



REGISTRATION & PERMISSION FORM
2018-2019 Capture Canada Program

Capture Canada is a comprehensive long weekend program for students during the School’s five break weekends. The program offers faculty-supervised travel and strives to capture the Canadian experience with a wide breadth of destinations, activities and adventures that will keep students entertained and engaged! Program offerings are listed below.

TRAVEL DATES:

Please indicate which trip(s) this registration form and payment will cover:

- Ontario’s Greatest Hits: October 4-8, 2018
- Lake Louise: November 8-12, 2018
- Dogsledding Expedition: February 14-18, 2019
- Quebec City & Monte-Sainte-Anne: April 18-22, 2019
- Ottawa White Water Rafting & Resort: May 16-20, 2019

For detailed program information, including pricing for each trip, visit www.tcs.on.ca/capturecanada.

CONTACT INFORMATION: Michelle Bishop | mbishop@tcs.on.ca | 905-885-3217 ext. 1334

DECLARATION OF PREREQUISITE: Participation is conditional upon your child’s attendance, discipline record and student account continuing in good standing at time of registration and throughout the school year.

STUDENT INFORMATION (please print):

Full Name as it appears on the passport: _____

Country of Citizenship: _____

Permanent Address (including Street, Town, Province, Country and Postal Code):

Date of Birth (mm/dd/yyyy): _____ Home Phone Number: _____

PARENT/LEGAL GUARDIAN INFORMATION (please print):

Full Name(s): _____

Email Address(s): _____

PAYMENT DETAILS:

A **\$500 deposit** applies for each trip that has been selected above. The deposit will be charged no later than 30 days prior to the trip, and is absolutely **non-refundable** for cancellations made fewer than 30 days prior to the departure date. Exceptions will be made when possible in cases where a medical reason is provided. The balance will be charged on the departure date.

**See note above under Declaration of Prerequisite*

I grant permission to charge my child’s TCS student account under the payment plan indicated above:

PARENT SIGNATURE: _____ **DATED:** _____

TERMS AND CONDITIONS

Student Withdrawal

If a student intends to withdraw from this travel program, please notify Michelle Bishop via email at mbishop@tcs.on.ca. Please note all fees are **non-refundable** except under extenuating medical circumstances.

Additional Costs

The program cost listed above covers all student expenses except for discretionary spending by the student.

Travel Arrangements

All students will travel with the group. An itinerary, including bus departure times to/from TCS, will be provided by email in advance of each trip.

TCS Cancellation or Changes to the Itinerary

TCS reserves the right to alter the itinerary of any of the programs without prior notice, which may include cancelling the trip(s) due to extenuating circumstances.

Medical Insurance (Purchased by TCS)

All students must have Travel Medical and Trip Interruption insurance in place for the duration of the program and TCS will purchase this on the student's behalf; this cost is included in the cost of the program unless otherwise indicated. This insurance will ensure that the student is able to receive appropriate medical treatment while travelling as part of this program. This will also speed up the process of reimbursement for any treatments and services.

MEDICAL AUTHORIZATION

I/We approve my/our child's participation in all of the activities and programs of this/these trip(s). Should my/our child suffer injury or illness during this travel program, I/we authorize any representative of TCS to consent to such medical attention for my/our child as may be deemed appropriate in the circumstances. I/We acknowledge that TCS will bear no financial responsibility for medical expenses incurred in relation to the treatment of my/our child. I/We agree to bear the extraordinary costs of all medical care and procedures required by my/our child that are not covered through the medical insurance purchased for this travel program through our health insurance provider.

MEDICAL CONDITIONS (including any allergies, dietary guidelines or other special needs):

If your child has any food allergies or dietary restrictions, please note below. If your child is travelling with any medications, please note below or attach a separate sheet.

PARENT/GUARDIAN CONTACT INFORMATION:

Please provide contact information at which the chaperone(s) or school can reach parent(s)/guardian(s) during the trip(s). *Please print legibly.*

Contacts	Parent/Guardian #1	Parent/Guardian #2	Additional Emergency Contact
Name			
Phone # (Cell)			
Phone # (Home)			
Phone # (Business)			
Email			

GENERAL AUTHORIZATION AND WAIVER

I/We approve my/our child’s participation in all of Trinity College School’s (“the School”) activities and programs for the aforementioned TCS trip, whether supervised or unsupervised and during or outside regular school hours, acknowledging that such participation involves risks and hazards incidental thereto, all of which are expressly assumed, and authorize the School to act in relation to my/our child, including without limitation arranging for medical treatment and carrying out disciplinary procedures, in each case as described in the Enrolment Agreement. In consideration of the School accepting my/our child as a student, I/we do hereby waive, release and absolve and agree to indemnify and save harmless Trinity College School and its governors, officers, employees and agents from any and all liability, including, without limitation, damages for bodily injury, arising there from, except such as shall arise solely as a consequence of its or their willful neglect or default.

I/We release TCS, its respective directors, officers, and employees from any claim or liability arising out of any medical treatment my/our child may require. I/We also give permission for my/our child to participate in any field trips organized in relation to this TCS trip.

I/We recognize that there are risks to my child’s person and property involved in air travel, surface transport, field trips, and in accommodations. I/We agree to accept responsibility for any loss arising from injury to my child and/or his/her property. I/We have reviewed the plans for this excursion and recognize that use of regularly scheduled airlines and other vehicles while on this excursion involve risks to person and to property, which may include serious injury and death, and I/We agree to accept those risks.

I/We recognize that all terms of the Enrolment Agreement entered into with Trinity College School (known as TCS) for the current year extend to include this program. I/We acknowledge that all school rules, including those listed in the Code of Conduct below (page 5 & 6) will apply and be enforced by participating school staff and chaperones for the duration of this trip.

I/We have carefully read the General Authorization and Waiver and the Code of Conduct and understand the terms and conditions. My/Our child has my/our permission to participate in all the activities of this TCS trip.

I/We _____, am/are the lawful parent(s)/guardian(s)
Print - Name of parent(s) or legal guardian(s)

of _____, who has my/our permission to participate in all of
Print - Full name of student, as on passport

the activities associated with this trip/course, with TBD, as a participant of this program.
(Trip Leader)

Signature(s) of Parent(s)/Legal Guardian(s):

_____ Dated: _____

_____ Dated: _____

Please return this form by email, or in person, to
Michelle Bishop at: mbishop@tcs.on.ca
905-885-3217 ext. 1334

CODE OF CONDUCT FOR TRINITY COLLEGE SCHOOL TRIPS

Every successful community involves a high degree of adherence to common values. Students in the charge of TCS are expected to behave honourably and have consideration for others every day. The following rules cannot cover all conceivable situations; however, any behaviour that violates this concept will be dealt with as deemed necessary by the chaperone(s).

1. Absent Without Leave (AWOL)

All participants are expected to abide by **all School rules** and curfews and any additional rules and curfews as outlined by the trip chaperone(s). Students returning to their room late or being absent at night after proper sign-in is forbidden. If a student misses a curfew, the student is considered to be AWOL. There are different types of AWOL. Generally, if the AWOL includes evidence of curfew violations and deception it will be viewed as being more serious and could lead to a student being sent home.

2. Harassment, Discrimination or Physical Aggression

Impinging on the wellbeing of others or violating their rights is totally unacceptable. Any incidents involving sexual, physical, or emotional harassment, or racial, religious, or ethnic intolerance, or physical abuse or threats will be dealt with as serious disciplinary matters. The possession of offensive weapons (such as pellet guns, slingshots, switchblades, or any other weapons that may be used in a violent or aggressive manner) is strictly prohibited.

3. Dishonesty and Theft

Lying or stealing will not be tolerated. Stealing also includes using others' possessions without their permission. Also, unauthorized use of someone else's computer files or personal belongings is considered to be theft.

4. Alcohol and Other Drugs

No student may possess, buy, sell, or consume an alcoholic beverage while in the School's charge, **regardless of local laws**. No student may possess, buy, sell, or use drugs, or possess the apparatus for drug use while in the School's charge, **regardless of local laws**. Furthermore, a student who chooses to remain in a context where such prohibited consumption is taking place is considered to have violated a major rule.

5. Fire and Security

Any tampering with the fire protection system, including alarms, P.A. systems and extinguishers, is strictly forbidden. Likewise, any misuse of door security or interference with security people on staff is forbidden. Open flames are strictly forbidden on site.

6. Tobacco Products

Smoking in a building or in proximity to a building – in addition to being a personal health risk – is a major violation of safety standards that could lead to a student being sent home. No student is permitted to use or possess tobacco or vape products while in the School's charge, **regardless of local laws**. Anyone caught in possession of tobacco for smoking or chewing, or who is smoking or chewing tobacco, or anyone who is in the company of those who are smoking or chewing tobacco, could be sent home. The same rules apply to those using, possessing or in the company of vaping products. Vapes and associated products are considered drug paraphernalia and subject to the School's restrictions and consequences.

7. Vandalism

Any willful act of damage to site or personal property is viewed as a gross disregard for others. Purposeful destruction of this nature is considered a serious disciplinary matter. Parents will be charged for willful damage.

8. Telephone Policy

Any illegal use of telephone credit cards, PINs, cell phones, or the site’s phone system, or the placing of unauthorized third-party phone calls or fraudulent collect calls is treated as a serious disciplinary matter above and beyond any response from the telephone company.

9. Room Visiting (Threshold Violation)

In order to ensure the privacy of both girls and boys and to help with security, boys are not allowed to visit in the girls’ rooms and vice versa, outside of designated visitation hours. Threshold violation is defined as crossing the threshold, be it a door or a window. Any violation of the “threshold rule” is considered a serious disciplinary matter and may result in a student being sent home.

10. Public Displays of Affection

We expect students to conduct themselves with the utmost propriety concerning public displays of affection while in the School’s charge.

11. Sexual Intimacy

Students should be aware that sexual intimacy, within the context of this community, is inappropriate and may be grounds for disciplinary action.

TCS reserves the right to terminate a student’s participation in this program if the student’s behaviour is deemed to be inappropriate.

Student’s Name

Student’s Signature / Dated

I/We have read these rules and understand that if my/our child does not adhere to any instructions given or displays misconduct in any way, he/she may be sent home at the discretion of the chaperone(s) and that all costs associated with returning my/our child home will be my/our sole responsibility.

Parent/Guardian Signature

Dated