



S.T.E.P. Program Registration Form 2009/2010

STUDENT INFORMATION

Date: _____

Student

First Name: _____ Last Name: _____

Street Address: _____ Apartment #: _____ City: _____

Province: _____ Postal Code: _____ Home Phone Number: _____

Cell Phone Number: _____ Email: _____

Parent/Guardian #1

Name: _____

Day/Work Phone Number: _____ Evening Phone Number: _____

Cell Phone Number: _____ Email: _____

My preferred language of communication is: English Other _____ (please specify)

Parent/Guardian #2 (optional)

Name: _____

Day/Work Phone Number: _____ Evening Phone Number: _____

Cell Phone Number: _____ Email: _____

EMERGENCY CONTACT INFORMATION

In case of emergency, please contact:

Name: _____ Relationship: _____

Day Phone Number: _____ Evening Phone Number: _____

Cell Phone Number: _____

MEDICAL INFORMATION

Do you have any medical conditions/allergies that we should be aware of?

No Yes _____ (please specify)

ACADEMIC INFORMATION

Name of School: _____ Grade: _____

Have you ever been suspended/expelled?
 No Yes

Have you ever been in trouble with the law ?
 No Yes

If yes to either of the above, please give a short description of the incident(s):

What do you like about school? (Examples: favourite subject(s), friends, teacher, sports, etc.)

What do you dislike about school? (Examples: difficult subject(s), bullies, teacher, homework, etc.)

I need help with (please check all that apply):

- | | | |
|------------------------------------|--|--|
| <input type="checkbox"/> Math | <input type="checkbox"/> Reading/Comprehension | <input type="checkbox"/> Preparing for tests/exams |
| <input type="checkbox"/> French | <input type="checkbox"/> Spelling/Grammar | <input type="checkbox"/> Projects/presentations |
| <input type="checkbox"/> Geography | <input type="checkbox"/> Essay/Report Writing | <input type="checkbox"/> Studying techniques |
| <input type="checkbox"/> History | <input type="checkbox"/> Creative Writing | |
| <input type="checkbox"/> Science | | |
| <input type="checkbox"/> Chemistry | | |
| <input type="checkbox"/> Physics | | |

Other _____ (please list as many as necessary)

What type of help are you looking for?

- Drop-In One-to-One Tutoring Workshops

PERSONAL INFORMATION

What are your hobbies and interests? (Examples: piano, soccer, creative writing, singing, etc.)

What are some of the challenges you face at the moment? (Examples: school, family, friends, money, etc.)

GENERAL INFORMATION

Why do you want to join STEP? (Examples: get help with school, be with friends, participate in activities, etc.)

How do you think you could benefit from STEP? (Examples: improve in school, learn new skills, get involved, etc.)

I will be attending the STEP program:

- Once a week
 2-3 times a week
 3-4 times a week
 Everyday

What days do you plan on attending?

- Monday
 Tuesday
 Wednesday
 Thursday
 Friday

What times? (Examples: 3:30 - 5:30, 4:00 - 6:00, 6:00 - 7:00, etc.)

I heard about the STEP program through:

- School
 Friend
 Parent
 Brochure
 Other _____

CONTRACT INFORMATION

If you are under 18, the consent of your parent/guardian is required. (If you are 18 or older, please skip this section)

FOR PARENT/GUARDIAN

I, _____, give permission to _____
(please print clearly)

to participate in the STEP program at St. Leonard's Society of Toronto, and am aware of the program rules listed on the following page.

Do you allow your child to be photographed to help promote this program? Yes No

STEP is *not responsible* for supervising the transportation of your child to and from the program.

However, STEP can ensure that your child remains at the program until he/she is picked up by you if this is the case for **every** time your child attends.

Will you be picking up your child **every** time? Yes No

For any other arrangement, please contact STEP staff directly, and we will decide whether the program can accommodate your request.

 Signature of Parent/Guardian

 Date

The Rules and Expectations of the STEP Program*

- Students will sign in upon arrival and sign out upon departure.
- Students will check in with staff upon arrival to show them their homework and check out to show that their homework has been completed.
- Students will do their homework quietly so as not to disturb others.
- Students with no homework or little homework will be expected to work on activity/work sheets prior to participating in any recreational activities. If there is a need for space, students who have completed their homework will be expected to leave the setting (unless their parents are picking them up) to make room for those who require tutoring.
- Everyone in the centre will be treated with respect and dignity. Violence, threats of violence, verbal abuse, intimidation or bullying will **not** be tolerated.
- Students will need to sign up to use the computers and receive approval from staff/volunteers. Computers are to be used to complete school assignments. Recreational use is only permitted upon completion of homework and will take place during the **last ½ hour** of the program **only**. Inappropriate use of the computer will result in a loss of **all** computer privileges. Inappropriate use consists of Instant Messaging (e.g. MSN, Facebook, etc.), chat rooms, downloading files, violent games, pornography, hate material, gambling or purchasing of products. If you are found on the computer with these materials running, you will be held responsible for them regardless of whether or not you were the one who installed them or started running them. You should notify staff of these programs immediately so they can rectify the problem and you won't be held accountable.
- Students will not bring food or drinks into the computer area.
- Students will not bring drugs or alcohol onto the premises and those under the influence of drugs and alcohol will have their parents notified and be expected to leave the premises.
- Students will ask permission from staff or volunteers to use the telephone. The phone is to be used to contact parents/guardians and for emergency purposes **only**. Students are also not allowed to answer the phone.
- Students are expected to clean up after themselves and leave the space clean.
- The use of personal electronics are not allowed at STEP for any reason. All electronic are to be kept in students' bags. STEP is **not responsible** for any lost or stolen items.

**Failure to abide by these rules may result in you being sent home from the program and your parents/guardians being notified.
Continued failure to abide by program rules will result in a meeting with your parents and the program staff to determine appropriate consequences.**

* Staff reserve the right to make any necessary additions or modifications to these rules at any time and will be required to inform students of such changes.

Signature of Student

Date

If you have any questions regarding registration, please contact Amanda Morris at the STEP program.

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Fax: 416-462-3894
Email: slstoronto@rogers.com