

Guidelines for Before School Drop-In

Parent/Guardian copy

1. The Centre is open on school day mornings from 7:15 – 8:30 am:
 - a) so that children who are waiting for the school bus have a refuge in case of inclement weather, or
 - b) so that on non-school days children registered in the OSCC and whose parents work before the OSCC opens will have a place to wait.
2. **All children accessing the Before School Drop-In must be registered by 01 October.**
3. Children will still be required to sign themselves in when they arrive.
4. This service provision is for dependents of serving military members and DND employees ONLY.
5. The families using the service should use it **only when there is a real need.**
6. There are **no coordinated activities** during this time and aside from colouring pages. **Youth Center equipment and supplies will NOT be available during Before School Drop-In.**
7. Children may colour, work on **quiet crafts brought from home**, or do book work.
8. Children may **NOT** play with toys brought from home inside the Youth Centre. Children will be encouraged to play outside as a general rule.
9. **Since there is such limited supervision, early drop-off just so kids can play with each other is discouraged as this is when problems occur.**
10. **Children who live in the RHU's and who have parents or babysitters to look after them, or who are old enough to look after themselves, should remain at home until just before the bus arrives.**
11. It is our assumption that all children who are being sent to school have eaten breakfast. However, the canteen will be open for limited purchase of suitable items: breakfast bars, Ritz crackers, goldfish crackers, and juice boxes. NO soft drinks or candy will be sold in the morning.

Thank you for your cooperation.

Trish MacGregor
Executive Director

Before School Drop-In Registration Form

1. PARENT/GUARDIAN INFORMATION

Mother/Guardian	Father/Guardian
Name: _____	_____
Address: _____	_____
Home Phone Number: _____	_____
Work Phone Number: _____	_____
Unit or place of work: _____	_____

2. MY CHILDREN HAVE NEED OF THIS SERVICE BECAUSE:

- My spouse and I both have to be at work before the school bus comes and my child is too young to stay alone.
- I am a single parent and have to be at work before the school bus comes and my child is too young to stay alone.
- My child is registered in OSCC and I need a place for them to stay before 8:30 am.
- Other _____

3. NAMES OF THE CHILDREN IN YOUR FAMILY WHO MAY BE ATTENDING THE DROP-IN

1. _____	2. _____
3. _____	4. _____

3. EMERGENCY CONTACTS (In case parents or guardians are not available. MUST BE LOCAL.)

Name: _____	Name: _____
Relationship to Child: _____	Relationship to Child: _____
Address: _____	Address: _____
Home Phone: _____	Home Phone: _____
Other Phone Number: _____	Other Phone Number: _____

Do any of your children have any allergies, medical conditions, or other special considerations that we should be aware of?

- Yes No If yes, please specify which child and what their allergies are: _____

6. STATEMENT OF UNDERSTANDING

I understand that the Before School Drop-In is not a coordinated program, but is intended to give the children of military families and DND employees a place to get out of inclement weather while they wait for the school bus, or on non-school days to give children registered in OSC a place to wait before OSC begins. I understand that children should come to the Centre no earlier than family circumstances require.

Signature: _____ **Signature:** _____
Parent/Guardian *Parent/Guardian*

Signature: _____ **Signature:** _____
Witness *MFRC Out of School Care Centre Representative*

Date: _____