



Peoples
Christian
Academy

PCA
BREAKFAST CLUB
&
HOMEWORK CLUB
Parent Registration Package
2017/2018



PCA Breakfast Club & Homework Club

We provide a Breakfast Club & Homework Club for PCA students from JK up to Grade 8. For Junior School (JS) students attending the Breakfast Club, we will ensure that they are provided a healthy breakfast and are ready for school. For Middle School (MS) students, we will also ensure they are provided a healthy breakfast and they will be dismissed at 8:00am into MS supervision. For students attending the Homework Club, they will be picked up from their class at dismissal (MS students will come by 4:00 pm) and be provided a healthy snack. If they are also enrolled in the Extra-Curricular Program (i.e. piano, math, music, etc.), we will ensure that they are escorted to and from (if needed) the program and continue to care for them until they are picked up. Homework Clubs will be hosted in school classrooms and parents will be notified of their child's class for pick up. Entry will still be at Door #4 for both Breakfast Club and Homework Club pick up.

Registration Requirements

In order to be enrolled in the Breakfast Club & Homework Club, all families **must** complete and submit the following:

1. The Registration Form
2. A cheque for the current month's fees
3. The signed Parent Contract (parents keep one copy)

Fees

Fees for each child enrolled in the Breakfast Club & Homework Club are based on a daily or monthly rate (please refer to the Information Sheet & Fee Chart). Registration for required days must be scheduled in advance for planning purposes (eg. Staffing, snacks, etc.). Fees paid for scheduled attending days will not be refunded if your child is absent. To simplify the payment process, fees have already been pro-rated to reflect the actual number of school days and to account for school holidays therefore, the monthly rate reflects the total number of days in the year divided over the 10 months of school. The rate will remain unchanged for the months of March and December as those days of absence have already been accounted for.

Payment Policy

1. Fees must be paid **on or before** the 1st day of each month for the month ahead.
2. A discount of approximately 10% will apply to monthly fees received BEFORE the 1st of the month (post-dated cheques are accepted).
3. Please make all cheques payable to "PCA" with your child's name indicated on the memo line along with your Family #.
4. Lack of payment due to insufficient funds or any other reasons are to be, upon notification to the parents, re-submitted, with a surcharge of \$25.
5. If two (2) or more cheques are returned within the school year, future payments will be required to be by cash or by certified cheque.
6. All accounts must be kept current – overdue accounts will be sent to Finance and will affect your child's ability to re-register at the school.

7. It is the responsibility of the parent to communicate with the program Director if you are unable to keep your account current. All delinquent accounts of 30 days will result in the child being suspended from the program unless special arrangements have been made with the program Director. Further delinquent accounts will adhere to school policy.

Hours and Late Fees

The Breakfast Club & Homework Club is available school days from 7:00am – 8:30am and from 3:45pm – 6:00pm. Children can be dropped off or picked up at anytime during the hours of operation. If a child is picked up after the closing time of 6:00pm, a late charge will apply as follows:

- \$15 for the first 15 minutes, and
- \$5 for each additional 5 minute interval thereafter.

Upon arrival, the parent or designated pick up person will be asked to sign the “Late Pick-Up Acknowledgement Form” noting the time of pick up and fee incurred. The late fee must be paid in cash and is not added into the regular fees.

If a child is picked up late on a continual basis, the school administration will be notified and appropriate action taken. Should a child be left at the school past 6:30 pm without contact from the parents and emergency contacts cannot be reached, the Police and Children’s Aid may be contacted.

Behaviour Management

Behaviour management must be exercised in such a way that the rights of the child are respected and the child’s self-esteem is enhanced. The building blocks of co-operation between adults and children are:

- ☺ Respect for the child
- ☺ An atmosphere of trust and acceptance
- ☺ Appropriate programming
- ☺ Age-appropriate expectations

“Train a child in the way he should go, and when he is old he will not turn from it.” (Proverbs 22:6)

All staff, volunteers and students are trained and monitored in regards to acceptable forms of behavior management. Bullying and any forms of aggression or actions that may bring harm to others will not be tolerated.

Food

All snacks are provided as part of the Breakfast Club & Homework Club (efforts will be made to accommodate dietary restrictions and allergies) unless otherwise agreed upon during registration. Children will be provided with breakfast (Breakfast Club) and afternoon snack (Homework Club).

Homework Help

The Homework Clubs strives to provide the children with the opportunity to complete some homework and have some interaction time with friends. Homework help will be available but homework will still be the responsibility of the student to complete.



Breakfast Club & Homework Club Family Registration Form 2017/18

Information received is confidential and is being gathered for the purposes of serving your child while in the care of the Breakfast Club & Homework Club. Any medical information collected here serves to authorize the Breakfast Club & Homework Club and its staff and volunteers, to obtain medical assistance in emergencies.

In the case of custody agreements, please include the proper form authorizing parental contacts.

Child's Name _____ Grade _____
Surname Given Names

Date of Birth _____ Gender: M F
Day Month Year

Child's Name _____ Grade _____
Surname Given Names

Date of Birth _____ Gender: M F
Day Month Year

Child's Name _____ Grade _____
Surname Given Names

Date of Birth _____ Gender: M F
Day Month Year

Home Address _____
Street City Postal Code

Home Phone # _____

Family Doctor _____ Doctor phone # _____

Doctor Address _____

Allergies _____

Care required (please check ✓):

	Mon	Tues	Wed	Thurs	Fri
Breakfast Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homework Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mother/Guardian Name _____ Occupation: _____

Cell Phone # _____ Business Phone # _____

Email Address: _____

Business Name & Address: _____

Father/Guardian Name _____ Occupation: _____

Cell Phone # _____ Business Phone # _____

Email Address: _____

Business Name & Address: _____

Emergency Contact #1 (other than parents)

Name _____ Relationship to child _____

Address _____

Phone Number _____ Cell Phone # _____

OTHER THAN PARENTS/ GUARDIANS & EMERGENCY CONTACTS, MY CHILD MAY BE RELEASED

TO: (Please provide full name as shown on their identification)

1) _____

2) _____

Is your child bringing any medication with him/her? Yes No
If yes, please list.

The safety of your child is our primary concern. Precautions will be taken for their well-being and protection.

I/We, the parents or guardians named below, authorize the Breakfast Club & Homework Club Director or Staff to sign consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for my child.

I/We, named below, undertake and agree to indemnify and hold harmless Staff of the Breakfast Club & Homework Club, and its leadership from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of the Breakfast Club & Homework Club, as well as of any medical treatment authorized by the supervising individuals representing the program. This consent and authorization is effective only when participating in or travelling to events sponsored by the Breakfast Club & Homework Club.

Parent Signature _____

Printed Name _____

Date _____



Peoples Christian Academy Breakfast Club & Homework Club

Parent Contract (Parent Copy)

1. I agree to carry out the parent responsibilities under the policies outlined in this package.
2. I understand my child cannot begin attending the Breakfast Club & Homework Club until all forms have been completed and submitted and all necessary fees have been paid.
3. I agree to notify the BCHC Director as soon as possible if my child is going to be absent from the program.
4. Should the Director of the Breakfast Club & Homework Club decide that my child cannot adjust to the program, or that I have not fully carried out this contract or the parent responsibilities, my child will be withdrawn after fourteen (14) days written notice from the PCA Administration. At that time, this contract will be terminated.
5. I agree that only the pre-authorized adults listed on the registration form may pick up my child. I also agree that I will notify Homework Club by email of any last minute substitutions for pick up persons, and that these persons will be required to produce photo identification to the staff on duty before my child will be released.
6. I understand that if my child remains at Homework Club past the closing time of 6:00pm, a late charge of \$15 for the first fifteen (15) minutes will be payable to the staff on duty upon my arrival. An additional charge of \$5 for every five (5) minute interval will apply after that. I will be required to sign the "Late Pick Up Acknowledgement" form with the time of pick up noted and will be responsible to pay the late fee in cash. I will concede to the Homework Club clock for the times noted. If I fail to contact Homework Club before 6:30pm and no other family or emergency contact can be reached, I understand that the police and/or Children's Aid may be notified by Homework Club staff.
7. I agree to have my child's monthly fees submitted on or before the 1st day of each month unless alternate arrangements have been made and agreed upon by the BCHC Director and myself. I also understand that I may also provide post-dated cheques for fees. I agree that if my cheque is returned for any reason, I will be subject to a \$25 surcharge. I further understand, that if two (2) of my cheques are returned within the school year, I will be asked to submit all future payments by cash or by certified cheque.
8. I agree that if my account is in arrears of 30 days or more, my child will not be allowed to enter BCHC and he/she will be my responsibility outside of regular school hours. PCA will not be held responsible for their safety or well-being. I understand that all overdue accounts must be paid immediately or school policy will be applied.



Peoples Christian Academy Breakfast Club & Homework Club Parent Contract (School Copy)

1. I agree to carry out the parent responsibilities under the policies outlined in this package.
2. I understand my child cannot begin attending the Breakfast Club & Homework Club until all forms have been completed and submitted and all necessary fees have been paid.
3. I agree to notify the BCHC Director as soon as possible if my child is going to be absent from the program.
4. Should the Director of the Breakfast Club & Homework Club decide that my child cannot adjust to the program, or that I have not fully carried out this contract or the parent responsibilities, my child will be withdrawn after fourteen (14) days written notice from the PCA Administration. At that time, this contract will be terminated.
5. I agree that only the pre-authorized adults listed on the registration form may pick up my child. I also agree that I will notify Homework Club by email of any last minute substitutions for pick up persons, and that these persons will be required to produce photo identification to the staff on duty before my child will be released.
6. I understand that if my child remains at Homework Club past the closing time of 6:00pm, a late charge of \$15 for the first fifteen (15) minutes will be payable to the staff on duty upon my arrival. An additional charge of \$5 for every five (5) minute interval will apply after that. I will be required to sign the "Late Pick Up Acknowledgement" form with the time of pick up noted and will be responsible to pay the late fee in cash. I will concede to the Homework Club clock for the times noted. If I fail to contact Homework Club before 6:30pm and no other family or emergency contact can be reached, I understand that the police and/or Children's Aid may be notified by Homework Club staff.
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Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____