



Box 6995, Wetaskiwin, AB T9A 2Y9
www.chipswetaskiwin.com

Dear CHIPS member,

Welcome to another year of CHIPS! It has been 35 YEARS can you believe it!! We are looking forward to another great year.

C.H.I.P.S. would like to welcome our board for the 2019-2020 C.H.I.P.S. year:

President – Lacy Fontaine	Vice President – Ashley Anderson
Treasurer – Terrilynn Crawford	Secretary/ Supply Coordinator – Carmen Roberge
Toy Wash Coordinator – Cheryl Zamzow	Toy Wash Coordinator – Kathleen Newman
Toy Wash Coordinator – Shannon Elgie	Fundraising Coordinator – Lacy Fontaine
Birthday Party Coordinator – Allison Sherrer	Advertising Coordinator – Tasha Weatherill
Party Coordinator/ Toy Sale Coordinator – Melissa Richardson	

DATES OF OPERATION: (dates are subject to change – please follow Facebook for changes)

Monday, Wednesday and Thursdays (including every other Friday Starting Sept 13) 9:30-11:30AM

2019	2020
September 9, 11, 12, 13, 14, 16, 18, 19, 23, 25, 26, 27, 30	January 6, 8, 9, 10, 13, 15, 16, 20, 22, 23, 24, 27, 29, 30
October 2, 3, 7, 9, 10, 11, 16, 17, 21, 23, 24, 25, 28, 30, 31	February 3, 5, 6, 7, 10, 12, 13, 17, 19, 20, 21, 24, 26, 27
November 4, 6, 7, 8, 11, 13, 14, 18, 20, 21, 22, 25, 27, 28	March 2, 4, 5, 6, 9, 11, 12, 16, 18, 19, 20, 23, 25, 26, 30
December 2, 4, 5, 6, 7, 9, 11, 12, 16, 18, 19, 20	April 1, 2, 3, 6, 8, 9, 13, 15, 16, 17, 20, 22, 23, 27, 29, 30
	May 1, 4, 6, 7, 11, 13, 14, 15, 18, 20, 21, 25, 27, 28, 29

Party Dates:

Halloween - October 31, 2019	Christmas - December 7 th , 2019	
Valentine's Day - February 13 th , 2020	Easter/ Spring - April 9 th , 2020	Year End - May 29 st , 2020

Toy Wash Dates: (6-8pm)

September 19, 2019	November 7, 2019	December 12, 2019
January 23, 2020	February 20, 2020	March 19, 2020
April 23, 2020	(May TBA, 2020)	

Fundraising Events/Volunteer Hours:

Toy Sale – September 28, 2019 Cookie Dough – Fall 2019
 Country Christmas with the Canadian Country Music Legends – November 23, 2019
 Christmas Party – December 7, 2019

Your chosen dates:

Party date - _____ Snack Choice - _____
 (Party coordinator: Melissa Richardson – 780 352 1867)

Toy Wash Date(s) - _____
 (TW contacts: Shannon Elgie – 780 870 2101 _____)

Volunteer Hour(s) - _____
 (Contact: Lacy Fontaine – 780 887 4857 _____)

Fundraisers: Fall: Cookie Dough Spring: Chocolates / Arbers Gift Cards

(should you fail to fulfil your above committed dates within 60 DAYS, you forfeit your membership until you pay your deposit to reinstate your membership.)

KIDS USED CLOTHING AND TOY SALE:

Fall Sale is **September 28, 2019, 9:30am-1:30pm** (Time is subject to change).

Spring Sale will be on **TBD, 2020 9:30am-1:30pm** (Time is subject to change).

To book a table please see us at the sign in table during any CHIPS day or you can call or text Melissa Richardson, our co-ordinator, at 780 362 1867 if you have any questions.

MEMBERSHIP REQUIREMENTS:

Membership fee: **Option 1:** \$40 per child up to a maximum \$120 per family – (one fundraiser deposit cheque of \$250 and one toy wash deposit cheque \$200)

Sign up to help provide one snack for a party

Please sign up to help with one big event. (volunteer hours)

Option 2: \$300 per child with NO family maximum

Other Options available – please see board member for more options

Day homes: \$120 per provider; required to partake in all fundraisers, up to two toy washes and one party food.

We would like to thank the membership for their continued support. Please feel free to contact any board member with comments or concerns or send an e-mail to info@chipswetaskiwin.com. We look forward to another successful year of CHIPS.

CHIPS POLICY:

At times it becomes necessary for the board to make financial decisions and rule changes that are not specifically covered in the bylaws. In an effort to improve the board's effectiveness, this policy manual has been established to provide suggestions for the resolution of any unique situations which may arise from the everyday operation of CHIPS. This document should be reviewed yearly by the Board of Directors.

CHIPS Discipline Policy:

CHIPS has established rules and policies that when followed ensure the safety and well being of our Members and the children in their care. The following discipline policy has been established to deal with extreme cases where these rules and policies are not being followed.

First Offense: Verbal notice issued to the Member responsible for the offending child. It is preferable in this case that the child be present during the discussion. The Board Member issuing the notice should take a current copy of our policy manual with them and review it with the member responsible, making sure to review this Discipline Policy specifically.

Desired outcome: The Member will acknowledge the issue and take effort to help the child understand and follow the rule.

Second offense: Written notice issued to the Member responsible for the offending child. The Board Member issuing the notice shall mail or give directly to the Member responsible, a current copy of our policy manual. Included with this written notice will be a letter outlining conditions of the child's return to CHIPS.

Desired outcome: The Member will sign and return the letter outlining the conditions of the child's return to CHIPS. The Member will acknowledge the issue and take effort to help the child understand and follow the rule.

Third Offense: The Member will be expelled from CHIPS. The procedures outlined in Article 1.6 and 1.7 of our bylaws will come into effect.

Toy Wash Date: _____

Party Date: _____

Fundraising: __Yes __No

Wetaskiwin Children's Indoor Play Society Registration Form

Date: _____
Parents/ Guardian Names: _____
Home Address: _____
Town/ Postal Code: _____
Home Phone: _____
Email Address: _____

Name(s) of any additional people who may be working your Toy Wash for you or bringing your child(ren) to CHIPS:

Please list all your children (including infants) that you will be bringing to CHIPS: (Extended family i.e.: nieces, nephews, etc....must have their own registration form)

<u>CHILD'S NAME</u>	<u>AGE</u>	<u>BIRTHDAY/YEAR</u>	<u>FEE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Cheque #: _____ Cash: _____ Total Fees:

PLEASE INCLUDE:

TOY WASH DEPOSIT	\$200.00	Date Due By _____
PARTY DEPOSIT	\$20.00	Date Due By _____
FUNDRAISER DEPOSIT	\$250.00	Date Due By _____

Where did you hear about CHIPS?

Past Member
Newspaper
Website

Parade of Programs
Poster / Pamphlet
Other

Parent Signature: _____

Board Member Signature: _____

CHIPS MEMBERSHIP RESPONSIBILITY AGREEMENT

Parent's Name: _____ Date: _____

Please initial each statement after you have read it to show that you have read and understand each of the responsibilities of a C.H.I.P.S. member. Please ask any questions before you initial.

1. I agree to work up to two TOY WASHES (a Thursday night for 2 hours). If I am unable to work the _____ TOY WASH that I have signed up for, I will find a replacement and inform the TOY WASH Coordinators of the switch OR pick a future toy wash date (one switch acceptable) **If I do not show or find a replacement for myself, I forfeit my membership until the deposit is paid.**
2. I agree to participate in the mandatory FUNDRAISER C.H.I.P.S. during the C.H.I.P.S. year, which may be up to two per year. **If I do not participate, I forfeit my membership until the deposit I paid.** _____
3. I agree to participate in the mandatory VOLUNTEER HOURS during the C.H.I.P.S. year, which may be up to three hours per year. _____
4. I understand that my children must wear socks or slippers (NO SHOES AT ANYTIME) for the safety and cleanliness reasons. If I forget I know that I can purchase some from the sign in table. _____
5. I understand that I am not to allow my child(ren) to bring toys (excluding soft balls) into the bouncy house at any time. _____
6. I understand that I am responsible for cleaning up after my child(ren) if they partake in a snack, and that there is absolutely no food to be taken on the mats or around any toys. _____
7. I understand that unless my child is at an age where they are NOT walking or under 18 months of age they are not permitted in the gated toy area unless accompanied by a sibling who is in these criteria and accompanied by a parent/caregiver. _____
8. I understand that I am responsible for the safety and behavior of my children _____
9. I have read and understand the C.H.I.P.S. Policy and Discipline Policy. _____
10. **If at any point, I wish to terminate my C.H.I.P.S. membership, I will submit a letter of resignation to the board. C.H.I.P.S. will not refund any memberships revoked midterm. I must fulfill my TOY CLEAN-UP and/or FUNDRAISER responsibilities.** _____
11. I give permission for C.H.I.P.S. to release my name, address, and phone number for any society purposes (i.e. newsletter). _____
12. I give permission for my child(ren) to be photographed for C.H.I.P.S. publicity. _____

Parents Signature: _____

Board Members Signature: _____



CHIPS Responsibility Agreement to Use Space Provided and Waiver of Liability

As Consideration for being allowed to enter our Play are/or participate in any party and/or program offered at CHIPS the undersigned, on his or her behalf, and on the behalf of the Participant(s) identified below, acknowledges, appreciates, understands and agrees to the following:

- I understand that inherent risk of injury or illness, though minimal, does exist.
- I and the children have no illness or injury that may affect the safe enjoyment of CHIPS by us or other friends.
- I, for myself and the children knowingly and freely assume full responsibility for my and the children's participation at CHIPS and freely assume all risks, both known and unknown, even if arising or resulting from negligence of CHIPS Board or others.
- I and the children willingly agree to comply with the stated terms and conditions for participation and to obey the directions of and requests of the CHIPS board.
- I, for myself and the children, agree to the following safety rules:
 - **NO Bare Feet - Socks are Mandatory and Children remain the responsibility of their accompanying adult at all times**
 - **An attending adult must always remain at CHIPS for the children under the age of 10 and under.**
 - **No gum, food or drink are allowed in the play areas, designated areas only**
 - **No climbing the slides or No Climbing on the outside of the play structure**
 - **Please report any inappropriate behavior to a CHIPS Board Member**
 - **CHIPS reserves the right to refuse admission and request any person to leave the premises**
 - **CHIPS is not responsible for any lost or stolen items**
 - **No other toys are allowed in the bouncy house or play structure**
 - **The attending adult is responsible to clean up after child(ren) if they partake in a snack**
 - **No Children above the age of 2 years is allowed in the gated baby area unless accompanied by a younger child or adult**
- I have ensured the children are aware of the above safety rules.
- I, for myself, the child(ren) and on the behalf of my and their heirs assigns, personal representatives and next of kin, hereby waive, release and discharge CHIPS and its directors, officers, agents, Board members and representatives (collectively CHIPS) with respect to any and all losses, Damages, injuries, expenses and claims, including without limitation suffered or incurred as a result of the child(ren) using CHIPS, due to any cause whatsoever, for personal injury, death or loss of damage to person or property, even if arising from the negligence of CHIPS or otherwise and hereby agree to indemnify and hold harmless CHIPS from and against any liability, losses, claims and damages resulting from the child(ren) using CHIPS.

- I have read this release and waiver of liability agreement, fully understand its terms, understand that I have given up substantial rights for myself and the children by signing it freely and voluntarily without inducement.

CHIPS INFORMATION SHEET

Who oversees CHIPS?

The success of CHIPS depends on all its members working together. Specifically, a Board of Directors is responsible to see that CHIPS is being run safely and efficiently. The Board of Directors is elected yearly (in May) from the general membership. All members should vote in this election and consider becoming a Director. A Director supervises the registration table and meets with the Board when a meeting is called. All members will be notified of any General Meetings.

How does CHIPS support itself?

CHIPS is a non-profit society. Membership fees, drop-in fees and donations pay for office supplies, expenses, parties, and any of our promotions. In the past, CHIPS has been involved in other methods of fundraising in order to buy more toys or mats. Fundraising is at the discretion of the board.

What if I just moved to Wetaskiwin and would like to join CHIPS?

Your membership will be prorated depending on when you joined. You will still be required to participate in Fundraisers, one Toy Clean up and to provide a food item for one of the parties.

What if I have a complaint or a suggestion about CHIPS?

You can bring up complaints or suggestions at any Board or General meeting.

How do I know what is going on at CHIPS?

Follow us on Facebook for any upcoming events or closures.

Who does cleanup of the toys?

We encourage children and parents to help tidy up the toys before closing.

Why doesn't CHIPS run until June?

CHIPS was created to give preschool children a place to play and be active in the cold, wet months of the year. By May, many families want to be outdoors. Extension of the CHIPS operational calendar year is a consideration with additional fundraising.

What do I do when I arrive at CHIPS?

Both parents and children are required to wear indoor footwear or socks while at CHIPS. Coats and boots are to be put neatly near the door. There is a sign-in sheet at the Director's table for you to sign in every time you come to CHIPS, putting down how many children you have brought, mainly for insurance purposes. A Director will be at the table so you can pay for any drop-in children.



CHIPS Responsibility Agreement to Use Space Provided and Waiver of Liability

Parent / Guardian/ Caregiver Name (Please Print) _____

Parent/Guardian/Caregiver Signature _____ Date _____

Address _____ City/Town _____ Province _____

Postal Code _____

Emergency Contact Number _____ Email (optional) _____

- ☐ Please send me CHIPS News and offers. CHIPS will not sell or rent my name or email address to any 3rd party and I can opt out of new at any time
- ☐ I give permission for the child(ren) to be photographed for CHIPS publicity

Child #1 _____ DOB (YYYY/MM/DD) _____ Age _____

Child #2 _____ DOB (YYYY/MM/DD) _____ Age _____

Child #3 _____ DOB (YYYY/MM/DD) _____ Age _____

Child #4 _____ DOB (YYYY/MM/DD) _____ Age _____

Child #5 _____ DOB (YYYY/MM/DD) _____ Age _____

Child #6 _____ DOB (YYYY/MM/DD) _____ Age _____