

Polaris School and Centre  
235 Donald St., Suite 159  
Ottawa, ON K1K 1N1

## Summer Program Registration 2021

**Please keep this page for your information and return the registration form to the school office.**

The Summer Program at the Polaris School and Centre runs Monday-Friday from July 5 to August 20, 2021  
9:00 am-3:30 pm.  
(We will be closed on August 2<sup>nd</sup> for the Civic Holiday)

Once you receive confirmation of registration you will be provided with your Camp Leader's name and contact information to add.

### Summer Contact Information

July 5 to August 20

E-mail: [camps@polarisschool.ca](mailto:camps@polarisschool.ca)

Camp Leader: \_\_\_\_\_

Contact: \_\_\_\_\_

### Fee Structure

#### Weekly Registration

**Weekly Early Bird Rates (registrations received by June 3rd):**

\$200 for first child and \$152 per additional child

**Full Week Rate:**

\$250 for first child and \$190 per additional child

**Short 4-day Week Rate (week of August 3<sup>rd</sup>):**

\$200 for first child and \$152 per additional child

**Register for 4 weeks+ and save:**

\$200 for first child and \$152 per additional child per week

**Payment/Refund Policy:**

Full payment is due upon receipt of invoice.

Full refund will be provided only if camps are unable to run due to COVID-19 restrictions and/or low enrollment (there is a minimum number of students needed to proceed with any camp).

[polarisschool.ca](http://polarisschool.ca) 613-842-4322

## Arrivals and Departures

Days will begin and end at the Gil-o-Julien Park, across from the Hardini Centre's parking lot. Drop off is from 9:00 to 9:30 am and pick up from 3:00-3:30 pm.

If you will be dropping your child off or picking your child up outside of the normal times, please advise the summer camp lead teacher in advance. Our program assistant will be on site until 5:00pm each day if you need to arrange a later pick up (note that extra fees will apply for the aftercare program).

## Snacks and Lunches

Please note that we are a peanut-free school. Please pack a nutritious lunch (no candy, chocolate bars or pop). We strongly encourage re-usable containers. Please send your child with a reusable water bottle.

## Toys/Electronic Devices

We are fostering an environment that develops imagination and physical awareness. Please do not send electronic devices to the school. This includes iPods, cell phones, cameras, etc. It is requested that children not bring toys from home. If you feel that there is something that will help your child be more comfortable please speak to the lead teacher in advance. We ask for your understanding and cooperation as we work toward non-commercial, co-operative, imaginative play.

## Clothing

Footwear and shirts must be worn at all times on school premises. The children spend time outdoors every day, so please dress them appropriately. Please bring the following items:

- A bag with an extra set of clothes (i.e.: shirt, pants, socks) and a pair of indoor shoes. Your child may leave this bag at the school until clothes need to be washed and/or the end of the program.
- Please ensure that your child has sturdy shoes for running and outdoor games.
- A sun hat should be brought every day.
- Sunscreen (labeled with your child's name)
- Please pack swim wear in their bag for days when they have water play (does not apply to each program).
- Children should bring waterproof rain gear and boots if rain is expected. Umbrellas are not permitted for safety reasons.
- We discourage clothing with advertisements or images from media.

## Lost and Found

A Lost and Found box is kept inside the school office. Please check for misplaced articles. Remaining contents will be donated to charity at the end of the summer. Please label your child's items with their name to keep them out of the lost and found.

## Payment

Please note sibling pricing applies to children registered for the same program weeks. Full payment is due once registration is confirmed. An electronic invoice will be sent and you will have 3 days to complete payment to secure your child(ren)'s spot in the program. We reserve the right to charge interest at a rate of 1.5% per month on any amounts 30 days overdue and to refuse attendance if payment arrangements have not been made. There will be a \$25 fee for all payments that are returned for non-sufficient funds.

## Contact

The phone number for the program is 613-842-4322. We will not answer during program hours but will check messages throughout the day.

Please let me know if you have any questions!

Dina Cristino  
Administrator  
info@polarisschool.ca

# Summer Program Registration 2021

## Student Information Page (Complete one per student)

Student's Given Names (underline name used):

\_\_\_\_\_

Student's Surname: \_\_\_\_\_  
Age \_\_\_\_\_ DOB \_\_\_\_\_ Gender Identity \_\_\_\_\_

Resides with \_\_\_\_\_ (relationship)

Current school:

Name \_\_\_\_\_  
Grade \_\_\_\_\_

Names and ages of siblings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### MEDICAL INFORMATION

Health Card # and Expiry \_\_\_\_\_  
Family Doctor \_\_\_\_\_  
Phone \_\_\_\_\_

Medical conditions/allergies to be aware of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Terms and Conditions

I/we hereby give permission for emergency treatment to be administered in the event that my child requires it. I understand that every effort is made to ensure the safety and well-being of my child, and I release the Polaris School and Centre, its employees, volunteers, and Board of Directors from liability. In consideration of acceptance into the Summer Camp Care Program, I wave, release, and forever discharge the Polaris School and Centre, its Board of Directors, staff, and their successors, all rights and claim from losses or damages due to any injury suffered by my child while participating in the program.

Parent's Initial: \_\_\_\_\_

In addition, I/we hereby agree to be responsible to reimburse the Polaris School and Centre in the event that my child should cause voluntary damage to school property or equipment.

Parent's Initial: \_\_\_\_\_

Payment is due upon receiving invoice.

Parent's Initial: \_\_\_\_\_

Privacy:

I/we AGREE to allow my/our child(ren) to have photographs or videos taken and possibly used in promotional materials for the school, including the website.

I/we DO NOT AGREE to allow my/our child(ren) to have photographs or videos taken and possibly used in promotional materials for the school, including the website.

Parent's Initial: \_\_\_\_\_

### Expectations and Understandings:

1. Children are expected to be respectful of each other, care providers, and others they may interact with on school property. Children who are unwilling to co-operate with care providers may be asked to leave the program after consultation with the parent(s).
2. No electronic or digital devices of any kind are to be used at the Polaris School and Centre including during the Summer Program.
3. Climbing trees without explicit permission and vigilance by the caregiver(s) is not allowed.
4. No activity is permitted out of sight, without supervision of the caregiver(s).
5. **STORM DAYS:** In the event that the program is cancelled in the morning due to inclement weather or for any other reason, there will be NO After School Care Program. Announcements can be heard on local radio stations and the school will send an email to all parents in the event of cancellation. If the program is cancelled during the day, parent(s)/guardian(s) will be notified and are encouraged to pick up children as soon as possible.
6. We agree to abide by Polaris' COVID-19 guidelines and protocols which may change throughout the summer.

I/We understand and agree to the above expectations and understandings

Parent's Initial: \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Tell us more about your child:** The more we know about your child, the easier it is to make their camp experience at Polaris enjoyable and a success.

Describe your child in a few words. \_\_\_\_\_

\_\_\_\_\_

What are your child's interests or hobbies? \_\_\_\_\_

\_\_\_\_\_

Please describe your child's educational experience to date? \_\_\_\_\_

\_\_\_\_\_

How would you describe your child's social/emotional development? \_\_\_\_\_

\_\_\_\_\_

What languages does your child speak? \_\_\_\_\_

\_\_\_\_\_

Please describe your child's fine and gross motor development. Have there been any challenges? \_\_\_\_\_

\_\_\_\_\_

Does your child have any health conditions that we should be aware of? \_\_\_\_\_

\_\_\_\_\_

Have you ever sought counselling or a professional evaluation for your child?

Yes       No

Additional Comments (Is there anything else we should know?):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please indicate the weeks you would like to register for:**

*Please wait until you receive confirmation of availability and receive an invoice before proceeding with payment.*

Early Childhood Program (4-6 years of age)

- Week of July 12 / Puppetry
- Week of July 19 / Birds, Bees and Butterflies
- Week of July 26 / Making Instruments
- Week of August 3 / By the Sea: Shark Week (Short week - Civic Holiday)
- Week of August 9 / Fairy Tales
- Week of August 16 / Puppetry

Elementary Program (9 to 13 years of age)

- Week of July 12 / Watercolour Painting & Land Art (ages 10 to 13)
- Week of July 19 / Creative Nature Camp (ages 9 to 11)
- Week of August 3 / Craft and Play (ages 7 to 9 - Short week - Civic Holiday)

# Summer Program Registration 2021

Family Information Page  
(Complete one per family)

Parent / Guardian # 1 Information

Name: \_\_\_\_\_

Address:  
 Street \_\_\_\_\_  
 City, Province \_\_\_\_\_  
 Postal Code \_\_\_\_\_

Phones:  
 Work \_\_\_\_\_  
 Home \_\_\_\_\_  
 Mobile \_\_\_\_\_

Email:  
 \_\_\_\_\_

Occupation:  
 \_\_\_\_\_

Work Hours:  
 \_\_\_\_\_

Parent / Guardian # 2 Information

Name: \_\_\_\_\_

Address:  
 Street \_\_\_\_\_  
 City, Province \_\_\_\_\_  
 Postal Code \_\_\_\_\_

Phones:  
 Work \_\_\_\_\_  
 Home \_\_\_\_\_  
 Mobile \_\_\_\_\_

Email:  
 \_\_\_\_\_

Occupation:  
 \_\_\_\_\_

Work Hours:  
 \_\_\_\_\_

**Before Care available starting at 8:30 am and After Care available until 5 pm at an additional cost.**

- We require before care
- We require after care until \_\_\_\_\_ pm

**Authorized Persons to pick up child(ren):**

Please note, children will only be released to Parents/Guardians, or persons noted on this list, unless special case arrangements have been made with the office prior to start of the After School Care Program that day.

| Name | Phone Number | Relationship to family |
|------|--------------|------------------------|
|      |              |                        |
|      |              |                        |
|      |              |                        |
|      |              |                        |

**Emergency Contact:**

Name: \_\_\_\_\_ Relationship to the family: \_\_\_\_\_  
 Phone: \_\_\_\_\_