



**ADAPT**ABILITIES

CREATING SUCCESS FOR LIFE

**Program  
Registration  
2018-2019**

# Important Information

## Note:

- Our Parent Handbook has been updated! Please ensure you are referencing the most current version, available online at [www.adaptabilities.ca/forms](http://www.adaptabilities.ca/forms)
- All individuals' ages 13+ accessing services are required to bring a bus pass/tickets daily.
- AISH health benefits cards provide a subsidized rate. Staff can assist in purchasing passes. If new to AdaptAbilities, please contact our Head Office 780-431-8446 to set up an intake.
- Due to program popularity, your child may be placed on a waitlist upon registration.

## Registration Requirements

The following is required to complete registration

1. Annual Update forms completed and uploaded
2. Current headshot photo of child uploaded

## Confirmation

Provided when

- Copy of Funding Agreement on file (FSCD, PDD, Children's Services etc.) OR
- Funding confirmation communicated in writing to AdaptAbilities from funder
- Pre-Authorized Debit or Credit on file OR Payment received within seven (7 business days of confirmation
- Invoice(s) signed

**Registration is not confirmed until an email is received by a Program Confirmation which details if a spot is confirmed, or if you have been placed on a waitlist.**

Note: For 2019 PD Days, Teacher's Convention, and Spring Break, your registration will be kept on file, but confirmations for these registrations will not be completed until January 2019. Thank you for your cooperation.

## Parental Cost Shares

All funds not paid by funder are the responsibility of parent/guardian. AdaptAbilities recommends signing up for monthly pre-authorized payments. Forms available [here](#).

- Parental cost shares for all registered weeks paid in full prior to first day of service
- Cost Share Payment Options:
  - Online via AdaptAbilities Website (Credit, PayPal, Moneris Direct Debit)
  - In Person (Cash, Debit, Pre-Authorized Withdrawal)
  - In-Person payments accepted at Head Office location only, 10130 82 Avenue. Office Hours are 9 AM-4:30 PM, Monday through Friday.

## Cancellations

- Cancellations must be received in writing ([registration@adaptabilities.ca](mailto:registration@adaptabilities.ca)). Voicemail cancellations will not be accepted.
- Refer to the parent handbook for more information on year round program cancellations.

## Medical Cancellations

- Refunds will be issued to individuals cancelling due to illness when substantiated by a medical note from the doctor.
- Medical notes must be received within 10 business days of notification of cancellation to be eligible for a refund.

## Orange Hub Programming

- Parents may register for programming in Orange Hub at this time. Please note that due to construction restraints, registrants for Community Connect and High School Transition may attend an alternate location until the facility officially opens.
- All Out of School Care, and Social Night participants registering at Meadowlark will transition to Orange Hub once open. Operational hours will remain the same. Please keep this in mind when registering for school buses



## Centre Respite:

Programs are filled on a first come, first served basis. Your child's spot is **NOT** confirmed until you receive confirmation. Before & after care options are available on Saturdays from 10:00-11:00 AM and 4:30 - 5:30 PM.

**YES** - Register me in Respite

I would like to attend:

**McKernan Respite Centre**

**11341 78<sup>th</sup> Avenue**

Saturday (11:00 AM - 5:30 PM)

Sunday (11:00 AM - 4:00 PM)

**Orange Hub Respite Centre**

**10045 156<sup>th</sup> St. NW**

Saturday (11:00 AM - 5:30 PM)

Sunday (11:00 AM - 4:00 PM)

Yes - I require before/after care

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

## Social Nights (5:30 PM - 9:30 PM)

I would like to register for the following sessions:

Fall (Sept-Dec)

Winter (Jan-March)

Spring (Apr-June)

**Locations (Choose only one)**

**McKernan House - 11226 75<sup>th</sup> Ave**

CC Evening 18+ (Thursday)

**McKernan Centre - 11341 78<sup>th</sup> Ave**

Teen Night 13-17 years (Thursday)

Pre-Teen Night 9-12 years (Friday)

**Orange Hub Centre - 10045 156<sup>th</sup> St. NW**

Teen Night 13-17 years (Thursday)

CC Evening 18+ (Friday)

## Hearts In Action - Year Round:

Start and End times are required. Year Round HIA operates the same as HIA Summer, all participants must register for the full week. For all Centre Closures, refer to the 2018-2019 Important Dates.

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Winter Break**

**Session 1:**

Dec. 24, 27, 28, 29, 2018

*(Closed at 3 PM  
Dec. 24, Closed  
Dec. 25 & 26)*

**Winter Break**

**Session 2:**

Jan 2, 3, 4, 5, 2019

*(Closed Jan. 1)*

**Teacher's  
Convention**

Feb. 28, March 1, 2019

**Spring Break**

March 25-29, 2019

## In Home Respite:

AdaptAbilities is committed to building capacity within the family's home. Scheduling consistent In Home hours per month allows families to have peace of mind and a regular break. Please note In Home respite is a request; you will be contacted by a Coordinator to confirm staffing.

Hours/Month: \_\_\_\_\_ Day(s) during week: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

My son/daughter works better with a:  Female Staff  Male Staff  Either

The staff MUST be able to drive

# Program Fees:

Families are responsible for all costs outside of their funding agreement (transportation, activities, etc.)

Payments for all programs are due upon registration – all programs requiring monthly payments can either be paid through direct withdrawal or post-dated cheques.

Refer to attached pre-authorized debit form for monthly billing

OR

I commit to providing payment of all Parent fees within 2 (two) weeks of registration.

## Fee Schedule 2018-2019

Program	Cost	Covers
Community Connect (Centre)	\$150/month	<ul style="list-style-type: none"> <li>o No petty cash</li> <li>o \$100 covers facility costs (rent, maintenance, utilities, supplies)</li> <li>o \$50 covers planned monthly activities (cooking, music therapy, etc.)</li> </ul>
Community Connect (In Home)	\$50/month	<ul style="list-style-type: none"> <li>o Optional - If families want to register their adult child in Community Connect monthly activities</li> </ul>
Out of School Care & High School Transition	\$100/month	<ul style="list-style-type: none"> <li>o Covers facility costs (rent, maintenance, utilities, supplies)</li> <li>o Includes all activities planned on Professional Development days and Year Round camps</li> </ul>
Centre Respite (12 & under)	\$5/day	<ul style="list-style-type: none"> <li>o Covers facility costs (rent, maintenance, utilities, supplies)</li> <li>o Participants remain in centre &amp; access community parks</li> <li>o If interest warrants, field trips will be planned for ages 12 &amp; under for an additional \$5/day</li> </ul>
Centre Respite (13 & over)	\$10/day	<ul style="list-style-type: none"> <li>o Covers facility costs (rent, maintenance, utilities, supplies)</li> <li>o Planned weekly field trips</li> </ul>
Professional Development Days Exam Days Year Round Camps	\$10/day	<ul style="list-style-type: none"> <li>o Covers facility costs (rent, maintenance, utilities, supplies)</li> <li>o Field trips</li> </ul>
Social Nights	\$150/session 10 weeks	<ul style="list-style-type: none"> <li>o \$15 per social night</li> <li>o Sponsorship opportunities are being presented to supporters to further enhance social night activities</li> </ul>

## Thank You!

A Program Coordinator will contact you within 2 (two) business days to complete your registration, and book your respite days, if applicable. Booking requests will be accepted after your child has been confirmed in the program. **Registration is not confirmed until an email is received by a Program Confirmation which details if a spot is confirmed, or if you have been placed on a waitlist.**

Please note, all registrations are pending, until all of the following has been completed:

- Funding is confirmed
- Profile Update is received
- Photo is submitted
- Payment is received

Thank you for choosing AdaptAbilities, where we empower your family to Grow, Succeed, and Belong!



● compassion ● belonging ● capacity building ● integrity ● peace of mind ● teamwork ●