

REGISTRATION PACKAGE

2017-2018 School Year

Welcome to the 2017/2018 registration process at Ottawa Christian School.

Your child(ren) is(are) considered enrolled when all of the following forms and documents are completed and cheques are included.

1. All required documents in this package
2. TNT Volunteer Commitment cheque.
3. For new students to OCS, please provide:
 - * Student Immunization Information Form - this form is on our website. Please fill in this form and attach a photocopy of the student's immunization record or the original exemption affidavit.
 - * A copy of the latest report card for each child (if applicable) and a copy of their birth certificate or passport.

Please print a copy of the pledge form off at home for your records, then use the "Submit Registration by Email" button on the bottom of this page to submit your entire package by email to the school office. You will receive an email once all of your forms and cheques are received to confirm enrollment.

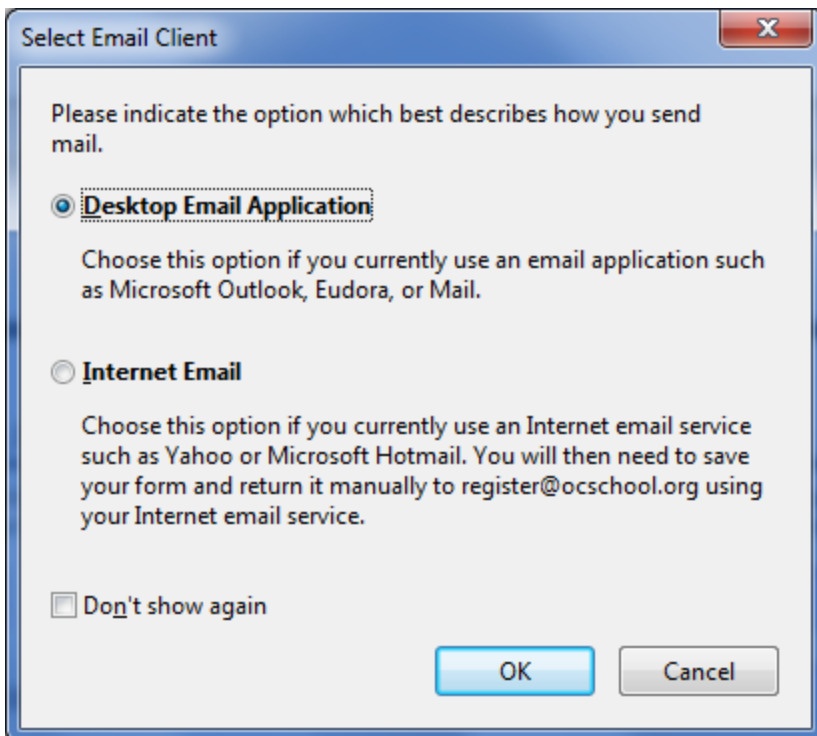
When you see a red box on the forms below, that means information is required in these fields and you will not be able to submit your registration unless they are all filled in.

Please make all cheques payable to "OCS".

Please remember to forward all cheques into the school office to complete your registration. This includes tuition, volunteer assessment and our optional program - Extended Kindergarten.

All forms up to and including the TNT Volunteer Commitment Form are mandatory. All other forms beyond this are optional programs/services offered by OCS.

Please note that if you are filling in these forms online, your printed name on the signature line signifies authorization.



Please make sure to follow the instructions carefully as you submit your registration package.

Looking to the left, you will see the message screen that pops up when you select the "Submit Registration by Email" button.

Depending on the type of email you have will depend on which button to click. Please make sure you select the correct button and follow the instructions carefully.

This should make your registration easy to complete.

If you have any questions, please call the office 613.825.3000.

AND



Complete this form if enrolling one/more children in JK or SK only. If this is not the case, please obtain the correct pledge form from the school office. See the other side of this form for an explanation of the OCS parental pledge.

Last Name [] First Name(s) of Parent(s) []

Full Address including City and Postal Code []

Email Address [] Phone []

Name(s) of Child(ren)	Grade

Returning Families - Please complete and return this form by April 11, 2017

Please complete the following, and check the appropriate boxes.

Enter \$6,115 on line A +A _____

If you have more than one child in kindergarten, add \$700 for each child. +B _____

The above calculation determines the minimum amount that you are expected to pledge toward the cost of your child(ren)'s education at OCS. If you wish to increase your pledge in support of Christian education, please enter the amount on Line C. (Keep in mind that, after deducting the cost per student for your family, the remaining amount will be receipted as a charitable donation for income tax purposes.) +C _____

Please indicate how you would like your donation on line C to be allocated:

- General Budget
- Tuition Assistance
- Mortgage Retirement

Add Mortgage Payment Contribution of \$450. This fee will be utilized to pay down the mortgage. +D _____

For Returning Families, add \$300 Enrollment Fee (If complete Enrollment Package is submitted by April 11, 2017, enter \$0) +E _____

Add Lines A, B, C, D and E, and enter the result on Line F. This is your total tuition cost. =F _____

Add bus fee for 2017/18 on Line E if you intend to use these services. (\$2,300 for full-time service; see bus forms for other part-time rates) +G _____

The above amounts are estimates only, subject to change once the bus company contract is finalized.

Do you have a TRIP balance to reduce your pledge? If applicable, enter the amount on line H. -H _____

Total amount payable (Line F plus G minus H) on Line I. =I []

Please complete the Pre-Authorized Debit (PAD) form or attach ten post-dated monthly cheques (June 1, 2017 - March 1, 2018), each for 1/10 of the amount on line I.

(You may also provide one lump sum payment of the full tuition amount dated June 1, 2017).

Please print or save a copy of the completed form for your records.

PLEASE READ AND SIGN THE OTHER SIDE OF THIS FORM



IMPORTANT: Families with children enrolled during the current school year who are not returning for the 2017/18 school year must notify the Principal by April 11, 2017. Re-enrollment after April 11, 2017 will be subject to a \$300 enrollment fee and will be subject to space availability.

The cost of providing Christ-centred education at the Ottawa Christian School is funded by both parents of children enrolled in the school as well as the non-parent supporting community. Enrollment at OCS is not based on a fee-for-services-rendered basis because the value of Christian education is immeasurable in financial terms, and the viability of the school depends on much more than the financial contributions of parents - for example the efforts of unpaid volunteers, and significant assets such as the land and building provided by previous supporters. Nevertheless, to ensure adequate financial resources for the operation of the school and equitable sharing of that obligation, the formula on the reverse side of this page determines the financial contribution expected from each family whose children are enrolled at OCS.

For families with children in grades 1 - 8, the expected pledge is proportional to the family's gross income. Families with unusual circumstances that would affect their ability to pay the calculated amount may apply for tuition assistance. (Contact the Finance Committee for the appropriate form.) Such assistance is given entirely at the discretion of the Tuition Assistance Committee, based on the need of all applicants and the availability of donated tuition assistance funds.

The Ottawa Christian School Association is recognized by the Canada Revenue Agency as a registered charity. As such, we may issue charitable donation receipts for financial gifts to the Association. CRA deems that families whose children attend OCS derive some benefit from that, and therefore, to determine the portion of a family's pledge which can be considered a gift, the school is required to deduct a "cost-per-pupil" multiplied by the number of students that family has enrolled in the school. Charitable donation receipts can be used to reduce the family's income tax, which in effect means that, for most families, the after-tax cost is significantly less than the pledge amount calculated. Note that once receipted, pledges cannot be refunded. This includes advance tuition paid by a family that withdraws from the school.

The revenue derived from tuition does not cover the total cost of providing a Christian, high quality alternative education. Membership fees and donations, church offerings, gift card sales, the annual Walkathon, and other events all help reduce the cost borne by parents. All families are encouraged to participate in fund-raising projects and the volunteer effort that is required to operate the school. Everyone is encouraged to promote the school at every opportunity, and to continue to support the school after their children have graduated, so that others may benefit in the same way.

Parents who enroll their children at OCS agree to abide by the following policies regarding pledges:

The total pledge amount is payable in 10 monthly installments, the first dated June 1, 2017 to the last dated March 1, 2018. The pre-authorized debit form must be completed or ten post-dated cheques, payable on the 1st of each month, must be submitted with the pledge form **on or before April 11, 2017**. An annual lump sum payment for the full year's tuition can be provided on June 1, 2017. Other payment schedules are acceptable only if the amount paid at any given time exceeds that of the schedule defined above.

The pledge amount for a portion of the school year is calculated as 1/10 of the total amount multiplied by the number of months or part-months attended. **Once a family has registered, they are obligated to provide a minimum of three months' notice of intention to withdraw from the school. In lieu of such notice, payment of the pledge amount for the three-month notice period will be required. (The three-month notice is required for cancellation of bus services as well.) Families that enroll during the school year must pay the first three pledge installments in advance.**

I agree to these terms Initials _____

Late, incomplete or incorrect pledge forms, forms submitted without cheques or a pre-authorized debit form, cheques held at the payer's request or not honoured by the bank or any other failure to abide by the payment schedule will be assessed an administration fee of \$30 per month until the situation is resolved. The Finance Committee will consider individual financial circumstances and may waive such fees at its discretion. Families experiencing financial difficulties are encouraged to contact a member of the committee to confidentially discuss their situation. It is our prayer that the burden of the cost of Christian education will be borne by all, in proportion to the means each has been blessed with.

I have read and agree with these policies.

Signature (or type name if online)

Date

Tuition Pre-Authorized Debit (PAD) Registration Form

I/We are opting out of PAD and will provide the school with cheques.

The purpose of this service is to allow members to submit Tuition Pledge payment in the form of a pre-authorized chequing account withdrawal. This method of payment is being offered as an alternative to post-dated cheques. In order to be set up for PAD, the following information is required:

I/we, _____ hereby request and authorize the Ottawa Christian School to withdraw, on the first day of each month, from my account, starting _____ to and including _____ in the amount of \$ _____ as payment of my/our tuition pledge amount as indicated on the completed Tuition Pledge Form.

Contributor Name _____

These pre-authorized debits are being paid by: an individual a business

**You must attach a sample cheque marked "VOID" with this form
or a printed statement from the bank of your account number.**

Signature _____ Date _____

Please contact Susan Dods at bookkeeper@OCSchool.org or 613-825-3000 to obtain further information. If you wish to cancel or change this agreement, contact Susan Dods at least 10 business days in advance of the next transaction. Any cancellation must be replaced by cheques covering the full remaining amount due. For more information on your right to cancel a PAD Agreement, contact your financial institution or visit www.cdnpay.ca.

A \$30 NSF charge will apply for insufficient funds, and the amount due is payable immediately.

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

CONSENT FORM for the 2017-2018 School Year

Family Name _____

SCHOOL TRIPS

During the school year students may have opportunities to go on a number of school trips. In order to go, students must have a parent's permission. Although all normal precautions will be taken to guard against accidents, we ask you to sign the following statement:

My child(ren) have my permission to go on school trips. We will not hold any of the teachers, drivers, or the Board responsible for any liabilities beyond those covered by the insurance policies of the OCS Board.

Print Name _____ Signature (or type name if online) _____

VOLUNTEER DRIVERS

In order to drive for school trips I will ensure that I:

- a. Have current \$1,000,000.00 Third Party Liability Insurance
- b. Have snow tires on my vehicle between Dec. 15 and April 5
 - No, I do not have snow tires, but am willing to drive before December 15 and after April 5
- c. Have a valid driver's license
- d. Will drive responsibly
- e. Will not drive while on medication or with a medical condition that may impair driving performance

No, I am not willing to drive for class trips

Print Name _____ Signature (or type name if online) _____

Insurance Coverage* _____ Date _____

* Please indicate your amount of coverage in dollars. (This information is on your car insurance documents.)

PHOTO RELEASE FORM

The Community Relations Committee of Ottawa Christian School would like to use photographs of our students and their artwork in promotional material. It's a good way for parents interested in our school to see our students in action - working at their desks, playing on the play structure, singing in the choir, playing in the band, etc. We would use these pictures on our promotional board, which we set up when we visit churches, host Education Week, Facebook, Press Releases, Pinterest, Twitter or at conferences promoting Christian Education. We would also use them in promotional brochures and on our Website. We also have our own YouTube channel in which we record special events (musicals, Christmas concerts, field trips). **No full names will be used with the photos, videos or artwork.** We need your permission to use a photo/video/artwork of your child for promotional purposes. Without your consent, the photo will not be used.

I consent to the use of photographs/videos/artwork of my child(ren) in promotional material for OCS.

Date _____ Signature (or type name if online) _____

I **DO NOT** consent to the use of photographs/videos/artwork of my child(ren) in promotional material for OCS.

Date _____ Signature (or type name if online) _____

TALENTS AND TIME(TNT)Volunteer Program

At OCS we want to encourage all members of the community to commit to sharing in the volunteer needs of the school. We need your talents and time to help us complete some necessary tasks and keep costs down. In return, you will be a part of a rich community and have a sense of ownership in your school! The volunteer program is called TNT, Talents and Time, two essential ingredients to keep the school healthy and strong.

The TNT year runs from June 1st to May 31st (of the following calendar year). The school requires a post dated **Volunteer assessment cheque** along with your **Volunteer commitment form**; your registration will not be complete without it. If you have completed your hours the volunteer assessment cheque will be returned to you after the 1st of June. If you have not completed your hours by May 31st any outstanding hours will be charged to the family at a rate of \$20/hr. If a cheque for the outstanding hours is not submitted by June 10th the volunteer assessment cheque will be cashed.

If you decide that you are not able to fulfill the volunteer requirement please select the 'Opt out' option on the volunteer commitment form and submit along with that your opt out equivalent cheque, dated September 15 of this year. (Please see chart)

	<u>Yearly hours</u>	<u>Opt Out Equivalent</u>
Family with full time student(s)	25	\$500
Single parent family with full time student(s)	15	\$300
Family with two students in kindergarten	25	\$500
Family with one student in kindergarten	15	\$300

You are responsible to track your volunteer hours. They can be logged online at <http://ocschool.org/tnt/> or on a log sheet at the office. Grandparents, graduated students and other family members are welcome to volunteer and accumulate hours for families.

The board and the TNT committee recognize that things happen and sometimes due to extenuating circumstances it is just not possible for a family to fulfill some or all of their hours. If exceptional circumstances prevent you from fulfilling your commitment please contact the TNT coordinator (Marc Leblanc).

There are many ways to learn how to get involved at OCS. Here are a few: 1) Each week in the memo there will be a list of volunteer opportunities presented, and the person to contact regarding them.

2) The volunteer commitment form you filled in will be used to find volunteers as the events/activities occur. 3) You can also contact your child's teacher(s) and they will be more than happy to discuss how you can best help in the class/school.

It is our desire that every Volunteer assessment cheque be returned at the end of the volunteer year.

Thanks so much for your co-operation! If you have any questions or concerns, please feel free to contact us!

-The TNT Committee-



Remember to attach your Volunteer Assessment cheque (\$500 for family with full-time students and \$300 for single parent family or kindergarten only) dated May 31, 2018.
Registration will not be considered complete until this form is completed and submitted with the cheque.

Last Name First Names

Phone Number Single parent family Family with full-time time students

Email Family with one in Kindergarten only
(please note: a family with one in JK & one in SK is a full-time equivalent)

I/We Sit On A Committee (please specify mother/father and committee name)

OPT OUT: I am unable to commit to volunteering at OCS in 2017/2018. (Please submit a cheque for \$500, payable on September 15th, 2017 when you register your child for the 2017/2018 school year.)

Volunteer Interests: Please mark clearly the areas in which you are interested in volunteering. The information will be compiled in a database and used by those organizing events. However, it is still your responsibility to volunteer as the need arises, as noted in the weekly Memo. Please remember to turn in your tracking sheet for all hours worked in these areas, as they will be used for planning purposes in the future. Additional tracking sheets are available at the office, or online.

I agree to let my name stand on the following committee(s)

	Father	Mother
Board of Directors	<input type="radio"/>	<input type="radio"/>
Community Relations	<input type="radio"/>	<input type="radio"/>
Contract Partnership	<input type="radio"/>	<input type="radio"/>
Finance	<input type="radio"/>	<input type="radio"/>
Fundraising	<input type="radio"/>	<input type="radio"/>
Membership	<input type="radio"/>	<input type="radio"/>
Program	<input type="radio"/>	<input type="radio"/>
Property Management	<input type="radio"/>	<input type="radio"/>
Transportation	<input type="radio"/>	<input type="radio"/>

Hobbies
Please list your hobbies below and make sure to indicate mother or father.

I am interested in volunteering for...

Prayer Group

Coordinator

Classroom Prayer Partner

TNT Program (Talents & Time)

Coordinator (CO)

FUNDRAISING

Walkathon

	Father	Mother
Coordinator (CO)	<input type="radio"/>	<input type="radio"/>
Corporate Sponsors	<input type="radio"/>	<input type="radio"/>
Facilities CO	<input type="radio"/>	<input type="radio"/>
Food/BBQ CO	<input type="radio"/>	<input type="radio"/>
Volunteer CO	<input type="radio"/>	<input type="radio"/>
General help - day of	<input type="radio"/>	<input type="radio"/>

Photo Fundraiser

Coordinator	<input type="radio"/>	<input type="radio"/>
Phone Support	<input type="radio"/>	<input type="radio"/>

TRIP Certificate Sales/Distribution

Coordinator	<input type="radio"/>	<input type="radio"/>
Support	<input type="radio"/>	<input type="radio"/>

Other Fundraising Opportunities

Coordinator	<input type="radio"/>	<input type="radio"/>
Support	<input type="radio"/>	<input type="radio"/>

COMMUNITY RELATIONS (PROMOTION)

	Father	Mother
Open House Volunteer Coordinator	<input type="radio"/>	<input type="radio"/>
Open House Volunteer	<input type="radio"/>	<input type="radio"/>
Website Design	<input type="radio"/>	<input type="radio"/>
Website Maintenance	<input type="radio"/>	<input type="radio"/>
Writer - press releases	<input type="radio"/>	<input type="radio"/>
Social Media	<input type="radio"/>	<input type="radio"/>
Graphic Design	<input type="radio"/>	<input type="radio"/>
Events Photographer	<input type="radio"/>	<input type="radio"/>
Videographer	<input type="radio"/>	<input type="radio"/>
Google Analytics (analyzing web traffic)	<input type="radio"/>	<input type="radio"/>
Christian School Parent Expo	<input type="radio"/>	<input type="radio"/>
Skating Party/Chili Cook-off	<input type="radio"/>	<input type="radio"/>

Santa Claus Parade

Coordinator	<input type="radio"/>	<input type="radio"/>
Help build float	<input type="radio"/>	<input type="radio"/>
Help dismantle float	<input type="radio"/>	<input type="radio"/>

New Family Orientation BBQ

Games Coordinator	<input type="radio"/>	<input type="radio"/>
Food Coordinator	<input type="radio"/>	<input type="radio"/>
Kitchen Assistance	<input type="radio"/>	<input type="radio"/>
Set-up	<input type="radio"/>	<input type="radio"/>
Clean-up	<input type="radio"/>	<input type="radio"/>

Pastor Appreciation Breakfast

Kitchen Coordinator	<input type="radio"/>	<input type="radio"/>
Food Prep	<input type="radio"/>	<input type="radio"/>
Set-up	<input type="radio"/>	<input type="radio"/>
Clean-up	<input type="radio"/>	<input type="radio"/>

Mix and Mingle Event

Food Coordinator	<input type="radio"/>	<input type="radio"/>
Set-up	<input type="radio"/>	<input type="radio"/>
Clean-up	<input type="radio"/>	<input type="radio"/>

TNT Volunteer Commitment Form (continued)



Food & Hospitality

	Father	Mother
Hospitality Team Member	<input type="radio"/>	<input type="radio"/>
Pizza Coordinator	<input type="radio"/>	<input type="radio"/>
Milk Coordinator	<input type="radio"/>	<input type="radio"/>
Hot Dog Coordinator	<input type="radio"/>	<input type="radio"/>
Support (refreshments and clean-up)	<input type="radio"/>	<input type="radio"/>
Grandfriends' Day Help (April)	<input type="radio"/>	<input type="radio"/> G
Grad Reception Help (June)	<input type="radio"/>	<input type="radio"/>

Property Maintenance

Electrical/Plumbing/ Mechanical Maintenance	<input type="radio"/>	<input type="radio"/>
General/ Routine Maintenance	<input type="radio"/>	<input type="radio"/>
Other Building Maintenance	<input type="radio"/>	<input type="radio"/>
School Grounds (Spring/Fall Clean-up)	<input type="radio"/>	<input type="radio"/>
Skating Rink (flooding/cleaning)	<input type="radio"/>	<input type="radio"/>
Skating Rink (set up and take down)	<input type="radio"/>	<input type="radio"/>

Library

	Father	Mother
Assistant - 2 half days/month	<input type="radio"/>	<input type="radio"/>
Assistant - 1 half day/month	<input type="radio"/>	<input type="radio"/>
Committee Member	<input type="radio"/>	<input type="radio"/>
Review of New Books	<input type="radio"/>	<input type="radio"/>
Forest of Reading Book Club	<input type="radio"/>	<input type="radio"/>

Membership Committee

Membership Drive Coordinator (mailout to past members)	<input type="radio"/>	<input type="radio"/>
Directory Designer	<input type="radio"/>	<input type="radio"/>
Directory Coordinator	<input type="radio"/>	<input type="radio"/>

The Journey (newsletter)

Editor	<input type="radio"/>	<input type="radio"/>
Assistant	<input type="radio"/>	<input type="radio"/>

Office Help

Receptionist (answer phones, etc.)	<input type="radio"/>	<input type="radio"/>
Word Processing (special projects)	<input type="radio"/>	<input type="radio"/>
Lice Check/ Public Health Issues	<input type="radio"/>	<input type="radio"/>
Gym Wear Fitting	<input type="radio"/>	<input type="radio"/>

Computer Support/ Maintenance

<input type="radio"/>	<input type="radio"/>
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Teacher Support

	Father	Mother
Class Project Prep.	<input type="radio"/>	<input type="radio"/>
Class Trips (specify class) _____	<input type="radio"/>	<input type="radio"/>
Electives Teacher (please specify) _____	<input type="radio"/>	<input type="radio"/>
Room Parent Coordinator	<input type="radio"/>	<input type="radio"/>
Room Parent (specify class) _____	<input type="radio"/>	<input type="radio"/>
Science Fair (project mentoring/judges)	<input type="radio"/>	<input type="radio"/>
Teacher Aid (specify class) _____	<input type="radio"/>	<input type="radio"/>
Tutorial/Resource Assistant	<input type="radio"/>	<input type="radio"/>
Yard Supervision	<input type="radio"/>	<input type="radio"/>
Grad Dinner/Ceremony	<input type="radio"/>	<input type="radio"/>

Sports Council

Coordinator	<input type="radio"/>	<input type="radio"/>
Basketball Coach (specify boys/girls) _____	<input type="radio"/>	<input type="radio"/>
Soccer Coach (specify boys/girls) _____	<input type="radio"/>	<input type="radio"/>
Volleyball Coach (specify boys/girls) _____	<input type="radio"/>	<input type="radio"/>
Driver for events	<input type="radio"/>	<input type="radio"/>
P.E. Teacher Support	<input type="radio"/>	<input type="radio"/>
Referee for Events	<input type="radio"/>	<input type="radio"/>
Running Club Coordinator	<input type="radio"/>	<input type="radio"/>
Running Club Support	<input type="radio"/>	<input type="radio"/>
Track & Field Computer Support	<input type="radio"/>	<input type="radio"/>
Track & Field Event Support	<input type="radio"/>	<input type="radio"/>

Please realize that this program is subject to change. We will keep you informed of any and all changes as they occur. Remember it is your responsibility to fill your volunteer hours and submit them regularly for tracking. Updates will be made in January as to your status.



BUS INFORMATION FORM

OCS is contracting the services of Rideau Bus Lines once again for the 2017-18 school year. One route will service the Stittsville/Kanata region, drop students off at OCS and continue onto Redeemer Christian High School. Links to visuals of the current morning and evening routes are available on the school Website at <http://ocschool.org/transportation/>.

The bus fee for full-time service (am and pm, Monday to Friday) has been maintained at \$2,300. Part-time service is available with a 50% surcharge up to a maximum equivalent to the full-time cost.

Families wishing to use the OCS bus service must complete the information below as well as the transportation usage agreement [here](#). Please submit the signed agreement to the school office either by e-mail or hard copy.

Family Name _____

I/We wish to make use of the OCS bus service for the following number of children

I/We wish to make use of the bus service between OCS and RCHS for the following number of children

I/We would like

Full-Time Service **\$2,300**

Part-Time Service as follows:

AM ALL **\$1,725** Monday Tuesday Wednesday Thursday Friday (\$345 each day)

PM ALL **\$1,725** Monday Tuesday Wednesday Thursday Friday (\$345 each day)

If your children have health concerns of any kind, please specify them here:

If you would like the bus to pick-up or drop-off your children at a different address than your home address, please specify it here:

List any alternate contact numbers here:

Name and relationship	Phone Number	Number type (eg. cell, home)

*No part of the bus fees can be receipted for a charitable donation.

EXTENDED KINDERGARTEN PROGRAM (EKP)

This is an optional program for students enrolled in JK and SK at Ottawa Christian School and will be run by an Early Childhood Educator on Tuesdays and Thursdays from 8:25 a.m. until 3:10 p.m. during the school year (September 5, 2017 - June 22, 2018, with the exception of Thursday, October 26, 2017).

EKP will be an educationally rich environment with lots of opportunities for exploration, discovery and play. Your child will experience drama, music, story time, computers, puppetry, crafts, centres, gym and more! Although new concepts will not be learned during this time, lessons taught in the regular kindergarten program will be reinforced through this program.



Cost per student

Full time
2 days/week for the school year
\$3000.00

Half time
1 day/week for the school year
\$1520.00

Drop-in rate
\$42.00/day (subject to availability)

FINANCIAL POLICY

Please attach 10 post-dated cheques the first dated June 1, 2017 to the last dated March 1, 2018 for 1/10th of the amount. An annual lump sum payment for the full year's cost can be provided on June 1, 2017. Other payment schedules are acceptable only if the amount paid at any time exceeds that of the schedule defined above. There will be no refunds given for non-attendance.

CANCELLATION POLICY

Once you have registered, you are obligated to provide a minimum of three months' notice of intention to withdraw from the program.

REGISTRATION FORM

Family Name _____

Full time (Tuesday and Thursday)

Child's Name _____

Half time (Tuesday)

Child's Name _____

Half time (Thursday)

Child's Name _____

Payment included with form