



Before School Program 2023 / 24 Registration Form

The Osgoode Youth Association's Before School Program is for children in Grades 1 - 6 and runs Monday - Friday. There are 2 Registration Options to choose from (detailed below). There are only full time spaces available in O-YA's Before School program. Please read the online Parent Handbook for program details / rules.

- Full Time** (Monday - Friday: Drop off from 6:30 am - 7:30 am until bus pick up) \$180 / month
- Part Time** (Monday - Friday; Drop off after 7:30 am - bus pick up) \$150 / month

STUDENT INFORMATION

Student's First & Last Name: _____

Student's Date of Birth: _____ Age as of September 2023: _____

Phone Number: _____ English or French class: _____

School: _____ Grade in 2023/24: _____

Email for Program Info / Updates: _____

PARENT / GUARDIAN INFORMATION

First & Last Name #1	First & Last Name #2
Relationship to Student:	Relationship to Student:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
Home Address:	Home Address:
Email:	Email:

EMERGENCY CONTACT INFORMATION

In the event of an emergency, O-YA's first attempt will be to contact the participant's parents / guardians. If parents / guardians are unreachable, we will contact the persons named below in the order they are listed.

Contact # 1

Name: _____

Telephone: _____

Contact # 2

Name: _____

Telephone: _____

MEDICAL INFORMATION

Student's Doctor's Name: _____ Doctor's Phone: _____

Student's Health Card (optional): _____

Is your child taking any medication (oral, injection or inhaler)? YES NO

If yes, may we have permission to administer this medication if required? YES NO

Does your child have any life-threatening allergies? YES NO

If yes, please specify _____

Medical information which staff should be advised of:

Does your child have any special conditions, including the following, which may impact their participation in the

program? behavioural • communication • emotional • developmental • physical • social • mental illness • ADD • ADHD

• dietary YES NO

If yes, please specify _____

Other information you feel we need:

Permissions Granted

1. May we have permission to take your child's photograph or video which may be used online, in print, electronic media and / or community newspapers for the promotion of O-YA programs and services?
 YES NO
2. May we have permission to take your child on local trips that may include areas such as The Community Centre, walks to the park or around the Osgoode neighbourhood?
 YES NO
3. May we have permission to act in complete authority to authorize any medical attention to your child by a qualified physician in the event of an emergency while your child is in the care of the Osgoode Youth Association.
 YES NO

Consent, Release of Liability, Waiver of Claims, Assumption of Risks & Indemnity Agreement

Please read carefully

I, agree and understand that my child, named on this form, a minor pursuant to the Age of Majority and Accountability act, has my permission to participate in the Osgoode Youth Association's Before School program. As the Parent or Legal Guardian of the child registered in this program, I and my child agree to indemnify and hold harmless the Osgoode Youth Association from all claims, demands, actions and causes of action, loss, costs or damages that the Osgoode Youth Association may suffer, incur or be liable for in relation to any injury my child may suffer or cause to others in connection with my child's negligence or actions while my child is participating in this program. Furthermore, I and my child hereby release, waive and discharge the Osgoode Youth Association from all liability to our heirs, executors, administrators for all loss or damage and any claim or demands for such loss or damage due to injury to person or property.

By signing this agreement, I and my child understand that my child will be assuming injury and certain legal risks. I, as the Parent or Legal Guardian of the child, confirm that I understand and agree to the conditions contained in this agreement prior to signing it.

Parent / Legal Guardian (print your name)

Parent / Legal Guardian (signature)

Date



O-YA Code of Conduct

As a community based not-for-profit organization, O-YA's relationship with our clients is critical to our success, and we will do our best to provide a safe and enjoyable environment with high quality and fun programs. As an employer, O-YA is responsible to provide its employees with a rewarding, challenging and safe work environment. For these reasons, O-YA has expectations of our clients in our day to day operations:

Client Code of Conduct

1. Treat fellow participants, O-YA staff and volunteers with respect and courtesy. Disrespectful behaviour, including harassing clients or staff, is not acceptable. Respectful behaviour is simple: keep your hands and feet to yourself, speak nicely to each other, listen to O-YA staff and volunteers, ask a Youth Worker for help if you need it.
2. Take care of O-YA's facility, equipment and furniture.
3. Keep valuable / personal items in your backpack, or with you, at all times. O-YA is not responsible for lost or stolen items. Electronic devices including cell phones, ipods, video games are only allowed during 'Fun Friday' program hours. On other days, these items will be taken away and given back upon sign out.

Refusal of Service

O-YA makes every effort to work with clients to continue service, but failure to respect the above Code of Conduct may result in refusal to serve.

Behaviours which are unacceptable will be communicated to parents. However, based on the intent and severity of an incident, participants may be asked to leave before end of program. If your child is asked to leave, parents/guardians will be expected to come directly back to O-YA for pick up. Again, based on the intent and severity of the incident, or if a participant has been sent home 3 times, individuals may be asked to permanently leave the program. Individuals may be asked to leave:

1. Where a manager and an employee agree that a participant has contravened the above Code of Conduct.
2. Where a participant threatens or harms fellow group members, staff or volunteers or is disruptive to the group's ability to function.
3. Where a participant behaves violently, or is threatening or obscene in interaction with employees, volunteers or other service users.

I understand O-YA's Client Code of Conduct and the consequences for contravening the Code.

Parent / Guardian Full Name (printed)

Parent / Guardian (signature)

Date Signed



O-YA Before School Program 2023/24 Payment Form

Full Name: _____

Address: _____

City: _____ Province: _____

Postal Code: _____

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

OPTION 1

I will e-transfer payment to info@o-ya.ca each month from September - June. The timing doesn't matter to O-YA - just pick a day during the month that works best for you.

OPTION 2

I will write a series of 10 postdated cheques per participant (payable to The Osgoode Youth Association) for the months of September - June. Dated first of each month.
Please note, there is a \$25 fee for NSF cheques.

OPTION 3

At O-YA, I will use the Square reader to pay (extra \$10 per month fee applies) each month from September - June. With Square reader, you can pay by credit or debit. The timing doesn't matter to O-YA - just pick a day during the month that works best for you. Please note that this option is a higher amount due to the service fee Square reader charges.

Program cancellation / Refund Policy:

Participants in O-YA's Before School Program & After School Homework Club must provide 1 full month notice to withdraw payment from the program. For example, if you cancel registration in the middle of May, you must pay for the remainder of May, plus the full month of June.