for the child to be taken home.

January 28, 2011

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