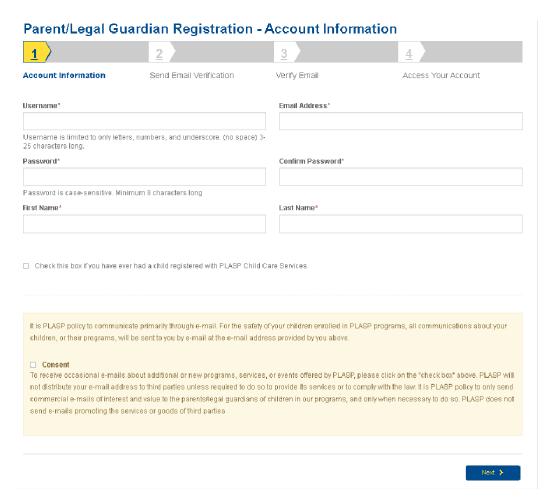
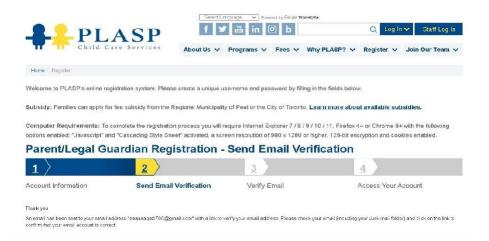
How to Register for PLASP:

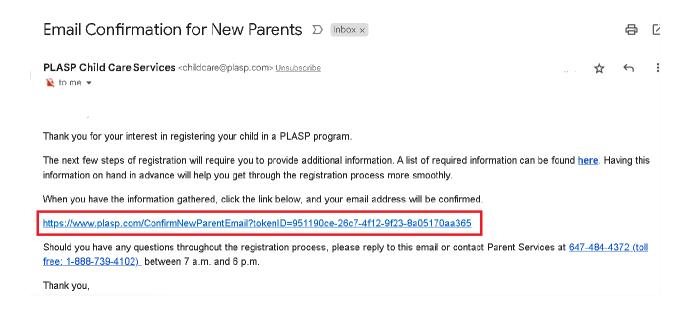
1. Visit the link https://www.plasp.com/requestnewparent.aspx and fill out the information below



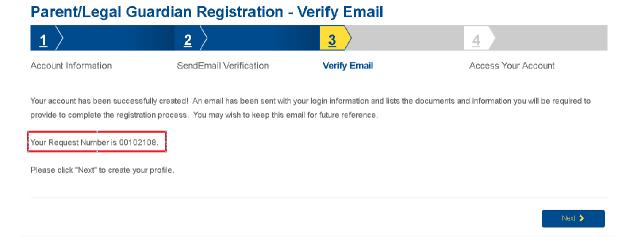
2. Check your email and click on the link to validate your email



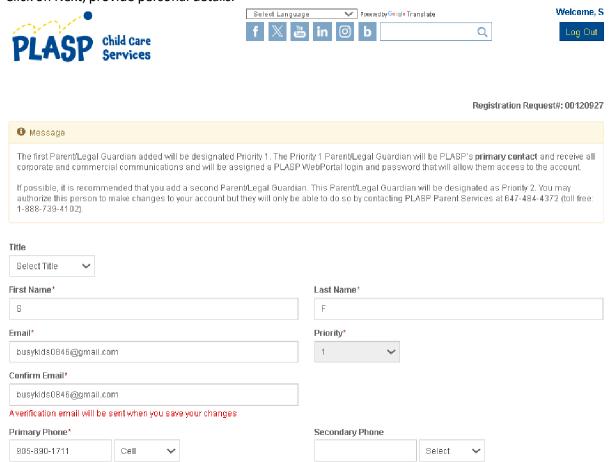
3. Check your email and look for the link below. Please also check "spam" and "Junk" folder.



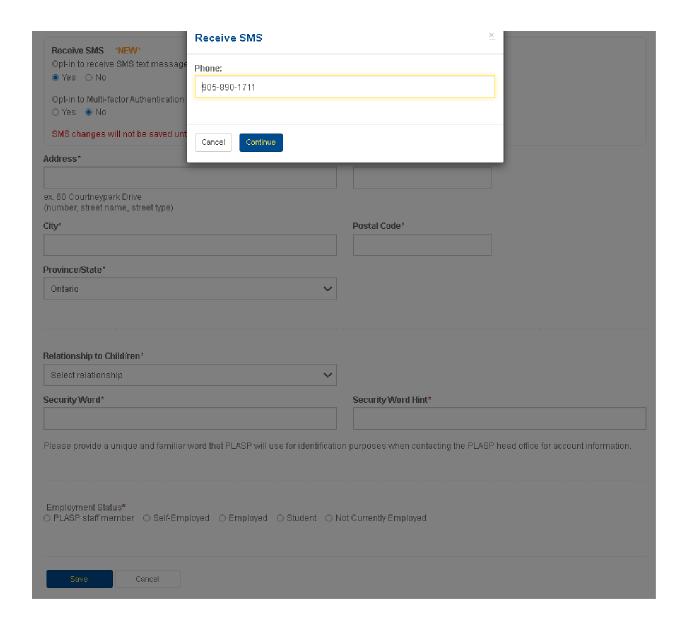
4. When you click on the link in the email, a Request Number is generated.



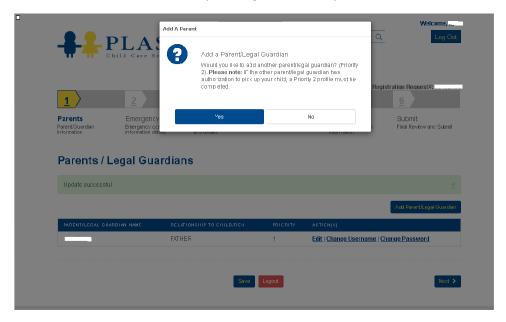
5. Click on Next, provide personal details.

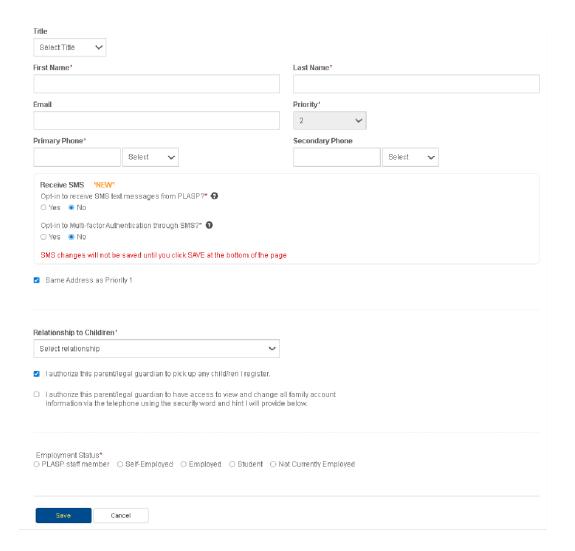


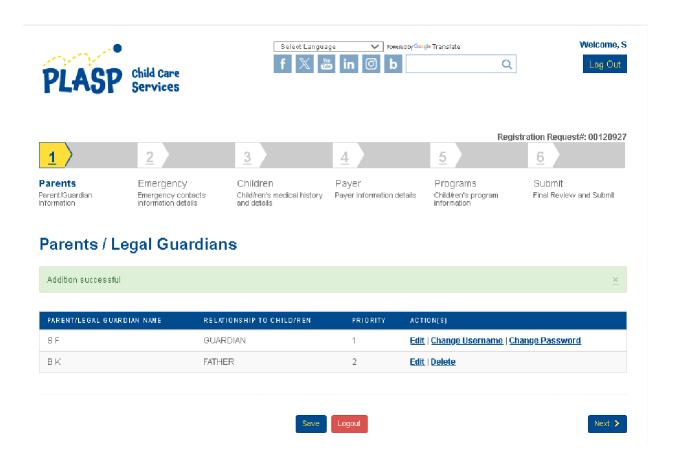
You have the option to opt in for receiving SMS. Click "Save" when done



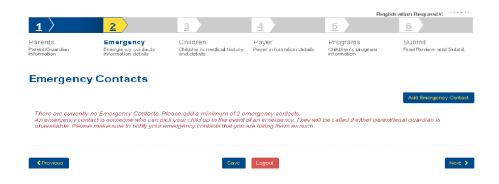
6. You can add another Parent, by clicking "Yes". Then provide all the details and click "Save"

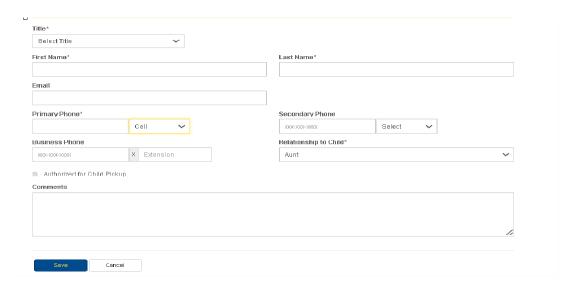




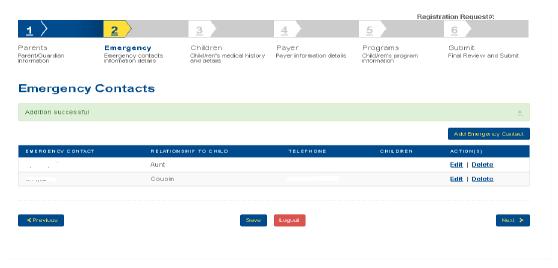


7. Click Next and "Add Emergency Contact". You must add minimum 2 emergency contacts. Click save when done

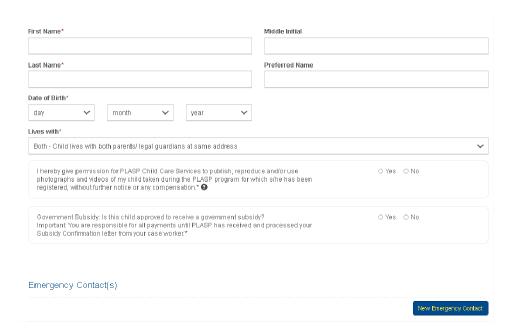




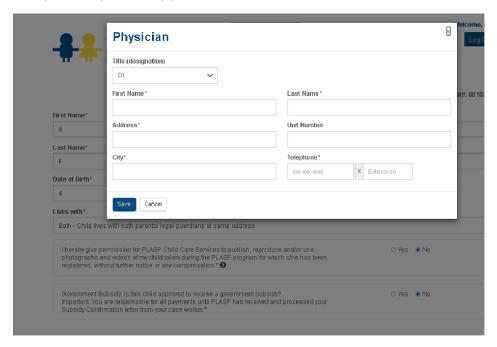
8. Click Next to add child/children.



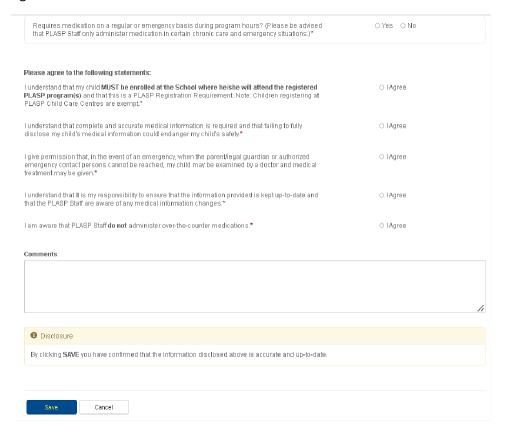
9. Click on "Add child" and provide necessary details.



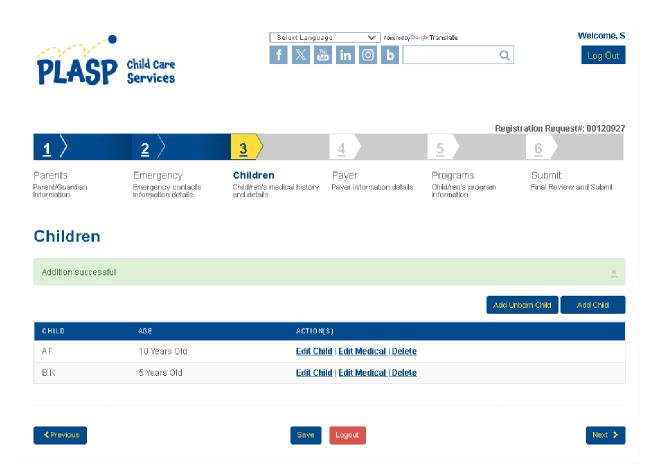
You are required to add a family physician for your child. If you do not have a family physician, you can provide the nearest walk-in clinic information, which your child has attended. You can update this detail at any time to your family profile.



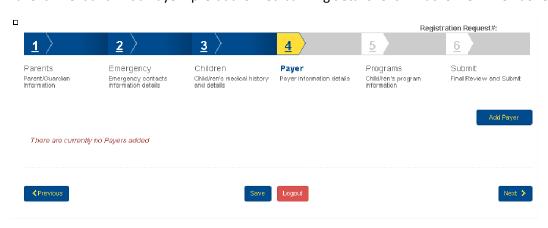
Agree to all the statements and click "Save" when done



You can click on "Add Child" again to add a second child



10. Click Next and "Add Payer" pre-authorized banking details. Click "Authorize" when done







When Adding New banking information: Bank Names such as TD, Scotiabank, RBC, CIBC, Simplii Financial etc. All of them need to be selected with the Full Name NOT with the acronyms' or selecting Trust Company at the end (this would be a corporate account).

TD = The Toronto Dominion Bank of Canada

Scotiabank = The Bank of Nova Scotia

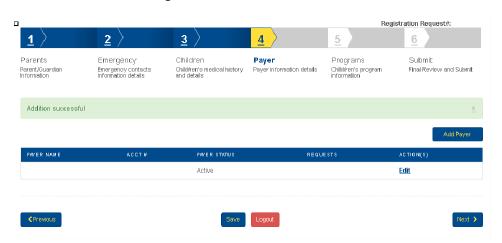
CIBC= Canadian Imperial Bank of Commerce

RBC= Royal Bank of Canada

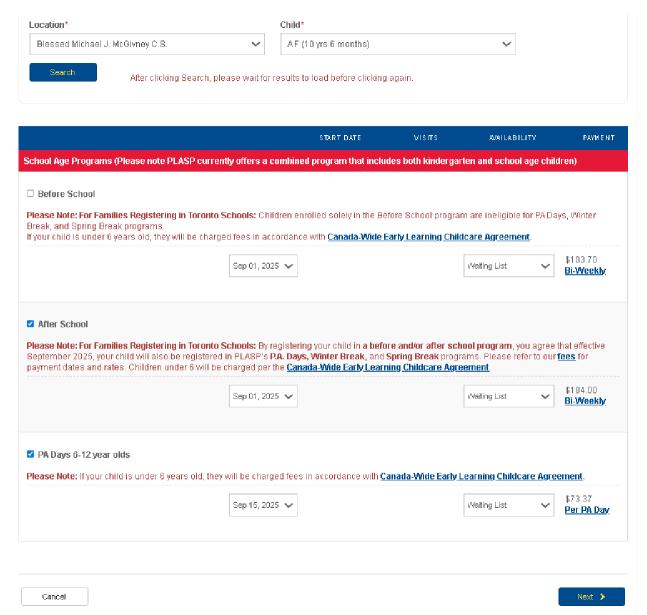
PC Financial is Simplii Financial - Division of CIBC

For Dra (Inthonisad Dabit was words you must road and astropulades the following states	
For Pre-Authorized Debit payments you must read and acknowledge the following statements.	
understand that the Bank is not responsible to verify whether these payments are properly debited o my account. $\!\!\!^\star$	○ I Agree
declare that I have signing authority on the account provided above.*	○IAgree
understand that pre-authorized personal debits to PLASP will be in the amount listed on the applicable fee chart as published on plasp.com and will be debited from your bank account on the payment dates as indicated on PLASP's payment calendars. I waive my right to receive pre-notification of the amount of the Pre-Authorized Debit (PAD) and agree that I do not require advance notice of the amount of the PAD's before the debit is processed.*	○IAgree
understand that I may increase the PAD amount or delay a payment by contacting PLASP at least 10 business days prior to the payment date listed on <u>PLASP's payment calendars</u> .*	○IAgree
understand that I may cancel my pre-authorized personal payments by contacting PLASP 10 business days prior to the next payment. See PLASP's Parent Calendar for exact dates. For info on the right to cancel pre-authorized payments, contact your bank or visit www.payments.ca .*	○lAgrae
am aware that I have recourse rights if any debit does not comply with these terms, eg. any debit not authorized or not consistent with the agreement made with PLASP. For info on the right to cancel pre-authorized payments, contact your bank or visit www.payments.ca .*	○lAgree
authorize PLASP and the financial institution designated to begin deductions as per the agreement with PLASP for regular recurring payments and/or one time payments as required.*	○ l Agree
& Authorize	
ly clicking Authorize you agree that the information entered above is true and accurate. Please note: If you are equired to indicate this with your child's information.	e receiving a government subsidy, you are
Authorize Cancel	

11. Click "Next" to add Program

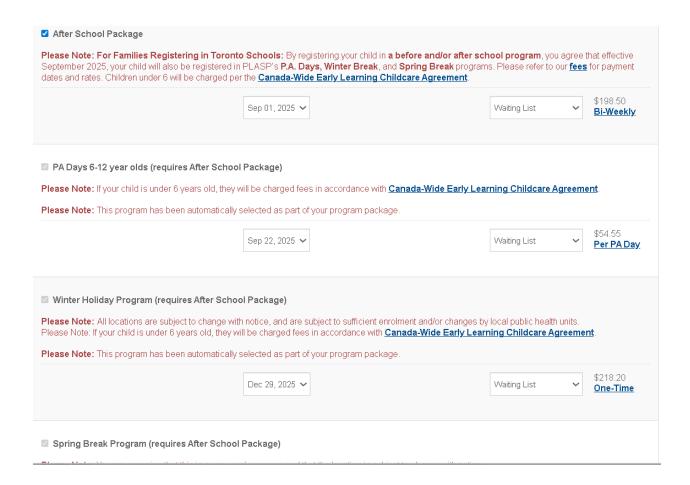


Click Next and "Add program" Select the School your child will be attending and the Child's name and click Search:

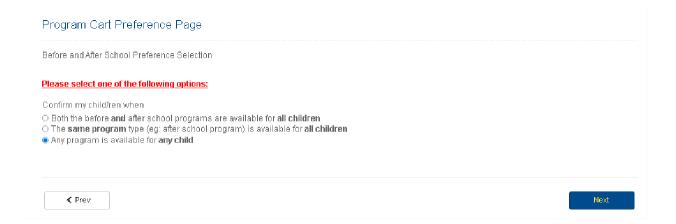


For Toronto Families:

When adding child to the Toronto location, when you click on after school program, it will auto select PA, Winter holiday, and Spring break program (it comes with a package)



Select your program preference by selecting one of the options below:



If you are adding two location to your profile, you are able to select your program preference by changing the numbers:

Your registration request has two (2) or more program locations that operate at the same time. Please select the order you wish your child to be registered.

If this is not what you intended, please click the trash can icon next to each program location you do not want and then

press the "close" button at the bottom of the screen.

PROGRAM DETAILS	AVAILABILITY	STATUS	PREFERENCE	ACTION(S)
Program Name: Before School Location: Corsair P.S. Start Date: Sep 01, 2025	Waiting List	Pending	1 🗸	â
Program Name: Before School Location: Edenrose P.S. Start Date: Sep 01, 2025	Waiting List	Waiting-List	2 ~	
Save Close				

If a parent has calls and says that they are unable to register because they have added two children to their profile, but only added a program for one child. Ask the parent to go back to the Step 3 and delete the child that they did not add the program. Once this is done, then the parent can submit their application.

Verify your payment allocation percentage and click "Save"

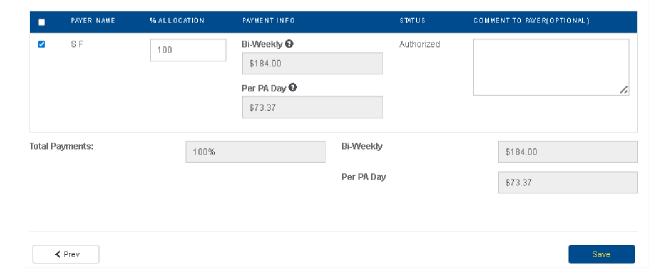
Please note that fees will NOT be charged for programs on the waiting list.

You are able to share child care fees between up to 2 payers per program. To do so, add the additional payer BEFORE registering your child in the program. You will have an opportunity to allocate payments to payers at the time you add program(s).

Fees are subject to change with notice.

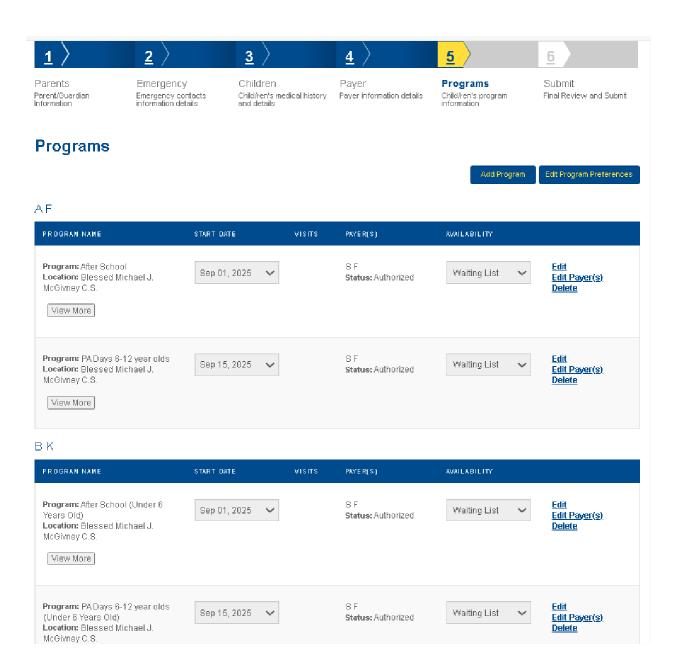
	START DATE	AVAILABILITY	NEXT PAP DATE	PAYMENT TYPE
Blessed Michael J. McGivney C.S.				
After School	Sep 01, 2025	Waiting List	Fee: \$184.00 Next PAP Date: Sep 02, 2025	Bi-Weekly
PADays 6-12 year olds	Sep 15, 2025	Waiting List	Fee: \$73.37 Next PAP Date: Sep 15, 2025	Per PA Day

Please allocate child care fees based upon a percentage of payment.
You may allocate up to 2 payers per program and may use any percentage allocation as long as the total payment allocation = 100%.
After saving the allocation, each payment request in "Requested" status will be emailed to the payer for authorization. All payment requests must be AUTHORIZED before payments can be processed.



****If we change payment cycle to semi monthly in the future, biweekly payments will not make sense as it will be different each month based on the number of days between 1st and 16th of each month

12. On the next screen, review all the program details and click on "Next"



13. Review and submit:



Review and Submit

ΑF

PROGRAM NAME	START DATE	VISITS	PAYER(S)	AVAILABILITY	PAYMENT INFO
Program: After School Location: Blessed Michael J. McGivney C.S. View More	Sep 01, 2025		8 F Status: Authorized	Waiting List	Fee: \$184.00 Payment Type: Bi-Weekly Pay Date: Sep 02, 2025
Program: PA Days 6-12 year olds Location: Blessed Michael J. McGivney C.S.	Sep 15, 2025		S F Status: Authorized	Waiting List	Fee: \$73.37 Payment Type: Per PADay Pay Date: Sep 15, 2025

ΒК

PROGRAM NAME	START DATE	VISITS	PAYER(S)	AVAILABILITY	PAYMENT INFO
Program: After School (Under 6 Years Old) Location: Blessed Michael J. McGivney C.S. View More	Sep 01, 2025		S F Status: Authorized	Waiting List	Fee: \$120.00 Payment Type: BI-Weekly Pay Date: Sep 02, 2025
Program: PA Days 6-12 year olds (Under 6 Years Old) Location: Blessed Michael J.	Sep 15, 2025		8 F Status: Authorized	Waiting List	Fee: \$22.00 Payment Type:

Select a referral reason	
omments/Special Instructions	
average and arrest to chide by DL CODIs Delicine Dynatices and Ovidelines as a utilized box .	O.Vee O.Ne
ave read and agree to abide by PLASP's Policies, Practices, and Guidelines as outlined here .*	○ Yes ○ No
nderstand and give permission for my child/ren, under the supervision of PLASP staff, to go on walks Id visit parks near the school during program time.*	○ l Agree
iu visit parks near the school duning program time.	
ease note that a Non-Refundable and Non-Transferable administrative fee* of \$54.10 will be l arged upon confirmation into a program OR, when space becomes available for a waitlisted	○ l Agree
ogram which would result in an automatic confirmation and registration. *This fee is not applicable to tive families currently registered in a PLASP program.*	
vould like to receive promotional email communications from PLASP. If you select "no," you will not be utified about available spaces in summer/winter/March break camps, PA Day programs, or when	○ Yes ○ No
ASP opens new programs. *	
vould like to receive PLASP's eNewsletter.*	○ Yes ○ No
vould like to receive PLASP's Annual Report.*	O Yes O No
rodia into to receive i Bisar o Annada recepti.	0 103 0 140
igital Signature Authorization	
erent Full Name*	
day's Date (MMDDYYYY)*	
Submit	

14. When completed you will receive the message below:

Registration Request#: 00102237

Thank you for submitting your request. It is currently being processed. You will not be able to access your profile during this time. Once your request is processed, you will receive an email from PLASP with the status of your request.

Once your request has been processed, you will receive an email from the registration department with your program status. It will be either waitlist or confirmed space based on space availability.