

Homework Club Registration Package

WOCRC is pleased to work in partnership with OCDSB and
Katimavik Elementary School

We welcome you to join us!

Where: Katimavik Elementary School

64 Chimo Drive

When: Tuesday and Thursday 3:15-5:15 p.m.

starting October 26, 2017

For: Grade 4-8 students. Grade 3 students also welcome.

* Registration forms required and are available at the school or on the
WOCRC website at wocrc.ca. No fees required.

Contact: Colleen A. Taylor, (613) 591-3686, ext. 228 or
taylora@wocrc.ca.

What to do: Complete the Registration Form and the Rules and
Expectations form. If necessary also complete the Permission
Form to Walk Home Alone. Return these completed forms to
the Homework Club Tutors.



Rules and Expectations while participating in the Homework Club

Parents: please keep this sheet to remind you of the rules.

1. All forms must be completed before the student is allowed to participate in the club.
2. Students must arrive with homework.
3. Once homework is completed, students are expected to return home/child care.
4. Students will be picked up at a designated time or will walk home on their own (permission form must be completed).
5. The Homework Club operates to help students with their homework and is not to be used as a child care service.
6. Parents are asked to check in with the tutors when dropping off/picking up their child and to sign their child in/out. Parents are to come into the building to pick up their child.
7. Students are to respect the environment, equipment, the tutors/volunteers and other students participating in the Homework Club. Failure to act appropriately may result in the loss of the privilege of attending the club.
8. Access to the computers and the internet is strictly for school work purposes. Printing will be supervised and kept to a minimum.
9. Parents **must** leave a number where they can be reached during the Homework Club so that the child can contact their parent/guardian for pick-up, in the event of an emergency or for other concerns.
10. Students are to bring all necessary items with them to complete their homework. Limited supplies will be available.
11. Parents are to be prompt when picking up their children, **no later than 5:15.**
12. A cell phone is available to the students to call home or for parents to contact the tutors. This cell phone is only active during club hours: 613- 266-7213.
13. Your child should come home with a *Welcome Package*. It outlines the Centre's Privacy Policy, Complaint Process, etc. This information can also be found at www.wocrc.ca

Homework Club

Katimavik Registration Form 2017/18

Welcome to the Homework Club!

New___ Returning___

The WOCRC collects personal information to provide quality community, health and social services, as well as, during the course of various projects and activities. Any individual who provides personal information can expect the information to be carefully protected and used only for the purpose(s) for which it was collected. Any other use of an individual's personal information is subject to that individual's consent.

1. Personal Information

Date: _____

Name of Student: _____

Address: _____

Number Street City Postal Code

Home Telephone Number: _____

Parent Email: _____

Name of Parent/Guardian to contact: _____

Parent/Guardian phone number during Homework Club hours: _____

Day time number _____

Allergies or special health concerns: _____

How will your child get home? I will pick up ___ **OR** Child will go to after school program ___
OR My child will walk* ___ **please complete the Permission Form To Walk Home Alone.*

Who can pick up your child? _____

2. Photo consent: I give permission for my child to be photographed by WOCRC staff for centre related use (promotional flyers, information displays for the club). Check if you consent.

3. Academic Information

Name of School: _____ Grade: _____

Students cannot attend Homework Club unless all forms have been completed.

2, cour MacNeil Court, Kanata, ON K2L 4H7 phone/tél. : 613-591-3686 fax/télec. : 613-591-2501

TTY/ATS : 613-591-0484 info@wocrc.ca www.wocrc.ca

Charitable Registration #: 12821 9201 RR 0001

Katimavik Homework Club Rules and Expectations

Welcome to the Homework Club!

We agree to the following rules and expectations while participating in the Katimavik Homework Club:

1. **All forms must be completed before the student is allowed to participate in the club.**
2. Students must arrive with homework.
3. Privacy Policy, Complaint Process, information on the Centre, can be found at www.wocrc.ca
4. Once homework is completed, students are expected to return home/child care.
5. Students will be picked up at a designated time or will walk home on their own (permission form must be completed).
6. The Homework Club operates to help students with their homework and is not to be used as a child care service.
7. Parents are asked to check in with the tutors when dropping off/picking up their child and to sign their child in/out. Parents are to come into the building to pick up their child.
8. Students are to respect the environment, equipment, the tutors/volunteers and other students participating in the Homework Club. Failure to act appropriately may result in the loss of the privilege of attending the club.
9. Access to the computers and the internet is strictly for school work only. Printing will be supervised and kept to a minimum.
10. Parents **must** leave a number where they can be reached during the Homework Club so that the child can contact their parent/guardian for pick-up, in the event of an emergency or for other concerns.
11. Students are to bring all necessary items with them to complete their homework. Limited supplies will be available.
12. Parents are to be prompt when picking up their children, **no later than 4:45.**
13. A cell phone is available to the students to call home or for parents to contact the tutors during club hours.

Student Signature _____

Parent/Guardian Signature _____

Date _____, 20____

Tutor's Initials: ____

Katimavik Homework Club

Permission Form to Walk Home Alone 2017/18 (to be completed ONLY if you give permission for your child to walk home alone)

I, _____, give my permission for my son/daughter,
(name) _____ to walk home alone.

Only children 10 years old or older may walk home alone. I acknowledge that my child is 10 years old or older.

Birth date _____.

I can be reached at the number listed on the Registration Form or: _____

Information you would like us to be aware of:

Parent/Guardian signature: _____

Printed name: _____

Date: _____, 20_____

Parents, please review the safety rules of walking home alone with your child.