



City of North Bay After School Program Registration Form

Dear Parents and Guardians,

Please read this document in its entirety and complete all required fields before submitting. The participant is not considered registered until you receive a confirmation email from the After School Program Supervisor stating that the registration form has been received.

With generous funding from the Ontario Ministry of Heritage, Sport, Tourism, & Culture Industries, and the support of our community partners, the After School Program seeks to offer our participants a safe and nurturing environment in which they can learn more about physical activity, nutrition and healthy living.

Please Note:

The After School Program **does not operate** on **Snow Days** or **P.D. Days**. You will not receive any notification from the program when a Snow Day occurs, it is the parent/guardian's responsibility to know when bus routes are cancelled for the region.

The City of North Bay's After School Program is available at the following locations:

- E.T. Carmichael Public School: Monday, Wednesday and Friday from 3:00pm-6:00pm
- Circle Lake Community Centre: Monday, Wednesday and Friday from 3:00pm-6:00pm

Each location can accommodate up to 30 participants from Senior Kindergarten to Grade 6.

In order to ensure participants safety, as well as equitable use of the program, the After School Program has the following policies in place:

- Participants are expected to attend on a weekly basis as outlined on their registration form.
- Should the participant need to be absent from the program on a day they are expected to be there, please contact the After School Program in any of the following ways:
 - Email: heather.bronson@cityofnorthbay.ca
 - Call/text: 705-471-2283

Please do not contact the school with matters concerning the After School Program.

- If your child is absent, and no notification is received, the on-site Programmers will call the phone numbers listed on the child's registration in an effort to locate him/her unless you have specified otherwise on the registration form.
- Each location will maintain a waitlist for those who wish to join after the cut-off of 30 participants has been reached. Should your child be waitlisted, s/he will be notified if/when a spot becomes available.
- Participants who have not attended for three consecutive sessions as outlined on their registration form, and who have not provided reasonable cause during or prior to the absence, will be deemed to have voluntarily withdrawn from the program. Withdrawn participants who



wish to rejoin the program will have to complete a new registration form and are subject to any possible waitlists that may exist at that time.

- The program utilizes a strict sign-in/out procedure. If you wish your child to be able to sign him/herself out, written authorization must be provided, and the child must be at least 10 years old.

Weather Appropriate Gear

It is absolutely necessary for participants to be sent with weather appropriate gear for outdoor play, including a winter coat, snow pants, toque, glove/mittens, scarf/neck covering, and boots. If there is snow outside and participants are missing any of the gear listed above, the parent/guardian will be called to either bring them the winter gear or take them home. With COVID-19 we cannot lend out spare gear or have children sharing gear. If a participant is continually sent without appropriate winter gear, they will be removed from the program.

Please also send participants with a refillable water bottle.

Behaviour Policy

The After School program is a hands-off and harassment-free facility. Participants in violation of this, or in violation of COVID-19 safe practices, may be suspended from the program or withdrawn.

The program uses a **Three Strikes Policy** for behavioral concerns. If the participant fails to comply with program rules and regulations, warnings and suspensions will be given up to and including removal from the program. This policy exists to ensure staff can continue to effectively supervise all participants and provide holistic, intentional recreation programming without concerns of compromised safety for other participants. In the event that a participant is not listening to the programmers, not following rules/directions, or otherwise creating an unsafe atmosphere:

1. A warning will be issued to the participant and logged, and the parent/guardian will be notified upon pick-up.
2. A written behaviour alert will be issued and logged. The parent/guardian will be notified. A suspension may be warranted depending on the severity of the behaviour, at the discretion of program staff and administrators.
3. A final behaviour alert will be issued. The participant will either be suspended from the program for a set time period to be determined by the staff and supervisor, or removed from the program entirely.

The City of North Bay After School Program strives to work with the families of participants struggling with behavioural issues to the best of our abilities. Please contact the program supervisor if you have concerns and would like to develop an action plan to teach the staff best practices for handling specific behaviours exhibited by the participant. This could include, for example, the participant being sent to the program with a cell phone that they could use to call the parent/guardian and talk things through if feeling overwhelmed. The supervisor and staff will try their best to accommodate participants with behavioural difficulties so they can enjoy the full benefits of the After School Program, while also



considering the needs of all other participants who deserve to receive equal attention/supervision and focused leaders who can provide quality programming.

*Please be aware that certain severe offenses can result in automatic removal from the program without advance warnings, such as bringing banned items including weapons or drugs/alcohol into the program, or exhibiting deliberate physical violence toward other participants or staff.

COVID-19 Protocols

The City of North Bay After School Program has developed its COVID-19 Policies & Procedural Guidelines in consultation with the Ministry of Education and local Public Health guidelines.

Please consult the Youth After School Program page on the City of North Bay website to find the PDF document titled “City of North Bay After School Program COVID-19 Procedural Guide”, outlining all measures our program is taking to prevent outbreaks and minimize risk of transmission among participants. This document details safety procedures around screening, cleaning and sanitary practices, and the reporting requirements regarding signs or symptoms of illness (including our duty to report and consult with local Public Health).

Safety practices that parents/guardians with a participant in the City of North Bay ASP need to know are outlined below:

Pick-up procedure

All persons picking up a participant at any location must be wearing a mask.

E.T. Carmichael

- For security reasons, the E.T. Carmichael access doors will be locked after the main school staff have left for the day. When any authorized person arrives to pick up a participant, if the doors are already locked they must call the staff cell phone at the number 705-498-5382 to notify staff of their arrival. ASP staff will then bring out the child to be signed out by the authorized person.
- If the participant is picked up early and the doors are not yet locked, please be aware that authorized pick-up persons will not be allowed to enter the child care space. We ask that the authorized pick-up person remain in the vestibule area and call the staff cell phone at the number 705-498-5382 to notify staff of their arrival. ASP staff will then bring out the child to be signed out by the authorized person.
- If the participant is picked up early and the authorized pick-up person sees that the group is outdoors behind the site, they may come around on foot and greet the staff to notify of their arrival, then sign out the participant. It is still necessary for a mask to be worn when picking up the participant outdoors.

Circle Lake Community Centre

- For safety and security reasons, staff will lock the door to the Circle Lake building. Please knock on the front door upon arriving to pick up a participant, unless the group is outside, then please



alert staff and they will assist you in signing out the participant. They will bring the sign-out sheet to you, as we want to limit the persons coming into the child care space for tracking purposes.

Symptoms Screening

- Any individual who has been screened for symptoms prior in the day would not need to be re-screened (i.e. a child coming to an after school program who was screened for their core day program).
- All staff will be screened before beginning work each day.
- Parents/guardians are asked to please not send the participant to the After School Program if they are exhibiting COVID-19 symptoms. If a participant is exhibiting COVID-19 symptoms, they will be moved to the Isolation Area under the supervision of a staff member until an authorized pick-up person can arrive and collect them.

Masks/Handwashing/Sanitizing

- Masks are mandatory for participants in Grade 4 & above, and highly encouraged for all other participants. Please send participants with non-medical masks. The ASP will have some on hand as a backup.
- Participants will be required to handwash upon entering the program, before eating snack, upon entering the child care space after playing outside, and of course after using the washroom. Hand sanitizer will not be encouraged for participants, but will be available mainly for staff if there isn't time to wash hands in between helping participants with various things.
- All surfaces and high-contact areas will be sanitized at the beginning and end of each program session, and before and after snack is served.



Please check which site the participant will be attending:

E.T. Carmichael	Circle Lake

Attendance

The participant will attend weekly on the following days (check all that apply):

E.T. Carmichael	Monday		Wednesday		Friday	
Circle Lake	Monday		Wednesday		Friday	

If the participant misses three consecutive sessions, based on the attendance indicated above, without explanation, they will be considered to have voluntarily withdrawn and their spot may be offered to another child.

We require prior notification if the participant is going to be absent on a day that they are expected to be present. Please use any of the contact means provided. If the participant is absent without prior notification, the programmers will attempt to locate them by calling the phone numbers provided. **Please indicate below if you do not want the staff to call.**

<input type="checkbox"/>	If my child is absent from programming on a day they are expected to be present, please do not call.
--------------------------	---

Participant Information

Full Name	
Age & D.O.B.	
Health Card #	
Primary Address	

Parent and Guardian Contact Information

Parent/Guardian (1) Full Name		Parent/Guardian (2) Full Name	
Cell Phone #		Cell Phone #	
Home Phone #		Home Phone #	
Work Phone #		Work Phone #	
Email Address (print clearly)		Email Address (print clearly)	

Emergency Contacts

Emergency Contact (1) Full Name		Emergency Contact (2) Full Name	
Cell Phone #		Cell Phone #	
Home #		Home #	



Do you authorize the Emergency Contacts listed above to sign out your child from the program?

YES NO

(circle one)

Initials: _____

Authorized persons other than those listed above who may also sign out the participant

Authorized Sign-Out (1) Full Name		Authorized Sign-Out (2) Full Name	
Relationship to Child		Relationship to Child	
Home Phone #		Home Phone #	
Cell #		Cell #	
Work Phone #		Work Phone #	

Participant Self-Sign Out (Optional)

The participant is over the age of 10 years and I, _____, authorize permission for the participant to sign out of the After School Program at any time.

Initials: _____

OR

The participant is over the age of 10 years and I, _____, authorize permission for the participant to sign out of the After School Program after the following time: _____ p.m.

Initials: _____

Please check if your child has any of the following

A.D.D.		A.D.H.D.		Asthma		Autism	
Cardiac Condition		Diabetes		Epilepsy		Epi Pen	
Food Allergy		Medications		Other			

Additional Information:



I have read and understood the policies contained in this document regarding the City of North Bay After School Program, and I have read and understood the information in the City of North Bay After School Program COVID-19 Procedural Guide. I agree to abide by all of these rules for as long as the participant in my care is enrolled in the City of North Bay After School Program.

Parent/ Guardian’s Signature

Date

Photo Release (Optional)

During the course of our activities there may be time when photographs may be taken of your child(ren). These photo’s may be used for publicity purposes or may appear in local newspapers. Please check one of the following options:

I DO NOT authorize the City of North Bay to use photos of my child for publicity purposes.	
I DO authorize the City of North Bay to use photos of my child for publicity purposes.	

I hereby authorize the City of North Bay to publish photographs taken of persons under my legal guardianship for use in print, online and municipal publications. I acknowledge that their participant is voluntary and that neither I nor the minor children will receive any financial compensation for use of these photographs. I further agree that my wards participation in any publication, photo, or website confers upon me or my child no rights to ownership of the original photo or the forum in which it was used. I hereby release the City of North Bay from any liability or third party claims regarding the use of these photographs.

Participant’s Name	
Parent/Guardian’s Name	

If you require further assistance please contact the After School Program at 705-474-0400 ext. 2338 or by e-mail at heather.bronson@cityofnorthbay.ca

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the After School Program and/or Youth Program. Questions about this collection or personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay (705) 474-0626, ext. 2510.