

## **LARCH AFTER SCHOOL PROGRAM**

### **REGISTRATION CHECK LIST**

PLEASE BRING THE FOLLOWING  
TO THE REGISTRATION MEETING

### **Read All Documentation**

Registration package must be COMPLETELY filled **before** you come to registration night.

If you do not understand something, we will assist you.

The package must be READ, filled out and signed before your child can be part of the Larch Program.

Please bring:

- Your child/children
- Your child's/children's Health Card(s)
- Report card June 2022
- \$20 registration fee- non-refundable or full amount for the year \$65 for **each student attending**
- Larch package includes:
  - Registration form
  - Student Contract.
  - Parent Contract.
  - Student and parent agreement for internet.
  - Waiver form completed and signed in all four sections.
  - Student Contract.
  - Parent Contract.
  - Hamilton Wentworth District School Board- Release of Student Information Form.
  - Hamilton Community Foundation Photograph release form.

**For the registration to be complete and the child to be accepted into the program, all items above must be accomplished**

**LARCH APPLICATION FORM- One per child**

**Please complete form and bring it to the registration meeting  
Bring your child to the meeting**

*Please Note: **\$20 Deposit non-refundable is required upon registration in the fall.**  
Fee of \$1/day. A total of \$65 is required for the full year.*

***Space is limited.***

**One form per child please**

**Personal Information**

Child's Name \_\_\_\_\_  
Child's Age \_\_\_\_\_ Birthday \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Postal Code \_\_\_\_\_  
Parent/Guardian's Name \_\_\_\_\_  
Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cells) \_\_\_\_\_  
**Please advise us immediately if your cell phone number changes.**

Email (required) \_\_\_\_\_  
**Please advise us immediately if email address changes.**

**Health Card \_\_\_\_\_ (please provide a photocopy of health card)**

Medical Conditions/Allergies \_\_\_\_\_

**Emergency Contact**

#1 Name \_\_\_\_\_ Relation to the child \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell \_\_\_\_\_  
  
#2 Name \_\_\_\_\_ Relation to the child \_\_\_\_\_ Telephone \_\_\_\_\_  
Cell \_\_\_\_\_

**Please advise us immediately if your Emergency Contact's cell phone number changes.**

**Educational Information**

My child is:  
Attending school ☐ Homeschooling ☐  
Please advise us if school status changes.

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Do you have an educational concern(s) for your child? Education concerns: i.e. math, reading, spelling, writing or ESL.

\_\_\_\_\_

Do you have a social, emotional, behavioral concern(s) regarding your child?

\_\_\_\_\_

What did the student read while at home? \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

## **WAIVER – PROGRAM**

I, the parent or guardian of \_\_\_\_\_ (name of child) consent to the following three areas:

To his or her participation in the Larch After-School Program and Elliott Heights Baptist Church, and to the observation of all the rules and conditions decided upon by the staff for the above-mentioned child. I understand all reasonable precautions will be taken to prevent personal injury, property loss or damage. I voluntarily agree to assume this risk and waive any right of action I may have against the Larch After-School Program and Elliott Heights Baptist Church, its officers, employees and volunteers. I have read and understand the above information and hereby grant permission under these terms for my child to attend the program.

\_\_\_\_\_ **Initial here please**

I Give Larch After-School Program and Elliott Heights Baptist Church, the irrevocable right to use my child's name/photograph/image/audio recording/video recording/ and likeness ("my child's image") in all forms and manners including but not limited to publication on Internet Web Sites, broadcasts and any other publications as released to or by Larch After School Program. I understand that Larch After-School Program and Elliott Heights Baptist Church cannot control unauthorized use of my child's image by persons not associated with Larch After-School Program and Elliott Heights Baptist Church once my child's image has been published. I hereby forever waive any right to inspect or approve any publication of my child's image by Larch After-School Program and Elliott Heights Baptist Church. I have carefully reviewed and understand the above provisions and agree to be bound by them. I voluntarily and irrevocably give my consent and agree to this Release and Waiver.

\_\_\_\_\_ **Initial here please**

I Give Larch After-School Program and Elliott Heights Baptist Church, the irrevocable right to use my child's written work, which may include their personal name, in all forms and manners including but not limited to publication in any format such as book, on Internet Web Sites, broadcasts and any other publications as released to or by Larch After-School Program and Elliott Heights Baptist Church. I understand that Larch After-School Program and Elliott Heights Baptist Church cannot control unauthorized use of my child's written work by persons not associated with Larch After-School Program and Elliott Heights Baptist Church once my child's written work has been published. I hereby forever waive any right to inspect or approve any publication of my child's written work by Larch After-School Program and Elliott Heights Baptist Church. I have carefully reviewed and understand the above provisions and agree to be bound by them. I voluntarily and irrevocably give my consent and agree to this Release and Waiver.

\_\_\_\_\_ **Initial here please**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of parent (Print): \_\_\_\_\_

Name of child (Print): \_\_\_\_\_

## **STUDENT CONTRACT**

**You must attend the Larch program regularly. If you do not attend regularly, we may choose to give your spot to someone else.**

**Please give us a chance to get to know you! The first six weeks that you attend the program will give us both the opportunity to see if this program is right for you. Within this time period, if it is obvious that the program is not a good fit for your needs, you will be excused from it.**

**The \$20 deposit is non-refundable but any money given over and above that amount will be returned.**

If you are 'off school' for the day due to illness, please do not attend LARCH.

If you are 'off school' due to a medical appointment, please attend LARCH

When you arrive at LARCH, immediately tell the designated leader (who will have a clipboard) what homework assistance you need that evening, or what upcoming projects or assignments, so we can put together a work plan.

Be honest about your homework: bring your work to complete regularly during our homework time.

Respect leaders/other students and follow the program's "HOUSE RULES".

Educational games may be assigned to you during homework time; this is part of our program when you do not have homework. Please actively participate.

Be willing to meet with the leaders if any difficulties arise between you and another student or leader. This is mandatory (not optional). We will help you resolve the situation.

**It is not permitted for you to wander or roam from room to room or in hallways during our learning time.  
YOU MUST STAY IN YOUR ASSIGNED AREA THROUGHOUT LEARNING TIME.**

**All devices are to be turned off when at Larch. No texting permitted. All devices will be confiscated (if used) and returned at the end of the day.**

**Communication with parents is to be done through the Larch phone only. This includes during LEARNING time. We will provide you with technology through the use of the computers.**

Be aware that any conflicts/fights that occur at Larch may be communicated with your parents. We will arrange a meeting with your parent(s) if house rules and guidelines are consistently not followed.

At this point, you will be placed on a "time-out" and will not participate in the program until a resolution takes place. (Please see handout: "What is 'time out' anyways?")

Once we have met with your parents and the issue has been resolved you will be able to rejoin the program. It is YOUR responsibility to communicate with someone on the Larch Team during your "time out" to inform them of your readiness to deal with the situation; "we will not hunt you down".

Student's Name – printed by an adult \_\_\_\_\_

**By writing your name below you are indicating that you understand all the details of this contract and are agreeing to follow all items indicated on this page.**

Student's Name - written by student \_\_\_\_\_

# HOUSE RULES

## for the

## LARCH AFTER SCHOOL PROGRAM

1. BE HONEST WITH YOURSELF AND OTHERS
2. RESPECT OTHERS AND YOURSELF  
(NO DISRESPECT IS TOLERATED)
3. DO NOT PARTICIPATE IN BULLYING  
(NO FORM OF BULLYING IS TOLERATED)
4. VIOLENCE IS NOT THE WAY YOU WANT TO GO, EVEN IF YOU ARE  
DISRESPECTED OR BULLIED  
(KEEP HANDS TO YOURSELF)
5. SEEK HELP FROM A LEADER AS SOON AS POSSIBLE
6. NO FOUL LANGUAGE.  
THIS INCLUDES SAYING "SHUT UP"  
OR ANY OTHER UNKIND WORDS
7. NO RUNNING AND NO YELLING IN THE HOUSE
8. ROOM DOORS MUST BE LEFT OPEN unless a leader closes it.
9. IF A LEADER SAYS TO GET OFF A GAME OR WEBSITE,  
YOU MUST DO SO IMMEDIATELY, NO QUESTIONS ASKED!
10. NO DEVICES/MUSIC ARE TO BE USED AT LARCH; TURN OFF  
DEVICES AND DO NOT HAVE THEM AVAILABLE FOR USE DURING  
OUR PROGRAM. WE WILL PROVIDE WHAT IS NEEDED.
11. NO DRUGS, SMOKING, ALCOHOL. NO BETTING OR GAMBLING.  
NO WEAPONS OR SHARP OBJECTS.
12. NO THROWING FOOD
13. STAY OUT OF THE KITCHEN
14. YOU MAKE A MESS - YOU CLEAN IT UP  
(WE WILL HELP YOU!)

## PARENT CONTRACT

We are creating a partnership with you and the teacher/principal to surround your child with ongoing support.

**For this partnership to work, your child MUST take part in our program.**

**This is vital to the success of your child in our program.**

**You and your child must attend a registration meeting together.**

During registration, we will take the time to evaluate your child's reading and math levels.

Please give us a chance to get to know you! The first six weeks that you attend the program will give us both the opportunity to see if this program is right for you. Within this time period, if it is obvious that the program is not a good fit for your needs, you will be excused from it.

1. Agree with the student contract which your child will sign.
2. Choose to be proactive in conflict resolution and bullying intervention.
3. **Fill out the online survey at the end of the year.**
4. Be available for any meeting during the course of the year in order to be:  
**Informed, involved and/or assist** in any action plan your child has made to resolve conflict, bullying situation, for refusal to follow the house rules or choosing not to do take part in our program specialties.  
**If we determine that a leader/parent meeting is required, it is mandatory that you attend.**  
Until this meeting has occurred and there has been resolution to the issues of concern, your child will be considered on a "time out" (***please read handout: "What is 'time out' anyways?"***) and will not participate in this program or come and hang out in the Larch area.
5. If your child is absent from school due to illness, please do not send him to Larch. If we are aware that your child is ill, **we will need to send him home.**
6. If your child is 'off school' due to a medical appointment, he can attend LARCH. We do encourage you to try to book appointments on non-Larch evenings.
7. If your child is travelling or going away on holidays for a period of time, please inform us. Failure to do so may cause your child to be dismissed from our program.
8. Contact us immediately if you have **any concerns** or if there is any homework that you would like us to be made aware of.
9. We encourage that issues regarding school work or behavior or treatment of your child by volunteers or others be **communicated to us as soon as possible.**
10. We are available most After School evenings between 5:45 and 6 PM.
11. Please inform us ahead of time if you would like to meet with us then.
12. Inform us as soon as possible if you have decided that this program is no longer of benefit to your child.
13. We encourage your child to participate in other after school activities-example: basketball or volleyball teams; however, we require that you inform us if your child cannot attend Larch on those nights.
14. If picking your child up from the program, you must do so between 5:25 and 5:30 pm. No earlier please.
15. Your child will be given six weeks to see if this program is right for them. During this time period they may be pulled out of the program if any of the areas above are not respected.

**At the school level, we encourage you to attend:**

- Parent meetings following reports cards and 'Meet the Teacher Night' in September.
- At any point during the school year, if you sense that your child is struggling at school, we would like to encourage you to contact the teacher.
- If the teacher is requesting a meeting regarding your child, we encourage you to attend.

**PLEASE REST ASSURED THAT ALL CONCERNS WILL BE ADDRESSED.**

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I understand the expectations that the LARCH After-School Program has for myself and for my child(ren) involved in the program as written in this contract and as outlined in the Program Regulations and I agree to comply with these by signing below.

Parent's Name(s) \_\_\_\_\_

Parent's Signature(s) \_\_\_\_\_

Name of Child \_\_\_\_\_

## **INFORMATION BULLETIN FOR PARENTS**

The LARCH After-School Program is eager to make advanced computer technology available to our students in order to enhance learning opportunities. Access to the Internet will enable users to explore thousands of libraries, databases and bulletin boards.

While it is our intent to make Internet access available to further educational goals, families should be warned that some material accessible via the Internet may not be of educational value in the context of a school setting, or may be offensive to some people. Students may find ways to access such material despite our efforts to prevent this. However, we believe that the benefits to students from access to the Internet in the form of information resources, and skills development exceed any disadvantages.

In using the Internet, students and leaders must understand and practice proper and ethical use.

Access to the computer network is a privilege – not a right. Access entails responsibility. Access is given to students who agree to act in a responsible and acceptable manner. Parent permission is required for students in the LARCH After-School Program to access the internet.

The Internet Acceptable Use Policy document accompanying this notice is provided for parents' information. It has been modelled on the documents used by both the Public and Separate School Boards for Internet access by their students. The document outlines expectations and responsibilities of users; and the student agreement form provides the means to ensure that permission for access is given by a parent. (Supervision for access from home is the responsibility of the parent.) The agreement forms is to be signed by the student and parent and returned to the LARCH After-School Program before a student is given access to the Internet .

Parents should feel free to call the Program Coordinator, Don Mallette, to address any concerns or questions about their child's access to the Internet.

## **INTERNET ACCEPTABLE USE POLICY FOR LARCH AFTER-SCHOOL PROGRAM**

### **RATIONALE**

The LARCH After-School Program provides students with access to the Internet, a world-wide network of computers connected together by telecommunication links. This phenomenon enables students to use the World Wide Web (WWW) to access a variety of libraries, databases, public domain software, and news articles.

The Internet offers tremendous opportunities to meet the varied instructional needs, learning styles and abilities of students. However, with these opportunities there are new challenges and responsibilities. Since children with the touch of a button will be able to access a wealth of images, it will become necessary to teach them the critical thinking skills necessary to make moral as well as intellectual decisions about the information they encounter.

While on the one hand the Internet provides an opportunity to access unlimited amounts of information to enable students to delve into the richness of their heritage or the intricacies of the on-going NASA space mission, it also facilitates access to objectionable material such as pornography, hate literature and excessive commercial advertising. Such challenges need to be met with a very clearly stated understanding of "acceptable use" expectations and responsibilities.

The following pages outline more specifically the expectations, responsibilities, terms and conditions for access to the Internet within the LARCH After-School Program. It should be noted that the terms and conditions may be amended from time to time.



## **RESPONSIBILITIES**

### **STUDENTS**

Students are responsible for good behaviour on the Internet just as they are at LARCH Community House. The network is provided for cultural enrichment, and to conduct research. In order to ensure proper use of the network, students are required to:

- Use the Internet under leader supervision- never alone
- Obtain permission from the leader before using the network
- Observe standards of common courtesy and respectful behaviour
- Acknowledge sources by using appropriate citation methods
- Obey the Copyright laws
- Observe Netiquette (see ‘Acceptable Use: Terms and Conditions’)
- **LISTENING TO MUSIC IS NOT PERMITTED**
- **USING FACEBOOK, TWITTER OR ANY SOCIAL NETWORKING IS NOT PERMITTED**
- **CHATLINES ON ANY SITES ARE NOT PERMITTED**

## **LARCH AFTER-SCHOOL PROGRAM**

In order to facilitate access and to ensure the appropriate use of the Internet, we will:

- Provide Internet access under the supervision of a leader at the Program
- Provide and update, as necessary, the Internet Acceptable Use Policy for LARCH After-School Program document and Agreement Form
- Collect and maintain the properly completed Agreement Form prior to student use of the Internet
- Train leaders in the use of the Internet and provide resources to help leaders guide students on appropriate use.
- Ensure that all students, parents, leaders and persons working with students are aware of students’ responsibilities
- Monitor students for appropriate use and behaviour as defined in this document
- Deal with student infractions of the Acceptable Use Policy in a manner consistent with the house code of behaviour.
- Instruct users in the mechanical and ethical use of the Internet
- Ensure that any information posted to the Internet is consistent with the Freedom of information Act and the Protection of Privacy Act.

## **EDUCATIONAL PURPOSE**

The use of the Internet must be in support of educational endeavours and related to the current curricular objectives of the student’s school. Use of other organizations’ networks or computing resources must comply with the rules appropriate for that network. Transmission (receiving or sending) of any material in violation of any Canadian or Ontario regulation is prohibited. This includes, but is not limited to: copyrighted material; threatening, offensive or obscene material; material suggesting pornography, racism or sexism. Use for commercial activities by “for profit” institutions is not acceptable. Use of product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

## **AGREEMENT FORM**

All students participating in the LARCH After-School Program may access the Internet under the terms defined in this document and upon completion of the accompanying Agreement Form.

Completed Agreement Forms must be returned to the appropriate Computer Lab leader.

## **PRIVILEGES**

Access to the Internet is a privilege and breach of any terms and conditions may result in a cancellation of those privileges and further disciplinary action.

The Program Coordinator will deem what is inappropriate use based upon the guidelines outlined in this Acceptable Use Policy document and his decision is final.

## **NETIQUETTE**

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Politeness. No abusive messages are to be written, displayed or sent to others.
- Use of appropriate language. Swearing, using vulgarities or any other inappropriate language are unacceptable.
- Privacy. One's personal address/phone number or the phone numbers of students/colleagues are not to be revealed.
- Respect for others. Use of the Internet must not be conducted in a disruptive and/or selfish way (e.g. downloading huge files during prime time; sending mass e-mail messages; annoying other users
- Recognition of private ownership. All communications and information accessible via the network must be assumed to be private property and therefore subject to copyright restrictions.

## **RELIABILITY**

The LARCH After-School Program makes no warranties of any kind, whether expressed or implied, for the service it is providing. We will not be responsible for any damages suffered by a user. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or user's errors or omissions. Use of any information obtained from the Internet is at the users' risk. We specifically deny any responsibility for the accuracy or quality of information obtained.

## **SECURITY**

Security on any computer system is a high priority, especially when the system involves many users. A user who feels that he or she can identify a security problem must notify a Computer Lab leader. Users are not allowed to share with or demonstrate to others a security problem.

## **VANDALISM**

Vandalism will result in disciplinary action. Vandalism is defined as any malicious attempt to manipulate, harm or destroy data or equipment of another user or of any of the networks that are connected to the Internet. This includes, but is not limited to, the deliberate infection of LARCH After-School Program computers with viruses.

# STUDENT AGREEMENT FORM

For access to the Internet

Directions: After reading the LARCH After-School Program Internet Acceptable Use Policy (version 1.1 September 28, 2004) please read and fill out the following agreement completely and legibly. Return the document to the Computer Lab leader. Any questions should be addressed to the Computer Lab leader.

STUDENT'S LAST NAME (print): \_\_\_\_\_

STUDENT'S FIRST NAME (print): \_\_\_\_\_

STUDENT'S CURRENT GRADE: \_\_\_\_\_

I have read the LARCH After-School Program Internet Acceptable Use Policy (version 1.1 September 28, 2004). I understand and will abide by the stated terms and conditions for use of the Internet. I further understand that violation of the provincial and federal regulations is unethical and will constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and appropriate disciplinary and/or legal action may be taken.

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

.....

## PARENT OR GUARDIAN

As the parent of guardian of this student, I have read and understand the LARCH After-School Program Internet Acceptable Use Policy (version 1.1 September 28, 2004). I understand that this access is designed for educational purposes. I also recognize that it is impossible to restrict access to all controversial materials acquired on a network. Therefore, on behalf of myself and my child, I agree to release, indemnify and save harmless the LARCH After-School Program, its officers, employees and volunteers from any and all claims, causes of action or demands arising as a result of or in consequence of, directly or indirectly, my child's use of the Internet. I hereby give my permission to issue access privileges for my child and certify that the information contained in this form is correct.

PARENT/GUARDIAN'S NAME (print): \_\_\_\_\_

PARENT/GUARDIAN'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

# SO WHAT IS 'TIME OUT' ANYWAYS?

*At Larch, we never want a child to be kicked out of our program.  
We want every child to 'feel, safe, strong and free...'*

In order for this to take place, we have established a 'time out' period for situations when a child chooses to break the "student contract" on a **continual base**. We are aware that situations may happen that a Larch House Rule may be broken and the child takes ownership of his actions and chooses to repair/fix the situation; a child will never be placed on a time out for that, we will celebrate these steps since it takes a lot of courage to own up and repair/fix certain situations.

A child will be placed on a 'time out' if he or she:

- Breaks the House Rules and/or contract and has no change of heart.
- Breaks the House Rules and/or contract and repairs/fixes it, however repeats this behavior on a regular basis.
- Does not bring or do homework on a regular basis
- Arrives late or misses on a regular basis

**A 'time out' does NOT kick a child out of LARCH**

'Time out' is a time when a child is asked to go home and not return until he is willing to honour the House Rules and Contract that he agreed to at the registration time.

Please note the 'time out' period ends when the child is ready to repair/fix, have a change of attitude and or behavior. At that point, a meeting with the child and parent is set, to put together a 'plan of action' to remedy the situation and to welcome him back to Larch. Once this meeting takes place, a start-up date is chosen for the child to re-enter the program.

**Failure to follow up with the Larch team during a "time out" period may leave the Larch team to assume that you and your child are no longer interested in the program, so communication during "time out" is crucial.**