

# Highroad Children's Centre

## ***Out-of-School Care Application 2011-2012***

Date \_\_\_\_\_

*A registration fee of \$30.00 per student must accompany this form. This fee is non-refundable unless space is not available. Please note that terms such as "father", "mother" and "parent" refer to the legal guardian(s) of the prospective student.*

**I am applying for care for the following out of school times:**

- Fulltime: 4 / 5 days a week: \$300.00 per month**  
(please circle which days apply)  
Monday/Tuesday/Wednesday/Thursday/ Friday
- Part time: 1 – 3 days a week: \$180 per month**  
(please circle which days apply)  
Monday/Tuesday/Wednesday/Thursday/ Friday
- Drop In (only if space available): \$18 per day**  
(please circle which days apply)  
Monday/Tuesday/Wednesday/Thursday/ Friday
- Driving: \$55.00 per month (pick up ONLY from area local schools. Does not include Sardis area please see the list in the parent handbook).**  
(Please circle which days apply)  
Monday/Tuesday/Wednesday/Thursday/ Friday

Schools name: \_\_\_\_\_

**You will be contacted within one week to confirm the status of your application.**

## 1. Student Information

Male  Female  Date of admission requested \_\_\_\_\_

Name \_\_\_\_\_  
           legal last name                      first                      second                      name called

Home address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ postal code \_\_\_\_\_

Mailing address (if different) \_\_\_\_\_

## 2. Family Information

Do you attend church? Yes  No  if so, which church do you attend?

\_\_\_\_\_

Father's name \_\_\_\_\_ day phone \_\_\_\_\_

Mother's name \_\_\_\_\_ day phone \_\_\_\_\_

Father's occupation \_\_\_\_\_ Mother's occupation \_\_\_\_\_

Marital status: Married  Widowed  Divorced  Separated  Single

Are there other children in your family? Yes  No  Language spoken at home \_\_\_\_\_  
 What are their names and birthdates?

\_\_\_\_\_

\_\_\_\_\_

Primary emergency contact \_\_\_\_\_

Phone \_\_\_\_\_ Relationship to student \_\_\_\_\_

Secondary emergency contact \_\_\_\_\_

Phone \_\_\_\_\_ Relationship to student \_\_\_\_\_

Family doctor \_\_\_\_\_ Phone \_\_\_\_\_

In case of accident or illness I authorize the Centre staff to contact a physician and/or ambulance if a parent or guardian cannot be reached immediately. Yes

I authorize the following people to pick up my child/ren from the Preschool facility:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

### 3. Scholastic Information

What interests or activities does your child enjoy?

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**Are there concerns in the following areas that the Centre should be aware of?**

#### a. Learning Disabilities

Has your child ever been assessed or diagnosed with a learning disability? Yes  No

Has your child ever been in a learning assistance program or needed extra help with his/her learning? Yes  No

If yes, in what areas? \_\_\_\_\_

#### b. Social

Have there been any significant changes in the child's life during the past year (example: move/death/separation)? Yes  No

If so, please indicate details: \_\_\_\_\_

Does your child have any specific fears? Yes  No

If so, what are they? \_\_\_\_\_

Children must be toilet trained in order to attend preschool.

Is your child toilet trained? Yes  No

If not, do you feel that he/she will be before preschool starts? Yes  No

### c. Financial

Have you previously attended a tuition-based school? Yes  No

Have you always fulfilled your financial obligations? Yes  No

### d. Medical

Does your child have any allergies or life-threatening medical conditions? Yes  No

Does your child take any prescription drugs on a regular basis? Yes  No

If yes, what? \_\_\_\_\_

### e. Miscellaneous

Is there any other information pertinent to your child's registration?

\_\_\_\_\_

## 4. Parent Commitment

*Both parents/guardians must initial boxes after each section.*

**Spiritual Atmosphere:** We recognize the vital and important role that parents and the home fulfill in providing a foundation for the success of our child. We understand and respect the standards and values that Highroad Children's Centre, under the leadership of City Life Church, seeks to instill and reinforce in our young people's lives. We recognize and support the spiritual atmosphere that the Centre's administration seeks to maintain. In consideration of this, we commit ourselves and our home in the following ways, with God's help and to the best of our ability.

**Moral Standards:** We respect the moral standards of Highroad Children's Centre. Highroad Children's Centre does not tolerate profanity, obscenity in word or action, or disrespect to the staff and leaders of the Centre. The Centre's conviction is that the Bible is the final authority on all areas of morality and sexual purity, including an understanding of covenant marriage between a man and a woman as the only acceptable standard for sexual expression.

**Centre Discipline:** We agree to support the centre policies and regulations and authorize the staff to employ discipline as they deem just, wise and expedient for the training of my child. We understand that the centre reserves the right, after parental conference, to dismiss any child

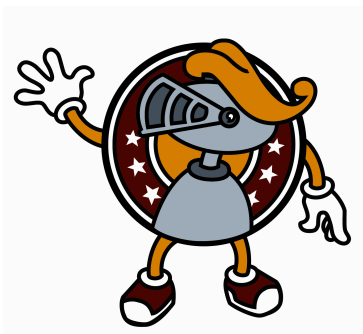
who fails to comply with the established regulations and discipline or whose parents do not assume their responsibilities to Highroad Children’s Centre.

**Centre Participation:** We understand that our child is expected to take part in activities, including sports and –Centre sponsored trips away from the centre building. We absolve Highroad Children’s Centre from liability to us or our child in the case of any injury to them at supervised Centre activities.

**Financial Responsibility:** We commit to assume our scriptural and contractual responsibility to financially support the Centre by paying all tuition and other fees in a timely manner.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



***Highroad Children's Centre  
Disclosure of Personal  
Information  
2011-2012***

*This information is required in order to register your child at this Centre and assist the staff in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency. For more information, the privacy officer for Highroad children's Centre is Mr. Dave Shinness who may be reached at 604-792-4680.*

Highroad Children's Centre acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in Highroad Academy school management or the care, supervision and instruction of your child(ren) at this centre, unless written authorization from a parent or legal guardian is provided to the Centre. The Centre or school will securely store all digital and hard copy parent and student personal information.

a. I consent to having Highroad Children's Centre collect personal information that may include student identification information, birth certificate, legal guardianship, court order if applicable, parents' work numbers and e-mail address, behavioral, academic and health information, most recent report card, emergency contact name and number, doctor's name and number, health insurance number and any similar information needed for registration.

I further consent to the use and disclosure of information contained in this form and otherwise collected by or on behalf of Highroad Children's Centre(1) for the purpose of establishing, maintaining, and terminating the student's and parent's relationship with Highroad Children's Centre, (2) for additional purposes identified when or before personal information is collected, and (3) as otherwise provided in Highroad Academy's Personal Information Privacy Policy, a copy of which is available on request. I also consent to the collection, use and disclosure of such personal information by and to agents, contractors, Highroad Academy's website and service providers of Highroad Academy.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

b. I consent to having photographs and work samples of my child(ren) used by Highroad Academy in the yearbook, newsletters and other promotional material.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## 1. Conditions of Registration

*Please check the following:*

- We have read Highroad Children's Centre Handbook and fully understand the commitment we are making. We agree to abide by the rules of conduct and discipline of the Centre as outlined therein.
- We have enclosed a copy of the student's birth certificate and, if needed, the appropriate documents in regard to citizenship status.
- We have indicated if our child is immunized (please circle): Yes / No / Don't know / Partially
- We have enclosed the registration fee of \$30.00 per family.
- Monthly payments are due on the fifth of each month. These payments must be made by pre-authorized debit.

## 2. Verification

We certify that the above information is true and accurate to the best of our knowledge. We agree with and commit to abide by the information laid out in this application, including the parent commitment. We hereby authorize Highroad Academy to verify all information provided, including but not limited to financial, criminal, medical, and scholastic information. We further authorize any previous schools our child attended to release any pertinent information requested by Highroad Academy.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_