



## PLASP School Age Registration and Medical Forms

**IMPORTANT: All sections must be completed to process forms.**

**The following forms are in a PDF format. Forms are to be completed on screen, printed and delivered to the PLASP Head Office throughout the summer.**

To register with PLASP, please do the following –

- Read "PLASP Policies" on page 2 of this document
- Complete all the boxes on both the Registration and Medical Information Forms
- Once completed, print each form. It will automatically print three copies. Sign all the forms
- **Bring all three copies of both forms to the PLASP Head Office during the summer and give them to the PLASP staff. The PLASP staff will accept your forms and confirm space based on availability.**
- In order to process your family's registration, please include the following with your forms
  - Void Cheque from your account for pre-authorized payments
  - Cheque for registration fee (not required if registering prior to June 1st for the following school year)
  - If registering for a part-time package, include a cheque for the total amount.
- Once the PLASP staff has confirmed your space for September, a **NON-REFUNDABLE deposit** is required. Your deposit will be applied to your fees in September.
- **DO NOT mail, email or fax any forms. All forms must be submitted in person to PLASP staff.**

### Privacy Policy

PLASP Child Care Services will ensure that all personal information gathered about our customers (parents, guardians and children) is kept confidential. Our key principles are:

1. **Collecting and Using Information:** When personal information is collected, PLASP will obtain your consent to collect it and explain how it will be used and disclosed. PLASP will only collect information that is required to provide our service to families and/or for licensing or legal purposes.
2. **Limiting Use and Disclosure of Information:** PLASP will only use your information for the purposes for which we have obtained your consent. We will only provide your information to other parties when we have your consent and/or when we are required or permitted to do so by law.
3. **Protecting Information:** We will protect your information and dispose of it in a permanent method.
4. **Providing Information Access and Accuracy:** We will provide our customers with access to personal information that we keep about them. We will do our best to keep personal information accurate and up-to-date. Customers will also have the opportunity to challenge the accuracy of our information.
5. **Respecting and Responding to Privacy Concerns:** We will respond to your requests for access to your personal information within a 30 day period. Concerns regarding your privacy issue should be confidentially addressed to: Susan Clunie, Director, Human Resources and Privacy Officer  
PLASP Child Care Services, 121 Brunel Road, Mississauga, ON L4Z 3E9

### Contact Us

Our Head Office hours are from 8:00 a.m. to 6:15 p.m., Monday through Friday

Telephone – 905-890-1711

Website – [www.plasp.com](http://www.plasp.com)

Email – [childcare@plasp.com](mailto:childcare@plasp.com)

# PLASP Policies

## Inclement Weather

Severe weather conditions (snow or ice storms) could result in school boards closing their schools. Please listen to local radio and television stations for updates on school closures. If the **school is closed, PLASP does not operate programs**. Do not bring your child to school on these days.

When busing is cancelled but the school is still open, PLASP will operate the program. **On P.A. Days if buses are cancelled, the P.A. Day trip will be cancelled.**

## Food and Nuts

Due to health regulations, all food must be prepared by staff, on premises, for distribution to the children. Parents are not permitted to bring any food prepared at home for distribution to all the children in the program (e.g., birthday cakes or special holiday treats). Parents wishing to bring store bought food should check with PLASP staff and must ensure that there are no nuts in the purchased items.

When packing food for your child, please ensure it is nut free. PLASP operates nut free programs and does not serve peanut or nut products in any of the food served nor are they used in any crafts.

## Arrival and Prompt Pick Up

Parents or guardians are expected to hand deliver their child to the Before School Program and pick-up their child from the After School Program. Parents may sign a waiver allowing children in Grade Four or above to arrive and/or leave (at a set time) unescorted. Children in Grade Four or above are **not permitted** to escort younger siblings to, and from, the program.

It is important that parents arrive at the school to pick-up their child no later than 6:00 p.m. (6:15 p.m. at specific locations). If you are unable to pick-up your child on time, please arrange for an authorized adult to do so. Parents who pick-up their child late will be asked to sign a "**Late Pick-up**" book. If you are consistently late in picking-up your child (arriving after 6:00 p.m. or 6:15), this service may not meet your needs and you may be asked to make other arrangements.

## Medication

PLASP staff do not administer medication to children, except in certain chronic care and emergency situations. All staff are trained in the use of Epi-pens for the treatment of emergency, allergic reactions. If your child requires medication for a chronic condition, speak with PLASP staff. It is important to keep your child's Medical Information Form updated.

## Absenteeism

If your child will not be attending the program, please notify the PLASP Program Director as soon as possible. Please call the PLASP Head Office at 905-890-1711.

## Supervision

For safety reasons, children are not permitted to leave the program without written permission. If your child is participating in extracurricular activities, receiving help or assisting a teacher after school, please provide written permission for your child to do so.

## First Aid

Minor accidents and illnesses are common occurrences with children. PLASP staff hold a valid First Aid Certificate and handle all minor cuts and/or bruises. Accidents or illnesses requiring medical attention will be reported to you immediately, and you will be requested to pick-up your child and transport him/her to a hospital. If, during program time, there is an emergency requiring immediate medical attention, PLASP staff will arrange transportation and escort your child to the nearest hospital.

## Evacuation

In the event that children need to be evacuated from the school, due to emergency situations, an alternate location has been selected and information about this location is posted in the program. Parents need to be familiar with the location of the evacuation site.

## Appropriate Dress

Daily, children participate in active indoor and outdoor activities. Please ensure that your child wears appropriate clothing for playing in the gym (running shoes) and playing outdoors (hats, gloves, boots, etc.).

## Playground safety

During PLASP program time, children can only play on CSA approved playground equipment. Children participate in many outdoor activities that do not require the use of playgrounds.

## Cancellation

Should your circumstances change and you no longer require our services, **you must notify** the PLASP Head Office, **5 business days, prior to your pre-authorized payment date**. The Head Office will provide you with a cancellation reference number upon cancelling. Please see the PLASP Fee Payment Calendar for cancellation and payment dates for the year.

## Refunds

A refund of 50% of your full-time fees will be issued if your child is absent for 10 consecutive days due to hospitalization or illness. A written request for the refund and a doctor's certificate are required.

Refunds are not issued for occasional days off due to illness, registration fees, deposits, cancellations made with less than five days notice, unused part-time visits, cancelled P.A. Day trips due to weather, or any vacations taken by families throughout the school year.

I have read and agree to the PLASP policies.

I Agree