



Please read both sides carefully before completing.

Reminders |

- This form is for registering kindergarten to Grade 6 students who stay at school for lunch.
- You can register and pay online using the PowerSchool parent portal at [www.cbe.ab.ca/mycbe](http://www.cbe.ab.ca/mycbe).
- If you registered online DO NOT complete this form.
- The associated fee covers supervision of students during the noon hour. It does not include food.
- Payment is not due until after September 1, 2018. If paying by cheque, attach to this form. Do not send cash.
- For income tax purposes, noon supervision fees are considered child care. Official tax receipts will be distributed in February.

2018-19 Noon Supervision Annual Fees |

- 4-day program \$265
- 4/5-day alternating weeks program \$285
- 5-day program \$295

To find a list of schools with their corresponding noon supervision programs visit: [www.cbe.ab.ca/registration/fees-and-waivers](http://www.cbe.ab.ca/registration/fees-and-waivers)

Parent Information |

Please print clearly

Parent/Guardian (students' primary residence)		
Last name	First name	Home phone
Address		Work phone
City	Province	Cell phone
Postal code		Email

Student Information |

Please print clearly

Student(s) Please include the names of all CBE students living with parent/guardian above in the space provided below.				
Last Name	First Name	Name of School	Grade	Student ID#

Please indicate which month(s) your children will require noon supervision:

- Full Year  Aug.  Sept.  Oct.  Nov.  Dec.  Jan.  Feb.  Mar.  April  May  June

\*\*\*If your child will not be utilizing the service for the full year, the fee will be pro-rated by the number of months in attendance. There are no partial month fees. \*\*\*

Service start date: \_\_\_\_\_

Authorization for Release Of Information / Acceptance of Terms and Conditions |

The personal information contained in this form is collected under the authority of the School Act and Freedom of Information and Protection of Privacy Act (Alberta) for the purposes noted in this form. If you have any questions about this collection, please contact the school principal, email [studentfees@cbe.ab.ca](mailto:studentfees@cbe.ab.ca) or call 403-817-7888.

THIS IS AN OFFER OF SERVICES ACCORDING TO THE TERMS, CONDITIONS AND PAYMENT OBLIGATIONS SET OUT IN THIS FORM. PLEASE BE ADVISED THAT IF YOU UTILIZE THE SERVICES BUT DO NOT SIGN THIS REGISTRATION FORM, YOU WILL BE DEEMED TO HAVE ACCEPTED THIS REGISTRATION FORM BY YOUR CONDUCT AND YOU WILL BE CHARGED THE FULL AMOUNT OF THE APPLICABLE FEE. UNPAID FEES MAY BE REFERRED TO COLLECTIONS BY THE CBE WITHOUT FURTHER NOTICE.

In signing this form:

- I understand that financial and other information provided is confidential;
- I certify that the information given on this application and in any documents attached is updated, correct and complete;
- I accept the terms and conditions of this form as stated on the reverse side of this form; and
- I agree to pay for noon supervision, or obtain an approved waiver for the noon supervision fee.

Parent/Guardian (Print Name)

Signature

Date



### Terms and Conditions |

- 1 | The personal information contained in this form is collected under the authority of section 23(1) of the School Act and the Student Record Regulation and section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta) for the purposes noted.
- 2 | Participation in the Calgary Board of Education noon supervision services is contingent upon the child(ren)'s compliance with the CBE [Administrative Regulation 6001 - Student Discipline](#). The Parent/Guardian acknowledges and agrees that the student must comply with CBE's student code of conduct while staying at school for the lunch break.
- 3 | The Parent/Guardian promises to pay the annual fee referred to in this form. Use of service indicates that the Parent/Guardian accepts the terms and the responsibility to pay the annual fee.
- 4 | The Parent/Guardian hereby agrees that if the cheque or PAD is dishonoured for any reason, the Parent/Guardian shall be liable to pay to the Calgary Board of Education (CBE), on demand, an NSF fee of **\$35** in addition to the fee for service.
- 5 | Thirty (30) days written notice is required to process cancellations and issue refunds if applicable. Refunds will not be issued for partial months.
- 6 | If the Parent/Guardian permanently moves his/her residence after the beginning of the CBE school year, and as a result the student no longer requires noon supervision services, or the student moves to another school and no longer requires noon supervision services, a prorated refund, shall be made upon the receipt of the Parent/Guardian's request in writing. Requests must be made within 30 days of the last day of supervision and prior to April 30, 2019. No refunds will be processed for cancellation requests received after April 30, 2019.
- 7 | Notwithstanding the above provision concerning refunds, if there are other fees or charges owing to the CBE from the Parent/Guardian, the CBE reserves the right to retain the refund for the purpose of deducting the amount of the refund from the outstanding charges or fees owed to the CBE.
- 8 | Should your child(ren) change schools within the school year, re-registration will be required at the new school.

### Submit |

- Bring documents to any CBE school office
- Mail to: Calgary Board of Education  
Attention: Student Fees  
1221 8 St. S.W.  
Calgary, Alberta T2R 0L4

### Contact |

Student Fees at [studentfees@cbe.ab.ca](mailto:studentfees@cbe.ab.ca)  
or 403-817-7888