

## Homework Club Registration Package

WOCRC is pleased to work in partnership with OCDSB and  
Bridlewood Community Elementary School

*We welcome you to join us!*

**Where:** Bridlewood Community Elementary School

63 Bluegrass Drive

**When:** Monday and Wednesday 3:00-5:00 p.m.,

starting October 15, 2018

**For:** Grade 3-6 students. (Grade 7 & 8 students welcome too)

\* Registration forms required and are available at the school or on the  
WOCRC website at [wocrc.ca](http://wocrc.ca). No fees required.

**Contact:** Colleen A. Taylor, (613) 591-3686, ext. 228 or  
[taylora@wocrc.ca](mailto:taylora@wocrc.ca).

**What to do:** Complete the Registration Form and the Rules and  
Expectations form. If necessary also complete the Permission  
Form to Walk Home Alone. Return these completed forms to  
the Homework Club Tutors.



## Rules and Expectations while participating in the Homework Club

**Parents: please keep this sheet to remind you of the rules.**

1. All forms must be completed before the student is allowed to participate in the club.
2. Students must arrive with homework.
3. Once homework is completed, students are expected to return home/child care.
4. Students will be picked up at a designated time or will walk home on their own (permission form must be completed).
5. The Homework Club operates to help students with their homework and is not to be used as a child care service.
6. Parents are asked to check in with the tutors when dropping off/picking up their child and to sign their child in/out. Parents are to come into the building to pick up their child.
7. Students are to respect the environment, equipment, the tutors/volunteers and other students participating in the Homework Club. Failure to act appropriately may result in the loss of the privilege of attending the club.
8. Access to the computers and the internet is strictly for school work purposes. Printing will be supervised and kept to a minimum.
9. Parents **must** leave a number where they can be reached during the Homework Club so that the child can contact their parent/guardian for pick-up, in the event of an emergency or for other concerns.
10. Students are to bring all necessary items with them to complete their homework. Limited supplies will be available.
11. Parents are to be prompt when picking up their children, **no later than 5:00.**
12. A cell phone is available to the students to call home or for parents to contact the tutors. This cell phone is only active during club hours: 613-315-1324.
13. Your child should come home with a *Welcome Package*. It outlines the Centre's Privacy Policy, Complaint Process, etc. This information can also be found at [www.wocrc.ca](http://www.wocrc.ca)

## Homework Club

### Bridlewood Registration Form 2018/19

*Welcome to the Homework Club!*

New\_\_\_ Returning\_\_\_

*The WOCRC collects personal information to provide quality community, health and social services, as well as, during the course of various projects and activities. Any individual who provides personal information can expect the information to be carefully protected and used only for the purpose(s) for which it was collected. Any other use of an individual's personal information is subject to that individual's consent.*

**1. Personal Information**

**Date:** \_\_\_\_\_

Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_

Number                  Street                  City                  Postal Code

Home Telephone Number: \_\_\_\_\_

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

Name of Parent/Guardian to contact: \_\_\_\_\_

**Parent/Guardian phone number** during Homework Club hours: \_\_\_\_\_

Day time number                  \_\_\_\_\_

Allergies or special health concerns: \_\_\_\_\_

How will your child get home? I will pick up \_\_\_ **OR** Child will go to after school program \_\_\_  
**OR** My child will walk\* \_\_\_ *\*please complete the Permission Form To Walk Home Alone.*

Who can pick up your child? \_\_\_\_\_

**2. Photo consent:** I give permission for my child to be photographed by WOCRC staff for Centre related use (promotional flyers, information displays for the club).  Check if you consent.

**3. Academic Information**

Name of School: \_\_\_\_\_ Grade: \_\_\_\_\_

**Students cannot attend Homework Club unless all forms have been completed.**

## Bridlewood Homework Club Rules and Expectations

*Welcome to the Homework Club!*

**We agree to the following rules and expectations while participating in the Bridlewood Homework Club:**

1. All forms must be completed before the student is allowed to participate in the club.
2. Students must arrive with homework.
3. Privacy Policy, Complaint Process, information on the Centre, can be found at [www.wocrc.ca](http://www.wocrc.ca)
4. Once homework is completed, students are expected to return home/child care.
5. Students will be picked up at a designated time or will walk home on their own (permission form must be completed).
6. The Homework Club operates to help students with their homework and is not to be used as a child care service.
7. Parents are asked to check in with the tutors when dropping off/picking up their child and to sign their child in/out. Parents are to come into the building to pick up their child.
8. Students are to respect the environment, equipment, the tutors/volunteers and other students participating in the Homework Club. Failure to act appropriately may result in the loss of the privilege of attending the club.
9. Access to the computers and the internet is strictly for school work only. Printing will be supervised and kept to a minimum.
10. Parents **must** leave a number where they can be reached during the Homework Club so that the child can contact their parent/guardian for pick-up, in the event of an emergency or for other concerns.
11. Students are to bring all necessary items with them to complete their homework. Limited supplies will be available.
12. Parents are to be prompt when picking up their children, **no later than 5:00.**
13. A cell phone is available to the students to call home or for parents to contact the tutors during club hours.

**Student Signature** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_, 20\_\_\_\_\_

Tutor's Initials: \_\_\_\_\_

## **Bridlewood Homework Club**

### **Permission Form to Walk Home Alone 2018/19** (to be completed ONLY if you give permission for your child to walk home alone)

I, \_\_\_\_\_, give my permission for my son/daughter,  
(name) \_\_\_\_\_ to walk home alone.

Only children 10 years old or older may walk home alone. I acknowledge that my child is 10 years old or older.

Birth date \_\_\_\_\_.

I can be reached at the number listed on the Registration Form or: \_\_\_\_\_

Information you would like us to be aware of:

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Parent/Guardian signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_\_

**Parents, please review the safety rules of walking home alone with your child.**