

## **View Royal OUT OF SCHOOL CARE Society**

### **Registration – September 2018**

As we enter the world of digitization, our Societies' registration process will change and families will no longer be required to stand in line to register their child come registration day.

This year registration for *Out of School Care (Before and After School Care)* will take place as follows:

**February 19 and 20<sup>th</sup>** – for children CURRENTLY attending our Programs

**February 21<sup>st</sup>** – siblings of children CURRENTLY attending our Programs

**February 22<sup>nd</sup> onward** – new children to our Programs.

**In the week prior to registration, the one-page registration document will be made available to everyone. Once you complete it, you can then email it to our Centre email**

**[attendance@viewroyalosc.com](mailto:attendance@viewroyalosc.com)**

**Registrations that are sent in earlier than the date above will not be accepted**

**WE WILL ONLY ACCEPT EMAILED REGISTRATION DOCUMENTS.  
(paper copies will not be accepted)**

This not only takes us to the wonderful world of digitization, it also gives you a date and time stamp of when you emailed the registration document to us.

By March 31<sup>st</sup>, we will email you to advise you what the next step of the registration process is, for example, those that have been offered a space will then be required to complete the documentation process online through our new software – Sandbox. Those that are placed on a waitlist will be advised.

We will be emailing everyone giving them specific information about the new software and how it's going to make your life so much easier. Most of which you can do from the comfort of your own home at a time that works best for you.

Along with emails, we will have information posted in our Centre and our Team Leads and Managers will be happy to answer all of your questions.