

# Homework Haven Registration Form

## GENERAL INFORMATION

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

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## SCHOOL INFORMATION

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School Attending: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

## PARENT/GUARDIAN INFORMATION

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Mother: \_\_\_\_\_ Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Father: \_\_\_\_\_ Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Child lives with (check all that apply): [ ] Father [ ] Mother [ ] Guardian

***If any of these phone numbers change please notify the Dunfield Park Community Centre at 634-4691.***

## STUDENT PICK UP INFORMATION

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How will your child get home? [ ] Walk [ ] Picked Up

Please list below the individuals who have your permission to pick up your child. Your child will only be released to those listed below.

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone: \_\_\_\_\_

**MEDICAL INFORMATION**

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MCP Number: \_\_\_\_\_

Family Doctor: \_\_\_\_\_

Learning Disabilities (If any): \_\_\_\_\_

Allergies (If any): \_\_\_\_\_

Does your child take medications? Please list: \_\_\_\_\_

\_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

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In the event the parent(s)/guardian(s) cannot be reached, the Dunfield Park Community Centre will call the people listed below.

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

Phone Number: \_\_\_\_\_ Other Phone Number: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Other Phone Number: \_\_\_\_\_

If myself and my child's emergency contacts listed above cannot be reached in an emergency, I authorize Dunfield Park Community Centre employees to obtain emergency medical care for my child while under the Dunfield Park Community Centre's care including transporting or sending my child to an available hospital.

**I HAVE READ, UNDERSTOOD, AND AGREED TO ALL OF THE ABOVE.**

\_\_\_\_\_  
Name of parent/guardian (Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

# Rules and Regulations for Homework Haven

- Homework Haven is open from 3:00pm – 5:00pm.
- The Homework Haven program operates everyday that school is in session. If school is closed due to a holiday or poor weather, the Dunfield Park Community Centre is closed.
- Each participant must attend the Homework Haven Program a minimum of three times per week to be entitled to field trips.
- If a participant does not attend for five consecutive days without a valid reason he/she will be withdrawn from the Homework Haven program and put on a waiting list.
- If it is necessary for a participant to be absent from the Homework Haven program for any reason, the parent/guardian should call the centre or provide a written note.
- Each participant must be on good behaviour while attending Homework Haven.
- Each participant must be respectful of staff and volunteers at all times.

If you have any questions or concerns please call the Dunfield Park Community Centre at 634-4077 or 634-4691.

Participant's Name: \_\_\_\_\_

I, \_\_\_\_\_, the parent and/or legal guardian of the above named participant understand that for my child to participate in the Homework Haven Program he/she must abide by the rules and regulations of the Dunfield Park Community Centre. In doing so, my child will be able to participate in activities and special events at the Community Centre, Court or Youth Centre, along with all field trips.

**I HAVE READ, UNDERSTOOD, AND AGREED TO ALL OF THE ABOVE.**

\_\_\_\_\_  
Name of parent/guardian (Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

## Report Card Agreement

Participant's Name: \_\_\_\_\_

I, \_\_\_\_\_, the parent and/or legal guardian of the above named participant give the Dunfield Park Community Centre permission to photocopy my child's report card for the purpose of monitoring the progress of his/hers grades, during the Homework Haven Program. In the event that I the undersigned do not have last year's report card, I give the Dunfield Park Community Centre permission to get a copy from my child's school.

**I HAVE READ, UNDERSTOOD, AND AGREED TO ALL OF THE ABOVE.**

\_\_\_\_\_  
Name of parent/guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

## Photo Waiver

Participant's Name: \_\_\_\_\_

I, \_\_\_\_\_, the parent and/or legal guardian of the above named participant give permission to the Dunfield Park Community Centre to photograph and publish photographs of my child on the Dunfield Park Community Centre website, on display boards or other related Dunfield Park Community Centre promotional materials. I understand that there will be no compensation to my child or me for this use. On behalf of my child, I release Dunfield Park Community Centre from any and all claims, liabilities or damages that may arise from the use of my child's photograph in the Dunfield Park Community Centre promotional materials.

**I HAVE READ, UNDERSTOOD, AND AGREED TO ALL OF THE ABOVE.**

\_\_\_\_\_  
Name of parent/guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

## Homework Haven Discipline Policy

In order to run a safe and productive after school program the Dunfield Park Community Centre will not tolerate any of the following inappropriate behaviours:

(a) pushing, hitting or any form of violent behaviour towards staff/volunteers or other children (b) running (c) yelling (d) foul language (e) refusal to follow instructions or rules (e) damage to any Dunfield Park Community Centre property.

Action will be taken when an inappropriate behaviour occurs. If your child is involved in this behaviour the following actions will be taken:

1. If a first incident occurs the child will be given a verbal warning. Depending on the severity of the behaviour he/she may be immediately sent home for the day or expelled from the Homework Haven Program.
2. If a second incident occurs the child will be given a written warning slip indicating what inappropriate behaviour occurred and what actions were taken. Depending on the severity of the behaviour he/she may be immediately sent home for the day or expelled from the Homework Haven Program.
3. If a third incident occurs the child will be requested to leave the building and go immediately home. A phone call will be made immediately to the parent/guardian to inform them of the incident and that their child was sent home. Depending on the severity of the behaviour he/she may be expelled from the Homework Haven Program. The severity of the incident would warrant the number of days the student would be expelled from the program.
4. If a child does not have more than ten consecutive days of good behaviour the child and his/her parent/guardian will require a meeting with the Dunfield Park Community Centre staff to discuss the behaviour and ways to correct this behaviour.

**I HAVE READ, UNDERSTOOD, AND AGREED TO ALL OF THE ABOVE.**

\_\_\_\_\_  
Name of Parent/Guardian (Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature