



2024-2025 Application Checklist

- ☐ Have you read the **Parent Handbook**?
If you are wondering where the parent handbook is, it is online at www.sunridge.org (on the OOSC tab)
 - ☐ Did you read the Behaviour Contract?
 - ☐ Did you read the Repayment Agreement in the handbook?

- ☐ Did you fill out the **fillable form contract**, save the information, and has it been sent to oosc@sunridge.org? Please note we will not receive any hand-written or scanned contracts.
 - ☐ You will sign the contract on-site at our facility with the Manager or Administrator. Make sure you sign and initial all pages that are required.

- ☐ It is **NOT necessary to include an immunization** record for your child. There is a declaration of immunization included in the contract

- ☐ **We will also require a head and shoulder photo shot of your child** for our emergency book. It can just be a clear picture taken on your phone and emailed to oosc@sunridge.org along with your child's first and last name. **Your contract is not considered complete without this photo.**

- ☐ **We will also require a head and shoulder photo shot of each parent/guardian** for our parent ID book. It can just be a clear picture taken on your phone and emailed to oosc@sunridge.org along with your first and last name. You do not need to send photo ID of your emergency contact or other pick-up people, they will always need to present ID. **Your contract is not considered complete without these parent/guardian photos.**

Please don't hesitate to call with any questions you may have about our program or about the registration process -- OOSC cell at 250-864-8964 or email oosc@sunridge.org