PLEASE COMPLETE USING DARK BLUE OR BLACK INK ONLY! IF EMAILING TO CLUB ONLY GOOD QUALITY SCANS WILL BE ACCEPTED – NO PICTURES!

Arrival & Departure Form

Participant's name: _____

Parent(s)/Guardian(s): _____

_____

Contact Number(s): _____

We take the safety during arrival and departure from our programs seriously. The following points from the Parent/Guardian handbook are to be noted:

- We ask that you please do not drop off your child(ren) at a program before the designated program start time. The doors to program facilities will remain locked until the designated start time.
- We ask that you come inside daily to sign them in and out.
- We ask that you please ensure that staff are aware of your child's arrival and departure.
- We remind you that your child or youth is not a part of the program until you sign them into the program. It is the responsibility of the parent or guardian to ensure that their child or youth enters the BGC Yorkton program. If your child is coming to a program independently (i.e. walking, biking, etc.) please be aware they are not a part of the program until they enter the program doors. Please ensure that you and your child/youth have a mutual understanding of this.
- We ask that you let us know if your child/youth will be regularly walking or biking here alone or departing alone by filling out the section in this form.
- We remind you that Club Staff will supervise your child(ren) at pick up time until you come inside and sign them out for your child's safety. Your child(ren) must be picked up immediately after a program ends. If you do not show up to pick up your child and we do not have permission to release them on their own, we will call the RCMP as per Club policy.
- We remind you that if your child/youth is walking or bicycling home they will be sent home following program end, but please ensure that you have completed the section in this form communicating to staff that they have permission to do so
- We remind you that any special drop off or pick up requirements or custody arrangements have been communicated with Club staff and are noted on this form. Please ensure the Club has copies of all necessary documentation required.
- We remind you that if a child/youth is wanting to leave a drop-in program early, and has permission to walk or bike our practice is to call home first to ensure that they are allowed. We ask that you keep your youth's Club forms updated as to any changes.
- We ask that you list authorized persons who have your permission to pick up your child on this form. If you are having a person pick up your child who is not listed, please give notice to BGC Yorkton staff and the person may be required to show government issued ID.
- We ask that you inform the Club staff if there are changes to note in a child/youth's routine.

My child/youth will be coming to Club programs independently (i.e. biking, walking, riding a bus, etc.)

☐yes or ☐no

* if yes please give details _____

_____

_____

_____

_____

My child/youth has my permission to depart from Club programs independently

☐yes or ☐no

* if yes please give details _____

_____

_____

_____

_____

_____

The following persons listed have my permission to pick up my child/youth:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Parent/Guardian Name (Printed) Signature

_____

Date