



Preschool, Child, & Youth Program Waiver September 2016-August 2017

Participant's Name:	Address:	Date of Birth:
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Participant May Walk Home from Program: Y / N If yes, at what time: ____:____

Parent/Guardian Name:	Home: <input type="checkbox"/> Work:	Cell:
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Parent/Guardian Name:	Home: Work:	Cell:
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Authorized Pick Up:	Relation:	Home: Work:	Cell:
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Authorized Pick Up:	Relation:	Home: Work:	Cell:
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In case of an emergency we will contact parents first. Please provide the name of a reliable relative/friend (other than parents) we can contact if parents cannot be contacted.

Name:	Relation:	Home: Work:	Cell:
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Name:	Relation:	Home: Work:	Cell:
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***Medical Administration form to be completed if applicable**
 Medical information (i.e. medication, allergies, Epi-pen, asthma, seizures, diabetes, behaviour, etc.):
 Dietary Restrictions/Other: _____

Notes: _____

Photo Permission (Optional)
 By checking this box, you agree to allow OSCA to use the participant's image in The OSCAR, in Program Guides, on oldottawasouth.ca, across our social media platforms, as well as in other media at OSCA's discretion. Participant's names will not be in used.

For After 4 participants only:
 Grade Entering: _____ Walkover from Hopewell Required: Y / N
 If your child does not go to Hopewell, does he/she arrive on a bus: Y / N
 Location of Drop-off: _____ Time of Arrival: _____

I / We agree that OSCA, its directors, employees, agents and independent contractors shall not be liable for any injury to my child or loss or damage to my child's personal property arising from, or in any way resulting from my participation in this activity UNLESS such injury, loss or damage is caused by the SOLE NEGLIGENCE of OSCA or its employees or agents acting within the scope of their duties.

Parent/Guardian Name <hr/> Parent/Guardian Signature <hr/>	Date <hr/>
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OSCA Conditions of Enrollment

OSCA asks that all parents and guardians of participants:

1. Notify program staff of any changes to the Registration Form, including medical, physical, and emotional health issues, and/or custody arrangements.
2. Pick up participants by the agreed-upon time. Late fees may be applied if the issue is ongoing.
3. Staff are not responsible for children outside of program hours. (Before the start of the program and upon arrival when picking up the participant)

Allergies/Medication

1. OSCA is a peanut free environment. Lunches or snacks that may contain nuts, traces of nuts, or nut by-products will be confiscation.
2. If a participant has severe or life threatening allergies or requires medication to be administered, all medication (including epinephrine auto-injectors) must be given to the coordinator or front desk staff to be stored at reception. *Additionally, a Medication Request Form and a Medication Administration Consent Form must be filled out and submitted with the medication. All participants with a severe or life threatening allergy must have a picture attached to their forms for quick identification.*
3. All prescribed medication must be kept in the original package that includes a pharmacist label indicating proper dosage instructions and the participant's name. A medication administration form must also be filled out and signed by a parent before the participant is given medication. These forms are available at the front desk.
4. Every reasonable attempt will be made to ensure that all participants formally identified to OSCA as having severe, life-threatening anaphylactic allergies are identified to OSCA staff who have received training in:
 - a. anaphylactic allergies and their potential severity,
 - b. recognition of the symptoms of anaphylaxis,
 - c. administration of EpiPen®, Allergect, Twinject
 - d. recognition of the potential symptoms and/or warning signs of a participant in medical distress.

Please note that in addition to the epinephrine auto-injectors kept at the front desk, one auto-injector must be worn by the participant at all times. All participants must therefore bring two epinephrine auto-injectors to programs at all times.

Behavioural

1. Participants, parents, and legal guardians are expected to be responsible for their words/actions and to be respectful of others. If participants, parents, or legal guardians do not demonstrate basic respect for the rights and dignity of staff members or other program participants, OSCA reserves the right to immediately suspend or terminate the participant's enrolment. This includes, but is not limited to, inappropriate or aggressive behaviour, using inappropriate language, refusal to follow behaviour guidelines, and endangering the health and safety of themselves, other participants, or staff members.
2. Parents/guardians can request an in-person meeting, prior to the start of the program, with the Preschool, Children, and Youth Program Coordinator should the participant require additional support or accommodations.

Schedule Changes

1. OSCA reserves the right to change the activities/location of the activity schedule as needed (weather conditions, low supplies, etc).
2. If the participant needs to be picked up early. We recommend that parents call ahead to determine whether there has been a schedule change.

Belongings/Damage to property

1. Participants are responsible for their own belongings. OSCA shall not be responsible for loss or damage to property belonging to program participants.
2. Participants are not to bring electronic devices, iPods, toys, or similar items.
3. electronic equipment with photographic capabilities (including cell phones) is prohibited.
4. Parents/guardians agree to pay for any and all damages caused by a participant to facility property and/or the property of others.

Drop-off/Pick-up for After 4

1. Parents/Guardians will notify program staff if the participant will be late attending the program or will be absent. Parents/guardians can call (613) 247-4946 and leave a message with the front desk staff or email firehallcoordinators@oldottawasouth.ca. Parents/Guardians of participants who do not arrive on time will be contacted by phone, therefore it is imperative that OSCA is notified of absences ahead of time.
2. Follow the program's sign-out procedures. Staff are not to release a participant to any person who is not authorized by the parent or legal guardian to take the participant. If a non-authorized person will be picking up the participant, please email firehallcoordinators@oldottawasouth.ca or call/visit the front desk (613-247-4946) to have them record the information. If your child participates in After-Four at Southminster, you can call (613-421-7346).

Non-Compliance with the Conditions of Enrolment could result in participant's being discharged from the program.

By signing below, you agree that you have read and will abide by the above Conditions:

Name (please print)

Signature

Date