

## **2022 SUMMER PROGRAM ENROLMENT**

### **KEY DATES FOR COMMUNITY FAMILIES (not currently enrolled)**

**In an effort to increase the sustainability of our operations and to reduce our environmental footprint, please go to [www.sparetimesociety.org/summer-program](http://www.sparetimesociety.org/summer-program) to view the summer calendar and brochure, and to download the “2022 Summer Program COMMUNITY Enrolment Forms” that can be filled out and submitted to the centre via email.**

**Online enrolment for community families will be open 7:30am on May 16<sup>th</sup>, 2022.**

**Email your completed registration package for Spare Time Clubhouse to [sparetimeclubhouse@gmail.com](mailto:sparetimeclubhouse@gmail.com)**

- \* Accepting only one family registration per person.
- \* Enrolment packages sent before 7:30am on May 16<sup>th</sup> will not be accepted.
- \* Payment will be requested once your enrolment has been confirmed by an email from the centre.

Child's Full Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ Going into Grade: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_ Primary Phone No.: \_\_\_\_\_

Parent E-mail(s): \_\_\_\_\_ School your child attends: \_\_\_\_\_

New Spare Time Registration?: Yes No Documents on file?: Yes No

*Please complete a separate summer package for EACH child.*



## **2022 SUMMER PROGRAM ENROLMENT: COMMUNITY FAMILIES**

**Location: General Wolfe School, 4251 Ontario St., Vancouver**

Please submit the following forms as soon as possible to secure your space.

Summer Enrolment Form (THIS FORM)

Photo Consent Form / Sunscreen Consent Form

Summer Field Trip Form

Child Health Information / Summer Expectations and Contract

Early Placement Letter / Intermittent Supervision Form (if applicable)

**Summer program hours:** 7:30am-6:00pm. **Contact:** 604-875-1818; sparetimclubhouse@gmail.com

**Weekly program fee: Children entering K & Grade 1:** \$275.00 (\$220.00 for the holiday week, August 2-5).

A fee reduction has been applied for Kindergarten families (children entering K & Grade 1 in September)

through the Child Care Fee Reduction Initiative (CCFRI) from the Ministry of Children and Family

Development. **Children entering Grades 2-8:** \$302.00 (\$242.00 for the holiday week, August 3-6)

*Please note in shorter weeks, fees are prorated.*

When payment is due, please **e-transfer to: [alona@sparetimesociety.org](mailto:alona@sparetimesociety.org)**

SESSION #	DATES	COST OF SESSION (ENTERING K & GR.1)	COST OF SESSION (ENTERING GR.2-8)	ATTENDING (indicate)	TOTAL
1	July 4 - July 8	\$275.00	\$302.00		
2	July 11 - July 15	\$275.00	\$302.00		
3	July 18 - July 22	\$275.00	\$302.00		
4	July 25 - July 29	\$275.00	\$302.00		
5	August 2 - August 5*	\$220.00	\$242.00		
6	August 8 - August 12	\$275.00	\$302.00		
7	August 15 - August 19	\$275.00	\$302.00		
8	August 22 – August 26	\$275.00	\$302.00		
9	August 29 - September 2*	<i>Closed for maintenance</i>			N/A

\*We will be closed August 1<sup>st</sup>, and the week of August 29<sup>th</sup> – September 2<sup>nd</sup>

**Total Cost:**

**ACCB auth.+:**

**Parent Portion:**

**Outstanding:**

Families receiving Affordable Child Care Benefit (ACCB), please submit your authorization and payment for the difference.

**Registering a child with extra support needs? Please contact the centre before filling out the form to ensure we have the capacity to support the child.**

**Withdrawal Policy:** Once your space is confirmed, no changes are allowed. No refunds or credits will be given unless we are able to fill your spot, in which case you will receive a full refund less a \$35.00 administrative charge. There will be no refunds or credits for days not attended.



## **PHOTO CONSENT FORM 2022**

Every year near the end of the summer program we prepare and present a slideshow highlighting the fun and exciting activities the children have participated in. It will be presented and distributed to all parents at the centre via email. The images may also be used for various marketing initiatives to promote Spare Time Child Care Society as well as our social media pages (Facebook and Instagram).

Please select **ONE** of the following options:

Yes, I give photo consent.

Yes, I give photo consent for the end of Summer slideshow only. Please do not put any photos of my child online.

No, I do not give photo consent.

By signing below, you are indicating that you have read, understand, and agree to our request.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **SUNSCREEN CONSENT FORM 2022**

We try our best to keep the children Sun Safe by increasing awareness and reinforcing healthy sun safe behaviour among children and staff, as well as following recommended best practices that include:

- Encouraging the children to wear their hats outside
- Playing in the shade
- Covering up
- Using broad spectrum sunscreen that is 30 spf or higher.

We keep sunscreen at the centres to ensure that it is applied as recommended. We follow the Canadian Cancer Foundations tips on choosing sunscreen products that are available and safe for children. [Health Canada](#) regulates the safety, effectiveness, and quality of sunscreens in Canada. Sunscreen products are classified as drugs and must meet the requirements in Canada's [Food and Drugs Act](#) before they may be imported, advertised, or sold in this country.

Because of this regulation by Health Canada, we require your permission to provide sunscreen to your child.

Please check **ONE** of the following:

I understand that Spare Time will administer sunscreen kept at the centre to my child.

I will send sunscreen with my child and I understand that Spare Time will encourage my child to reapply the sunscreen as necessary.

My child is not required to wear sunscreen while at Spare Time.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 2022 SUMMER FIELD TRIPS

Dear Parents,

As summer is fast approaching, we would like to provide you with a list of *possible* summer field trips. Due to liability insurance, we must have permission for your child to attend these trips. Field trips are taken in our 15 passenger Variety Club Vans, 19 and 21 passenger busses, 46 passenger school bus, driven by Class 2 and Class 4 drivers. The following list of possible trips is for the Juniors, Leaders, and Loungers. **Please cross out any of the trips you would NOT like your child to attend and sign this form and the parent contract.** Daily trips are posted at the centre, please check the board daily.

Ambleside Park	Grouse Mountain	Otter Co-op Outdoor
Bear Creek Mini Golf	Hillcrest	Experience Pacific Spirit Park
Big Splash Waterpark	Jericho Beach	Pirate Adventures
Bobolink Park	Jungle Jac's	Playland
Britannia Mine	Kidtopolis	Prince Edward Park
Cambie Water Park	King George Park	Queens Park
Central Park Pool	Kits Pool	Riley Park
Circus Lab	Krause Berry Farm	Sea to Sky Gondola
Clip n Climb	Lynn Canyon	South Arm Pool
Community Bike Trips	Maan Farms	Southland Farms
Deep Cove	Marpole Community Centre	Stanley Park
Douglas Park	Momentum Ninja Training	Steveston Water Park
Dragon Boating	Mt. Pleasant Park	Tatlow Park
Eagle Acres Dairy Farm	Mt. Seymour	Terra Nova Park
Garden City Community Park	Museum of Flight	UBC Pool
Granville Island	New Brighton Pool	Wild Play

**Please indicate the swimming level of your child:** \_\_\_\_\_

Spare Time will maintain legal ratios and provide the most careful supervision possible at all times. If you have any further questions or comments, please do not hesitate to see your centre supervisor.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**CHILD HEALTH INFORMATION**

**Registering a child with Allergies, Health Concerns, or Dietary Restrictions?**      **Yes**                      **No**

If yes, please specify: \_\_\_\_\_

If it is a severe allergy or if your child has asthma, please complete the **Anaphylaxis care plan or Asthma care plan** (once you are accepted into the summer program) which is found on our website under the Registration tab, on the “Forms” page if there is not already one at the centre.

**Registering a child with extra support needs?**      **Yes**                      **No**

If yes, please specify what care is needed. Discussion with centre supervisor will follow.



**2022 SUMMER PROGRAM EXPECTATIONS & CONTRACT**

**Expectations:**

- Parents/guardians must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to the program. If your child is ill, they must remain home. If your child shows symptoms at Spare Time, they will be isolated, and you will be contacted. Parents or caregivers must pick up their child promptly once notified that their child is ill.
- Please walk your child into the centre every morning.
- **If your child will be late or absent, please notify the centre before 10:00 am.**
- On any given day, children may be away from the centre until 5:00 pm.
- If you intend to pick your child up early, please notify the centre in advance.
- Do not let your child bring money (unless specified by the program), or anything that might be lost or broken.
- Cell phones or other electronic devices must be given to the supervisor upon arrival and will be returned when the child leaves.

**Contract Details:**

**Registration will only be confirmed by payment/ACCB authorization.**

**NO REGISTRATION WILL BE CONFIRMED IF THERE IS AN OUTSTANDING ACCOUNT.**

I have read the Summer Program Enrolment form and give my child permission to participate in the exciting summer program adventures. I understand that I will be notified when payment is due and there are **NO REFUNDS OR CREDITS FOR CANCELLATIONS, unless Spare Time is able to fill my child’s spot in which case I will receive a full refund less a \$35.00 administrative charge. I will receive no refunds or credits for days my child did not attended.**

I have read and understand the summer program contract and letter and accept all terms.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **Early Placement Letter**

**For children who will be attending summer care prior to attending Kindergarten in September 2022**

Community Care Facilities Licensing requires that parents of children who will be attending Kindergarten in September 2022 write a letter requesting early placement in school age child care for the summer.

Please include the following in your letter:

- The date
- Address the letter to Spare Time Clubhouse
- Request early placement and the reason why (e.g., to prepare for Kindergarten, to encourage comfort in a group setting, etc.)
- Sign the letter

You can email the letter with this enrolment package or drop it off at the centre. Please provide the letter as soon as your summer weeks have been confirmed, as the letter must be submitted to licensing and approved **before** your child can attend.



**LOUNGERS INTERMITTENT SUPERVISION FORM**  
**(Children entering grades 6 - 8 ONLY)**

One of the goals of the Spare Time Centres is to design programs that meet the needs of each of our age groups. We believe that as children grow older, they should be given all possible opportunities to exhibit more responsible behaviour and independence of action.

One of our age groups – Loungers – can benefit and develop by being allowed to organize and participate in certain activities with “Intermittent Supervision.”

Activities carried out with “Intermittent Supervision” are controlled but not with our otherwise constant visual checking. Rather, participants are checked at carefully timed intervals by a staff person, allowing them room for development of this responsibility and independence of action.

Intermittent Supervision activities could include:

- A group of Loungers wanting to play on the basketball court by signing out on an out-door list and having a Staff person check on the progress of their game every 10 - 15 minutes.
- A group of Loungers wanting to play on the playground and having a Staff person check on the progress of their game every 10 - 15 minutes.

Your child \_\_\_\_\_ is in the Lounger Group and in order that he/she might participate in activities such as those described above **WE REQUIRE YOUR PERMISSION FOR INSURANCE PURPOSES.**

**YES** I will permit my child to participate in activities with “Intermittent Supervision”

**NO** I wish my child to be supervised at all times

**NEED MORE INFORMATION**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date