



Thank you for registering your child at Spare Time

PLEASE DOWNLOAD AND SAVE THE FORMS TO YOUR COMPUTER

Please complete the document package if you are new to Spare Time Child Care Society

- Complete the [Spare Time Registration Documents](#) , which include contact information, centre-parent agreement, photo/video consent, Emergency Consent and [Immunization Information Form](#).
- Complete the [Anaphylaxis Care Plan Form](#) and [Asthma Care Plan Form](#) if necessary.

Sir Charles
Kingsford-Smith

School
6901 Elliott St
Vancouver, BC
V5S 2N1

T 604 325 1010
F 604 325 1039

Spare Time Forms Guide:

1. Download the form(s) from our website and save it onto your computer (e.g. onto your desktop). The form(s) are located under the [Registration](#) tab in the [Forms](#) section.

When downloading/saving the form(s) an option will appear to rename it, as well as where to save the it.

- Rename the form(s) to the name of your child (e.g. Smith, John) and save it to your desktop or another location. (Remember where you saved it as you will need that information later.)
- If the form(s) opens in your browser and the option to download does not appear, save the PDF form to your computer by using the “save” or “save as” option in your browser.
- Depending on your browser and PDF program there will either be an icon in the form(s) of a picture of a disk, or the “save / save as” option will be under the “file” menu.

2. Complete the form(s) using Adobe Acrobat Reader or another PDF program.

If you are using a Mac/Apple please note that Apple Preview does not work properly. Please use a PDF program like Adobe Acrobat Reader.

Please sign the form(s) by typing your name in the signature fields.

3. When you have finished filling in the form(s), save and email the complete PDF to the centre your child is enrolled in. See email addresses below.

- Click the disk icon or the “save/save as” tab under the “file” menu.
- Once the form is saved, email it to the centre your child is enrolled in.

Spare Time II: sparetimeii@sparetimesociety.org

Spare Time Bobolink: oliver@sparetimesociety.org

Spare Time Challenge Club: astrid@sparetimesociety.org

Spare Time Clubhouse: clubhouse@sparetimesociety.org

Spare Time Connection: clubhouse@sparetimesociety.org

Spare Time Treehouse: clubhouse@sparetimesociety.org

4. When we receive the forms, we will review them, add a photo of your child.

Should you have any question regarding the forms, please contact your Centre.

PLEASE DOWNLOAD AND SAVE THE FORMS TO YOUR COMPUTER

Spare Time II
Sir Wilfrid Laurier School
T 604 713 4930

Spare Time Bobolink
David Oppenheimer School
T 604 325 5733

Spare Time Clubhouse
General Wolfe School
T 604 875 1818

Spare Time Special Needs Program
Sir Charles Kingsford-Smith School
T 604 325 1010

Spare Time Challenge Club
Sir Charles Kingsford-Smith School
T 604 325 1010

Spare Time Connection
David Livingstone School
T 604 875 1331