



Dear Parents and/or Guardians,

Robin Hood Children and Youth Services Summer Program is offering Before/Aftercare. This service will be held at the Children and Youth Community Centre (#3 Spruce Ave.). Due to high demand, we ask that you follow the registration process so that we can accommodate as many families as possible. The Before/Aftercare service will be confirmed on a first come first served registration basis.

**Please note: Registration in Before/After care during the school year does not continue in the summer, you will need to complete this form. Submitting registration for this service does not guarantee we will be able to fill your request.**

Attached is a Before/Aftercare scheduling sheet. Please indicate the days your child would like to attend the program, and the time you will drop your child off and pick them up. **If you arrive past your scheduled pick-up time a late fee will be applied and billed directly to parents.**

**\*Parent Fees For Before/Aftercare:** \$5 per week (regardless of the number of attended days)

**Staffing Fees for Before/Aftercare will be billed as per the billing schedule:**

**Level One (shared) rate \$13.57/hr, (1-1 staffing) 23.51/hr**

**Level Two (1-1 staffing) rate \$29.32/hr**

**\*Copy of FSCD contract indicating hourly funding (Respite, Community Support or Work Related) must be provided before registration will be confirmed.**

**Please note the following policies and procedures:**

- To cancel or change registered days email [acruikshank@robinhoodassoc.com](mailto:acruikshank@robinhoodassoc.com), phone or in person changes will not be accepted.
- Due to the volume of registrations and complexity of staffing arrangements, changes requesting more time or different dates may not be able to be accommodated. We recommend registering for the longest time and for all dates suspected you need programming.
- For day of program changes (emergency, late pick up, cancelation) call Ali 780-640-9401 ext 229
- Cancelled and unattended Before/Aftercare **without 24-hour notice** will be subject to a charge for the times registered, billed directly to parents.
- Families are billed for registered times regardless of actual pick-up and drop-off times. If you are late picking up your child, **late fees will be billed directly to parents.** If you need to change your times for any reason, please contact Ali at 780-640-9401 extension 229. **Parents are not permitted to change the verification forms.**
- The Before Care program opens at 7am, and the After Care program closes at 6pm.
- All times and availability of days needed are subject to change due to staffing availability.

Once you have filled out the forms, please return as soon as possible. You may drop off, email to [acruikshank@robinhoodassoc.com](mailto:acruikshank@robinhoodassoc.com) or mail your registration form to the Children and Youth Community Centre - Attn: Ali Cruikshank- 101, 3 Spruce Ave. Sherwood Park, AB T8A 2B6 or fax it to 780-640-9404. Before/Aftercare will be confirmed as soon as staffing is secured. If you have any questions or concerns regarding registration, please do not hesitate to email or call me at 780-640-9401 ext. 229. I will be happy to answer any questions you may have.

*Ali Cruikshank*

*Robin Hood Children & Youth Services Family Support Facilitator*

Child's name:



## Robin Hood Association July 2019 Summer Program Before/Aftercare Program Registration

Date	Before Care Drop Off Time	After Care Pickup Time
Monday July 1 (STAT)	Program Closed	Program Closed
Tuesday July 2		
Wednesday July 3		
Thursday July 4		
Friday July 5		
Monday July 8		
Tuesday July 9		
Wednesday July 10		
Thursday July 11		
Friday July 12		
Monday July 15		
Tuesday July 16		
Wednesday July 17		
Thursday July 18		
** Program Time Change Friday July 19		
** Program Time Change Monday July 22		
** Program Time Change B+R Tuesday July 23		
Wednesday July 24		
Thursday July 25		
Friday July 26		
Monday July 29		
Tuesday July 30		
Wednesday July 31		

**\*\*Please check to ensure dates before and aftercare are requested match the dates your child is registered for camp\*\***

- Before/Aftercare registrations need to be submitted with prepayment or verification of FSCD funding (copy of agreement).
- Cancelled and unattended Before/Aftercare **without 24-hour notice** will be subject to a charge for the times registered, billed directly to parents.
- Families are billed for registered times regardless of actual pick-up and drop-off times. If you are late picking up your child, **late fees will be billed directly to parents. Parents are not permitted to change the verification forms.**
- For day of emergencies or late pick up contact Ali at 780-640-9401 ext 229. For all other changes email [acruikshank@robinhoodassoc.com](mailto:acruikshank@robinhoodassoc.com)
- The Before Care program opens at 7am, and the After Care program closes at 6pm.
- All times and availability of days needed are subject to change due to staffing.

Parent/Guardian Signature

Date

Child's name:



## Robin Hood Association August 2019 Summer Program Before/After Care Program Registration

Date	Before Care Drop Off Time	After Care Pickup Time
Thursday, August 1		
Friday August 2		
Monday, August 5 (STAT)	Program Closed	Program Closed
Tuesday, August 6		
Wednesday, August 7		
Thursday, August 8		
Friday, August 9		
Monday, August 12		
Tuesday, August 13		
Wednesday, August 14		
Thursday, August 15		
Friday, August 16		
Monday, August 19		
Tuesday, August 20		
Wednesday, August 21		
Thursday, August 22 Last day of Program		
Friday, August 23	Program Closed	Program Closed

**\*\*Please check to ensure dates before and aftercare are requested match the dates your child is registered for camp\*\***

- Before/Aftercare registrations need to be submitted with prepayment or verification of FSCD funding (copy of agreement).
- Cancelled and unattended Before/Aftercare **without 24 hour notice** will be subject to a charge for the times registered, billed directly to parents.
- Families are billed for registered times regardless of actual pick-up and drop-off times. If you are late picking up your child, **late fees will be billed directly to parents. Parents are not permitted to change the verification forms.**
- For day of emergencies or late pick up contact Ali at 780-640-9401 ext 229. For all other changes email [acruikshank@robinhoodassoc.com](mailto:acruikshank@robinhoodassoc.com)
- The Before Care program opens at 7am, and the After Care program closes at 6pm.
- All times and availability of days needed are subject to change due to staffing.

Parent/Guardian Signature

Date