



Dear Families,

## Extracurricular Activities during After School Care

When your child is enrolled with ASC they may also participate in extracurricular activities (activities) during the ASC program time. This includes, but is not limited to music lessons, tennis lessons, yoga classes and active after school care programs.

Depending on the time of the activity your child may attend the activity straight from School or they may come to the ASC program first and then leave to attend their activity.

The individuals facilitating the activities (i.e. tennis coach) are required to be an Authorised Nominee on your child's enrolment form. This allows the After School Care Program to release your child into their care for the duration of their activity.

In order for your child to attend these activities the attached permission form is required to be completed, signed and returned to our administration team. Each individual child requires their own permission form.

It is your responsibility to inform the Before and After School Care Administration team of changes to your child's activities which may include cancellation of the activity, your child's absence at the activity or change in facilitator.

Kind Regards,

Sarah Atkins  
Coordinator Before and After School Care  
City of Kingston

# Permission Form for Children to Attend Extra Curricular Activities

## Please complete the follow permission form in full

I, \_\_\_\_\_ give permission for my child \_\_\_\_\_  
(Parents Full Name) (Child's Full Name)  
who is enrolled at \_\_\_\_\_  
(Primary School Name)  
to attend \_\_\_\_\_  
(Name of Extracurricular Activity)

Please detail below the parameters of the extracurricular activities including:

- Days/ Dates of child's attendance at the activity?
- Time your child will attend the activity? (start and finish time)
- Will the child be returning to ASC after the activity? Who will return the child to the ASC program?
- Will the child be picked up from the activity?
- Location of the activity?
- Expected end date of the activity? (if applicable)
- Name of the facilitator/organisation of the activity

*(Example: My child, Ryder will attend Tennis Lessons on Wednesday and Thursday nights from 4:30pm – 5:30pm located on the primary schools tennis courts. On Wednesday nights I will pick up Ryder from his tennis lessons. On Thursday nights Ryder's tennis coach Joshua from Edithvale Tennis Club will walk Ryder back to the ASC program and I will pick him up from ASC. Ryder's Tennis lessons will continue each week until the end of Term 3)*

You must add the facilitator of your child's activity to your child's ASC enrolment form as an Authorised Nominee. Please complete the following information. You may include more than one Authorised Nominee if required. Please provide extra names on an extra piece of paper. This permission form will be attached to your child's ASC enrolment form.

### Authorised Nominee

Full Name of Facilitator and Organisation

Relationship to Child

Contact Phone Number

Location of Extra Curricular Activity

### Authorisations

Be contacted in an emergency  yes  no

Collect Child from the program  yes  no

Kingston Before and After School Care  
Staff to release child into their care  yes  no

Signed: \_\_\_\_\_ (parent/guardian signature)

Date: \_\_\_\_\_

### OFFICE USE ONLY

Staff member who processed form

Name	Position	Date
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