



Education Extension Summer Holiday Programmes

Information for Parents/Guardians

Our focus is to provide a safe, fun experience for your child, set in an environment of learning. We maintain tight registration and attendance procedures to help ensure the safety and security of all participants and to properly track each child's personal and medical information. All students must check in upon arrival and be checked out by their instructor at the end of the day. If you know in advance that your child will be absent for part of a session, please inform the Education Extension office immediately. Please note that we cannot pro-rate fees if students are only able to attend for part of a given programme.

- If your child is not being picked up by you or another authorized person and is planning on walking, riding or catching a bus home, please ensure you have filled out a *Consent to Release* form.
- If your child needs to take any medications during his or her programme, please fill out a *Permission to Administer Medication* form available upon registration or from the programme instructor.
- A Lost and Found is available at the Junior and Senior Campuses. Labelling personal articles will assist us in returning lost articles to their owners. Please ensure that your child does not bring anything of value to the programme.
- Before and after programme care is available for all classes offered at the Junior Campus from 8:00-9:00 am and 4:00-5:00 pm for \$10. Please select this option at the time of registration.
- Remember that full camp days are fun but can be long and tiring. Please ensure you have provided your child with a healthy lunch, plenty of snacks, a water bottle, a hat, and sunscreen when necessary.
- Programmes run subject to sufficient enrolment. If minimum enrolment levels are not reached one week prior to the start of the programme, the class will be cancelled, you will be notified immediately, and a full refund will be given.
- Cancellations may be made up to 72 hours (3 days) before the programme begins and are subject to a \$20 administration fee. Cancellations made with less than 3 days' notice are subject to a fee equal to 25% of the total tuition fees paid. We regret that we cannot issue refunds for cancellations made after the programme has begun. There is no refund available if your child cannot attend camp for any given day. Transfers may be made up to one week prior to the start of a camp programme provided there is available space in that programme.
- NSF checks are subject to a \$15 fee.

For questions or concerns, please contact Ms. Raygan Solotki
Administrative Assistant, Education Extension Programmes
Tel: (250) 370-6120
Fax: (250) 592-2812
Email: raygan.solotki@smus.bc.ca

Education Extension Summer Holiday Programmes

Programmes: _____

Child

Name of Child _____
Surname Given Middle Name

Name Child Responds to _____

Sex M F Date of Birth ____/____/____
Y M D

Child's First Language _____ Second Language _____

Parent/Guardian

Name _____

Place of Work _____ Phone _____ Local _____

Home Address _____ Phone _____ Hours of Work _____

Name _____

Place of Work _____ Phone _____ Local _____

Home Address _____ Phone _____ Hours of Work _____

Medical Information

Family Doctor _____ Phone _____

Family Dentist _____ Phone _____

Personal Health Number _____ Date Effective ____/____/____
Y M D

Alternate person to call/pick up child in case of emergency

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Persons (other than parent) authorized to pick up child from facility

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Other children living at home

Name _____ Date of Birth ____/____/____
Surname if not same as child enrolled

Name _____ Date of Birth ____/____/____
Surname if not same as child enrolled

Information supplied on this form is for the custody and control of the care facility; collecting such information as required in the Child Care Licensing Regulation.

**Return to: Ms Raygan Solotki
3400 Richmond Road
Victoria, BC V8P 4P5**

Special comments or instructions for care giver (tick appropriate ones):

- On special medication: _____ Allergies: _____ Vision or hearing problems: _____
 Food dislikes: _____ Special eating habits: _____
 Special diet (for reasons of health, religion, ethnicity): _____
 Other (specify): _____

Give comments regarding those items ticked: _____

Indicate any accident, illness or medical disabilities your child has had (give dates): _____

Basic Immunization Schedule									
	1 st visit @ 2 Mo.	2 nd visit @ 2 Mo. after 1st	3 rd visit 2 Mo. after 2nd	4 th visit 12 Mo. of age	5 th visit 12 Mo. after 3rd	18 Mo. of age	5-6 years	Grade 6	Grade 8
Indicates dates Immunizations Received ⇨									
Diphtheria									
Pertussis									
Tetanus									
Poliomyelitis									
Hib ¹									
Measles									
Mumps									
Rubella									
Hepatitis B									
¹ Protects against haemophilus influenza B which may cause meningitis									

You are responsible for keeping a record of your child's immunizations.

I hereby give my consent for a staff member to call a medical practitioner or ambulance for my child in the case of accident or illness, if I cannot immediately be reached.

Parent's signature _____ Date _____

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