



St. Stephen's Anglican Church
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Westside Rec. Centre
#110, 2000 – 69th Street SW
Calgary, Alberta T3H 4V7
Phone: (403) 503-0203
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Signal Hill
2A - 1919 Sirocco Drive SW
Calgary, Alberta T3H 2Y3
Phone: (403) 686-1349
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Monterey Park
6908 – 26th Avenue NE
Calgary, Alberta T1Y 6L6
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Registration 2012 Newsletter

Dear Parents of SH Students:

The registration procedure will be a bit different this year. Please note that we aim to do the best we possibly can at pleasing everyone; however, there are always situations that people are unhappy with. Harassment towards any staff member in person, via email, or on the phone will not be tolerated.

I've attached a copy of the "Trial Changes" that you all would have received in December. Please read over this. If you have any questions, please feel free to contact me further.

For a registration package to be accepted for any program ALL information on the forms must be completed in full. If the forms are incomplete, then you will be asked to add in the appropriate information and bring it back.

It is important to note, the only people who are guaranteed a spot this year is those who have been at Heartland for 4 consecutive years (must be 4 full years...not entering part way or having withdrawn for any reason).

he people who are less than 4 years at Heartland are required to re-register. (Please note that our current ECS students are moving to grade 1 and may require a BAS spot---so it is first come, first serve for in house registrants)

Please read the following pages to find the information that pertains to you and your child(ren) based on the program you're looking to register for.

SIGNAL HILL Before and After School care (BAS)
“Grandfathering” Trial

*****Wednesday February 1st @ 7am – 9am (from Signal Hill) for pick up, and then returned, in full, no later than Thursday February 2nd @ 6pm (delivered to Kait at SH)*****

SH BAS **“grandfather trial”** registration will be taking place at *SH Heartland* at **7am** on **Monday February 1st, 2012** (this is for families who have been with Heartland for 4 or more consecutive years)

Doors will be locked until 7am, at which point parents are allowed to enter the centre until 9am, where I will be handing out packages for the SH BAS “grandfather trial” program.

If we hand out the maximum number of packages for each program, then we will be unable to hand out more forms since we will have reached capacity.

After receiving a registration package, we ask that you take your papers to fill out elsewhere (*we will not allow people to stay in the centre to do the paper work*).

The deadline for you to complete and return your package to Signal Hill is **Thursday February 2nd, 2012 at 6pm**. Should you fail to bring your package in by 6pm on this day, then your spot will open up to someone else.

As in previous years, information required will be:

1. AHC #
2. Immunization Records
3. \$50 CASH (craft/activity fee)
4. Doctors Info (name, **address**, tele number)
5. Emergency Contact (name, **address**, tele number) CANNOT BE PARENTS
6. Parents Work Info (name, **address**, tele numbers)
7. Post dated cheques OR credit card info (visa or master card accepted only)
8. All other details for your child (DOB, allergies, etc), parent information (home address, cell and work numbers), etc.
9. Alternate Pick up People (name and tele number)

Less than 4 years @ Heartland Re-Registration:
SIGNAL HILL Before and After School care (BAS)
& ECS Enhancement Program

*****Monday February 6th @ 7am – 9am (picked up from Kait at Westside) for pick up, and then returned, in full, the same day by 6pm (dropped off to Kait at Signal Hill)*****

SH BAS **in-house (less than 4 years)** and ECS enhancement (**in-house and public**) registration will be taking place at Westside Heartland (in the rec centre) at **7am** on **Monday February 6th, 2012** (this includes families who are currently part of our program that have attended less than 4 years---siblings allowed)

Doors will be locked until 7am, at which points parents are allowed to enter the centre and I will be handing out packages for the programs offered.

These programs are broken down as follows:

- ECS AM class = 24 spots available
- ECS PM class = 24 spots available
- SH BAS (grades 1-6) = 43 spots available
- AS only (grades 1-6) = 5 spots available

If we hand out the maximum number of packages for each program, then we will be unable to hand out more forms since we will have reached capacity.

Please note, these vacant spots will change once the “Grandfathered” group has completed their registration. You are welcome to check in with my on Friday February 3rd @ 12:00pm as to what our exact numbers are. Please email me, as I will be unable to catch everyone’s phone calls on this afternoon, but I will ensure I respond to all emails I receive.

After receiving a registration package, we ask that you take your papers to fill out elsewhere (*we will not allow people to stay in the centre to do the paper work*).

The deadline for you to complete and return your package to Signal Hill is all on the same day: **Monday February 6th, 2012 at 6pm.** Should you fail to bring your package in by 6pm on this day, then your spot will open up to someone else.

As in previous years, information required will be:

1. AHC #
2. Immunization Records
3. \$50 CASH (craft/activity fee)
4. Doctors Info (name, **address**, tele number)
5. Emergency Contact (name, **address**, tele number) CANNOT BE PARENTS
6. Parents Work Info (name, **address**, tele numbers)
7. Post dated cheques OR credit card info (visa or master card accepted only)
8. All other details for your child (DOB, allergies, etc), parent information (home address, cell and work numbers), etc.
9. Alternate Pick up People (name and tele number)

Please note:

Mailing Address: P.O. Box 73153, Woodbine Postal Outlet, Calgary, Alberta T2W 6E4

- we will be handing out packages based on the numbers above, and will stop once we are at our limit. For example, if we reach capacity in all our “After School Only” spots, but we still have an open “Before & After School” spot...then your only option will be to take the whole package deal of both components.
- for the upcoming registration year, and all future years, we will not be allowing parents to split care between WS and SH. You will only have the option of one or the other site.

If you have any uncertainty or need clarification, please do not hesitate to contact me. I will gladly answer all questions. I do ask for your patience during the busy times during the months of January and February, I will do my best to return all emails and phone calls promptly.

Thank-you and we look forward to welcoming you to our agency, or continuing to service to your family!

Kait Mulyk
Site Manager (SH & WS)
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