

**Medicine Hat Catholic Board of Education  
Mother Teresa School  
Out of School Care Program Registration Form**

**STUDENT/FAMILY INFORMATION:**

Legal Name:

*(Last Name)*

*(First Name)*

*(Middle Name)*

Street/Mailing Address *(Legal land description if a P.O. box):*

City:

Postal Code:

Phone:

Date of Birth:

Child's Age as of September 1<sup>st</sup>:

Gender:

**PARENT/GUARDIAN (Contact 1)**

Does the child reside with you?

Yes

No

Relationship to the child:

Name:

Address *(Legal land description if a P.O. Box):*

City:

Prov:

Postal Code:

Phone #1:

Phone #2:

Email:

**PARENT/GUARDIAN (Contact 2)**

N/A

Does the child reside with you?

Yes

No

Relationship to the child:

Name:

Address *(Legal land description if a P.O. Box):*

City:

Prov:

Postal Code:

Phone #1:

Phone #2:

Email:

**MEDICAL INFORMATION: Alberta Health #:**

Family Physician:

Phone Number:

Does your child have any allergies? If you indicated yes, please explain and include severity):

Yes

No

Does your child use any medication regularly?

Yes

No

Please list any other relevant health information:

**EMERGENCY CONTACT INFORMATION:**

*In the event that a Parent/Guardian cannot be contacted, please list two alternate emergency contacts:*

<b>Emergency Contact #1</b>	<b>Emergency Contact #2</b> <input type="checkbox"/> N/A
Name:	Name:
Relationship to the child:	Relationship to the child:
Address (Legal land description if a P.O. Box):	Address (Legal land description if a P.O. Box):
City: Prov:	City: Prov:
Postal Code:	Postal Code:
Phone #1:	Phone #1:
Phone #2:	Phone #2:

**DESIGNATED PICK-UP PERSON INFORMATION:**

*Person(s) other than parent/guardian or emergency contact authorized to PICK-UP child:*

<b>Pick-up Person #1</b>	<b>Pick-up Person #2</b> <input type="checkbox"/> N/A
Name:	Name:
Relationship to the child:	Relationship to the child:
Phone:	Phone:

**CUSTODY INFORMATION:**

Please indicated whether a Parenting Order or Contact Order exists for your child:

Yes  No

If you indicated yes, legal documentation is required.

\*Send as an attachment with OSC registration.

**FIRST-AID CONSENT:**

I, \_\_\_\_\_ give my permission to the Out of School Care staff at Mother Teresa School to administer medical attention in the nature of first-aid to my son/daughter, in the event of an emergency.

Signature:

Date:

**MEDICINE HAT CATHOLIC BOARD OF EDUCATION OUT OF SCHOOL CARE PROGRAM PARENT AGREEMENT:**

1. Medicine Hat Catholic Board of Education Out of School Care Programs assume no liability or responsibility for anything that occurs because of false information provided at the time of registration. It is the parents' responsibility to inform the Out of School Care Program Coordinator of any changes that occur after the original registration form was completed. (i.e., phone number, employment, emergency pick up, etc.).
2. Parents or designate must physically accompany their child into the designated program area for all drop-offs and pick-ups, ensuring their child is signed in and out of the program. Children will be released only to authorized persons as stated by the parents or guardians on the registration form. Children WILL NOT be released to anyone not on the registration form.
3. Parents requiring scheduled care agree to provide the hours of care required to the Out of School Care Program Coordinator as soon as possible. Parents are responsible for adhering to this schedule and will advise the Out of School Care Program Coordinator of any changes to arrival and pickup times.
4. In the event of a serious medical emergency, the supervisor will call 911 and then contact the parents or guardians. If a child is ill, the parent(s) or guardian(s) will be contacted and must pick up the child immediately. The Out of School Care Program reserves the right to engage emergency medical assistance for any child left in its care, when such assistance is deemed to be necessary. The expense of the required assistance to be borne solely by the parents or guardians of the child.
5. The parents agree to pay according to the attached fee schedule. Please note fees are subject to change. Service will be cancelled for those who fail to pay.
6. One month written notice must be submitted to the Out of School Care Program Coordinator to terminate your child's involvement in the program. A one-month fee will be charged to any parents who fail to provide notice.
7. The program will not operate on school holidays, which include Christmas break, Easter break, and Professional Development days, including teacher's convention.

**I have seen, read and agree with the above outlining my responsibilities to the MHCBE Out of School Care Program:**

We, the undersigned being the parents and/or legal guardians of \_\_\_\_\_ hereby certify that we have given careful consideration to the participation by our son/daughter in the MHCBE Out of School Care Program and understand fully the nature and character of the risk undertaken by our son/daughter and agree to accept on behalf of the same child, all risks and responsibilities for injury or damage beyond the control of the MHCBE Out of School Care School Program. We further certify, we are hereby releasing the MHCBE Out of School Care School Program, School Administration, and the Medicine Hat Catholic Board of Education and their sub-agents from all claims and demands whatsoever, occurring as a result of damage incurred to the child by reason of activities outside of the authority extended by the MHCBE Out of School Care School Program in the conduct of this project. I consent to the MHCBE Out of School Care School Program sharing information with teachers and staff of the School as needed about my child.

**Parent/Guardian #1 Signature:**

**Date:**

**Parent/Guardian #2 Signature:**

**Date:**

**OSC Representative Signature:**

**Date:**

**Start Date:**

**Applying for Provincial Subsidy:**

Yes

No

SESSIONS	TIMES (Monday – Friday)	COST PER MONTH	SESSION(S) REQUIRED
1	7:00 a.m. – 8:50 a.m. & 3:20 p.m. – 5:30 p.m.	\$240.00	
2	7:00 a.m. – 8:50 a.m.	\$130.00	
3	7:30 a.m. – 8:50 a.m.	\$100.00	
4	8:00 a.m. – 8:50 a.m.	\$70.00	
5	3:20 p.m. – 5:30 p.m.	\$150.00	
6	3:20 p.m. – 5:00 p.m.	\$120.00	
7	3:20 p.m. – 4:30 p.m.	\$90.00	
8	3:20 p.m. – 4:00 p.m.	\$60.00	

**PAYMENT INFORMATION:**

- \*Payments are based on 20 days per month which is averaged over the ten-month school year.
- \*All payments must be processed through School Cash Online.
- \*An annual \$30.00 registration fee (per family) is required.
- \*Your first month of attendance will have the \$30.00 registration fee attached to the monthly fee.

**PLEASE SUBMIT YOUR REGISTRATION FORM TO THE OFFICE. INCOMPLETE REGISTRATION FORMS WILL NOT BE ACCEPTED.**

**REGISTERING FOR SCHOOL CASH ONLINE:**

Follow these instructions to create your School Cash Online account

*\*Note: you will need your child's student number*

**Create Your Profile:**

Go to <https://mhcbeschoolcashionline.com/> and click on "Get Started Today".

**Confirm Your Email:**

Check your inbox for the email confirmation and click on the link inside. Sign in with your new login details.

**Add a Student:**

Click "add student" and fill in the required fields with your child's details.

**Need Help Registering:**

Contact Parent Help Desk 1.866.961.1803 [parenthelp@schoolcashionline.com](mailto:parenthelp@schoolcashionline.com)

<http://schoolcashionline.com/Home/Support>