



# Licensed Summer Care Registration Form JK / SK

## Child's Information

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Birth Date (Y/M/D): \_\_\_\_\_

Child's Health Card #: \_\_\_\_\_

Current Age: \_\_\_\_\_

**Outgoing** Grade: \_\_\_\_\_

Gender:  Male  Female

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

School: \_\_\_\_\_

## Custody Information

Not Applicable

If there is a legal custodial agreement the YMCA requires a copy. We are only able to follow custodial directions if it is a legal binding document.

Custody documents are included?  
 Yes  No

Custodial Parent: \_\_\_\_\_

My child may NOT be released to: \_\_\_\_\_

Relationship to my child: \_\_\_\_\_

## Record of Immunization

*Please attach a copy of your child's immunization record.*

Copy of immunization record included?  
 Yes  No

## Parent/Guardian 1

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Place of Work: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**Address (if different from child)**

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

## Parent/Guardian 2

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Place of Work: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**Address (if different from child)**

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

## Emergency Contact and Authorized Pick up Information

The following contacts are authorized to pick up your child, or should an emergency arise and you cannot be contacted, they will be contacted and assume responsibility for your child. Identification is required at time of pick up.

### Authorized Person #1

Full Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

### Authorized Person #2

Full Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

### Authorized Person #3

Full Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

## YMCA Privacy Commitment

YMCA of Timmins is committed to protecting information by following responsible information handling practices, in keeping with privacy laws. We collect and use personal data in order to better meet your service needs, to ensure the safety of children in our care, for statistical purposes, to inform you about the YMCA program or service in which you are registered, and to satisfy government and regulatory obligations. You may also hear from us periodically about other YMCA programs, services and opportunities that may interest and benefit you. [www.timminsymca.org](http://www.timminsymca.org)

## Medical Information

Doctor's Name:

Doctor's Phone:

Doctor's Address:

### Allergies

Allergies:  Yes  No

If yes, indicate allergy type and reaction:

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Carries EPI Pen	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Carries Inhaler	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### EpiPen Procedure

If you identify on your child's registration form that they require use of an EpiPen for life-threatening allergies, your child will need to bring the EpiPen to child care every day. In order to ensure your child's safety, children who require an EpiPen, but do not bring it (or EpiPen is expired), will not be admitted into care. To accurately communicate with staff, the EpiPen information form must accompany your child's registration form. This form can be picked up at the main office.

### Lunch/Snacks

I understand that I am to provide my child with water, snacks and a lunch daily. Lunches must not contain nut products. If there are any other food allergies in your child's group you will be notified by letter.

Parent/Guardian initials: \_\_\_\_\_

### Program Support

Has your child been diagnosed with special needs or behavioural needs? (ie. ADD/ADHD)

Yes  No

Please specify

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If you answered YES to the above question, please see our

### Integration Camper Profile

Does your child receive additional support in school?

Yes  No

Does your child require one-on-one support?

Yes  No

### Additional Information

Is there any additional information that the staff should be informed of to better care for your child?

Yes  No

If yes, please explain:

### Sign In and Out Procedure

I understand that the YMCA is not responsible for my child until they arrive (signed-in) at the YMCA program or after they leave (signed-out). For the safety of your child(ren), parents and/or guardians must approach a YMCA staff when dropping-off and picking-up your child(ren).

Should your child walk alone to or from our program an **Authority and Release Consent** form must be completed with all relevant information signed (available at the main office).

Parent/Guardian initials: \_\_\_\_\_

### Activities on Property

I hereby give consent for my child to use all play equipment and to actively participate in all activities associated with the child care program.

Parent/Guardian initials: \_\_\_\_\_

### Off Site (Neighbourhood Walks)

I hereby give consent for my child to actively participate in all activities involving walks within the community. In the case of special field trips parents will receive a consent form to be signed before the day of the field trip. This consent form must be signed in order for children to participate in the field trip.

Parent/Guardian initials: \_\_\_\_\_

### Medication

Parents are required to complete and sign a **Medication Authorization** form outlining dosage and the times at which it is to be given. Medication must be in the original container, labelled with the child's name, date, name of drug, and storage instructions.

Medication for Non-Prescribed medication (over-the-counter) will not be administered for the sole purpose of reducing a child's fever and/or cough unless the doctor has indicated in writing the medication is to treat a Chronic illness, such as controlling the onset of seizures, asthma, allergies, etc. Should your child require over-the-counter medication it must be accompanied by a doctor's note detailing; the reason for the medication, specific written instructions on how to administer the medication and an open and close date as to when the medication should be administered.

Is your child currently on medication?

Yes  No

Will your child require medication while in our care?

Yes  No

### Past History of Communicable Diseases

Please check below if your child has had:

<input type="checkbox"/> Rubella	<input type="checkbox"/> Measles
<input type="checkbox"/> Whooping cough	<input type="checkbox"/> Mumps
<input type="checkbox"/> Chicken Pox	<input type="checkbox"/> Hepatitis
<input type="checkbox"/> Scarlet Fever	<input type="checkbox"/> Mononucleosis
<input type="checkbox"/> Other (please indicate)	_____

### Chronic Illness and Anaphylaxis Alert

A chronic illness is when a child requires medication on a regular basis (i.e. Diabetes, etc.). If your child has a life-threatening allergy requiring medication to be kept on site at all times, parents are required to complete an **Anaphylaxis Alert Consent Form** (available at the YMCA administration office).

***\*All medication must be hand given to office staff to ensure it is locked up and out of the reach of the children.***

### Health and Wellness

If your child shows symptoms of ill health such as fever, vomiting or diarrhea, your child will not be admitted to our care. In the case of discharge from the eyes or ears and rashes deemed suspicious, a physician's note may be required stating the nature of the illness. If your child develops symptoms of ill health while in our care, you will be contacted to pick up your child. **Children must be free of diarrhea, vomiting or high fever as a result of illness for twenty-four consecutive hours before returning to child care.**

Parent/Guardian initials: \_\_\_\_\_

### Head Lice

Throughout the summer, spot checks will be conducted on all children. If a child has either nits or lice, contact will be made to immediately have the child picked up. The child must then be treated and **all** nits must be removed prior to re-admittance to the program. Your support and cooperation is greatly appreciated in this matter.

### Emergency Medical Consent

I hereby grant permission for the Staff to take whatever steps may be necessary to obtain medical care to my child if warranted. These steps may include, but are not limited to the following: call 911, attempt to contact parent/guardian, and attempt to contact the parent/guardian through any of the people listed as emergency contacts.

Parent/Guardian initials: \_\_\_\_\_

### Swimming

Does your child know how to swim?

Yes     No

Does your child require a life jacket?

Yes     No

### Sunscreen Policies and Procedures

1. All children and staff will wear sunscreen daily with an SPF of at least 15 on all exposed skin.
2. Parents or legal guardians will be responsible for applying the first layer of sunscreen prior to morning drop off.
3. Parents or legal guardians will be responsible for providing their child/children with enough sunscreen (in a sealed container) to take with them for later applications. One container per child, please.
4. Staff will be responsible for ensuring thorough follow-up applications after one hour in water, two hours of activity in the sun, and/or any other time as needed. Please note children in JK, SK, Grade 1 and Grade 2 will have the sunscreen applied to them by the day camp staff. Children in grades 3, 4, and 5 will apply their own sunscreen supervised by staff. Staff will remind these children to apply sunscreen throughout the day.
5. For children who have fair skin, freckles, or numerous moles; have blonde, red or light brown hair; have a family history of skin cancer, we recommend an extra t-shirt be brought to wear in the water for extra protection.
6. A sunscreen station will be set up on all field trips. Children can come to this station when they need sunscreen reapplied.
7. The YMCA reserves the right to disallow anyone to participate in the program at any time for failure to comply with this policy. If a child refuses to apply sunscreen please inform the Supervisor immediately.
8. Please note that these decisions were made to protect children and staff from the dangers of ultraviolet rays. Our staff members have been trained on this subject and understand their responsibilities and the consequences for failure in observing this policy.

I have read and understood the YMCA Sunscreen Policy.

Parent/Guardian Initials: \_\_\_\_\_

### Sunscreen Application

I grant permission to the YMCA of Timmins staff to apply sunscreen on my child as required.

Yes     No

Parent / Guardian Initials: \_\_\_\_\_

## **YMCA Code of Conduct**

It is our goal to provide a healthy, safe and secure environment for all participants. As a fully integrated program, the YMCA values diversity and the differences that form the child care community. Staff use a positive, values based approach to guide appropriate behaviors and seek to reward and reinforce positive behavior. Children are expected to follow YMCA behavior guidelines and to interact appropriately with their fellow children.

The safety of each individual is of the utmost importance to the YMCA. Parent/guardian(s) and children must recognize a personal responsibility to learn and follow safety and other rules established by the YMCA. Behavior that impacts other children physically or emotionally (including harassment and/or bullying) may result in immediate dismissal or removal from the program. Children can be dismissed from care due to intentional behavior that places them or others at risk. Children are expected to follow YMCA behavior guidelines and to interact appropriately with other children.

### **Behavior Guidelines:**

- All children are responsible for their actions
- All children will respect each other and the environment
- All children will be honest and true to their word
- All children will care for themselves and those around them
- All children will make healthy and safe choices
- All children will value diversity and seek to include others

### **When a child does not follow the behavior guidelines, we will take the following steps:**

1. The staff will document the situation. This written document will include what the behavior problem is, what provoked the problem and the corrective action taken.
2. If the problem occurs a second time, staff will schedule a conference that will include the parent, camper, the Community Program Co-ordinator and the General Manager.
3. If a problem is ongoing and the child continues to disrupt the program, the YMCA of Timmins reserves the right to suspend the child from the program. Expulsion from the program will be considered in situations that threaten the immediate safety of that child, other children or staff. The parent may be notified and expected to pick up the child immediately.

I have read and understood the YMCA Code of Conduct and behavior guidelines.

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

# Email Consent Form

The YMCA of Timmins values the feedback our customers give us on a daily basis. We have agreed to join the YMCA National Database coming soon. The database will allow our clients to register for any program offered by the YMCA of Timmins electronically. Clients have also expressed their desire for electronic communication about important reminders and notices from the YMCA of Timmins. The YMCA of Timmins has purchased the Constant Contact software program to keep clients up to date of important information.

Information that may be sent through this email service:

- Closure information
- Emergency announcements (ie. Emergency shelter information, fire drills, water main breaks, etc.)
- Announcements of important registration dates
- Newsletters
- Field Trip reminders
- Fluoride reminders
- Information about new programs

As a valued client and friend, the YMCA of Timmins requests your consent to allow us to send you important information and announcements mentioned above from our organization. Your consent is required to comply with the new Anti-Spam Legislation (CASL).

Please complete the form and check off the "I consent" box below. You may change your mind and unsubscribe at any time.

For more information on Canada's anti-spam law, visit the Government of Canada's site (<http://fightspam.gc.ca/eic/site/030.nsf/eng/home>).

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[www.timminsymca.org](http://www.timminsymca.org)

If you have questions regarding your subscription status or wish to update contact information, please contact the Main Office at [info.timminsy@timmins.ymca.ca](mailto:info.timminsy@timmins.ymca.ca)

Email Address: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

I confirm my consent to receive electronic communications from YMCA of Timmins

Signature: \_\_\_\_\_

## Photo & Video Consent, Assignment & Release Form

**PURPOSES:** For marketing, advertising, promotional and/or communication purposes, the YMCA may, from time to time, take photographs and/or video recordings of YMCA based activities or events that include real people, which photographs and video recordings will be placed in the YMCA National Photo Bank and which may be used by the YMCA in Canada and elsewhere in the world, for its own informational, promotional or advertising purposes, and by any other person authorized by YMCA (an “**Authorized Third Party**”) to use such photos or video recordings, in any part of the world, in connection with such Authorized Third Party’s support for, association with, or arrangements with, YMCA (collectively, the “**Purposes**”). For purposes of this Form, “YMCA” refers to YMCAs and YMCA-YWCAs in Canada or elsewhere in the world (as part of the World Alliance of YMCAs) and to YMCA Canada, and the World Alliance of YMCAs.

**By signing this Form, you are consenting to the taking of photographs and/or video recordings of you by the YMCA for the Purposes, you are assigning to the YMCA, and waiving any rights you have related to, any such photographs and/or video recordings, and you are consenting to the use of any such photographs and/or video recordings, in whole or in part, by the YMCA and any Authorized Third Party for the Purposes.**

For valuable consideration received but without any promise of remuneration, **I hereby agree to allow photographs and/or video recordings to be taken of me**, whether posed or candid, while I am on YMCA property and/or participating in YMCA activities or events, **to be reproduced, published, displayed, broadcast, transmitted, licensed, sublicensed or otherwise used by the YMCA or any Authorized Third Party in connection with the Purposes**, including without limitation on YMCA internet web sites, in YMCA printed materials, or in any other materials or medium whatsoever and wherever (the “**Work Product**”). I confirm that neither the YMCA nor any Authorized Third Party shall be obligated to use the Work Product.

I understand that the Work Product is being created under the direction and control of the YMCA. **I hereby irrevocably assign to the YMCA any and all rights, including copyright, financial or other rights, and I hereby irrevocably waive in favour of YMCA and any Authorized Third Party any and all moral rights or rights of similar nature that I may have in the Work Product.** I agree that the YMCA has the sole worldwide ownership and rights in and to the Work Product, including copyright interests, and I acknowledge that I have no interest or ownership in the Work Product or its copyright.

**I agree that I will not bring or consent to others bringing a claim or action against the YMCA** on the grounds that anything contained in the Work Product, or in the manner in which the Work Product is used, is defamatory, reflects adversely on me, or violates any other right whatsoever, including, rights of privacy and publicity. **I hereby release and forever discharge each of the YMCAs, any Authorized Third Party and their respective officers, directors, employees, agents, partners and affiliates, and their respective heirs, executors, personal legal representatives, successors and assigns, as applicable, from all actions, claims, causes of action, suits, demands, liabilities and damages whatsoever, in law or equity, which I may have against any of them in connection with the Work Product.**

I confirm that I am over the age of majority in my province or territory of residence and am competent to execute this Form and to participate in the development of the Work Product; or, to the extent that I am under the age of majority in my province or territory of residence, have had my parent or guardian review this Form and consent to my participation in the creation of the Work Product on my behalf.

Any inconsistency between this Form as expressed in English and any other language shall, to the full extent permitted by applicable law, be resolved by reference to the English version. Les parties ont convenu de rediger cette entente en anglais.

**By signing my name, I (or my legal guardian, where applicable) acknowledge that I (or we) have carefully read and understand this Form.**

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

Print Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Name of Parent or Guardian, if applicable

***Please note that any overdue accounts must be paid in full prior to your child's Summer Camp start date in order for them to participate.***

**Dates Required** – Please note you will receive a Payment Schedule

**Thursday June 28<sup>th</sup> and Friday June 29<sup>th</sup> are not included in the 2018 Summer Camp. These days are PD Days and children will need to be registered separately for those two days.**

WEEK	DATES	DAYS REQUIRED (CHECK ALL THAT APPLY)				
1	July 3 <sup>rd</sup> – July 6 <sup>th</sup>	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	
2	July 9 <sup>th</sup> – July 13 <sup>th</sup>	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri
3	July 16 <sup>th</sup> – July 20 <sup>th</sup>	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri
4	July 23 <sup>rd</sup> – July 27 <sup>th</sup>	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri
5	July 30 <sup>th</sup> – August 3 <sup>rd</sup>	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri
6	August 7 <sup>th</sup> – August 10 <sup>th</sup>		<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri
7	August 13 <sup>th</sup> – August 17 <sup>th</sup>	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri
8	August 20 <sup>th</sup> – August 24 <sup>th</sup>	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri
9	August 27 <sup>th</sup> – August 31 <sup>st</sup>	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri

**OFFICE USE ONLY**

Early Bird Registration?	Deposit Amount	Receipt Number
<input type="checkbox"/> YES <input type="checkbox"/> NO		

Are you subsidized?

Yes     No     I have applied for subsidy. My appointment date is \_\_\_\_\_.

If yes, do you have a parental contribution?

Yes     No

If yes, how much?

## PAYMENT POLICY AGREEMENT

### DEPOSIT POLICY

ALL REGISTRATIONS REQUIRE A \$50 NON-REFUNDABLE DEPOSIT PER CHILD. DEPOSIT WILL BE PUT TOWARDS FIRST WEEK OF CAMP.

### Refund Policy

Cancellation must be made in **WRITING FOUR WEEKS IN ADVANCE** to the YMCA Administration office. The finance department must receive all cancellations in writing; otherwise, refunds will not be issued. Refunds are not applicable for absent days or for circumstances out of the control of the YMCA, such as, weather conditions, power outages, etc...

#### Authorization

I hereby declare the information contained in this package is accurate, and will inform the Supervisor of any changes to information which may arise. I have reviewed the enclosed policies and procedures and agree to abide by them.

**Child's Name:** \_\_\_\_\_

**Parent/Guardian:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Staff Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Method of Payments Options

Summer payments are due two weeks prior to each week of camp. A payment schedule will be mailed to you.

The following payment methods are accepted:

Preauthorized Credit Card, Debit, Credit Card, Cash, Cheque.

For your credit card security please **DO NOT** email us your credit card number.

Preauthorized Credit Card:     Visa \_\_\_\_\_ (initial here)     Master Card \_\_\_\_\_ (initial here)

Account Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

**Please make all cheques payable to The Timmins Family YMCA**

376 Poplar Avenue  
Timmins Ontario  
P4N 4S4

Phone: (705) 360-4381

Fax: (705) 360-4382

[www.timminsymca.org](http://www.timminsymca.org)