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Dear CHIPS member,

Welcome to another year of CHIPS! It has been 39 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 2023-2024 C.H.I.P.S. year:

President – Kirby Spurrell

Vice President – Sarah Seinen

Treasurer – Kimberly Benjamin

Secretary – Cherisse Lemay

Fundraising Coordinator – Chynna Kjos

Casino Coordinator – Mackenzie Mohler

Rental Coordinator – Zoe Stewart

Advertising Coordinator – Sarah Seinen

Party Coordinator/ Toy Sale Coordinator – Desiree Graham

Keyholder – Monika Nelson

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

Tuesdays	Wednesdays	Thursdays	2 <sup>nd</sup> /4 <sup>th</sup> Fridays
9:00 AM – 11:30 AM	12:30 PM – 3:00 PM	9:00 AM – 11:30 AM	9:00 AM – 2:00 PM

**Important Dates:**

Fundraising
Davidson Apples – September 2023
Scoops – October 2023
Adult Craft Night – November 2023
Little Caesars – February 2024
First Aid Kits – April 2024

Kids Used Clothing & Toy Sale (11:00AM-3:00PM)
September 23, 2023
April 28, 2024

Events
Kick Off – September 9, 2023
Halloween – October 31, 2023
Christmas – December 2, 2023
Glow In The Dark – January 13, 2024
Open House – January 21, 2024
Valentines Day – February 14, 2024
Easter – March 28, 2024
Mother's Day Tea – May 5, 2024
Year End – June 1, 2024

**Your chosen dates:**

Party date - \_\_\_\_\_

Snack Choice - \_\_\_\_\_

Party date - \_\_\_\_\_

Snack Choice - \_\_\_\_\_

(Event Coordinator – Desiree Graham)

Volunteer Hour(s) - \_\_\_\_\_



## CHIPS Calendar 2023/2024

Sep 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Oct 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Nov 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Dec 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Feb 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Mar 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jun 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jul 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### Legend:

Blue: 9-11:30 (Darker Mighty Learners Program)

Green: 12:30-3:00

Purple: 9-2

Orange: Special Events

Blue: Toy Sale

***Bold Italicized: Weekday Parties***



## CHIPS MEMBERSHIP FEE OPTIONS

### #1 – Fundraising

\$40/year (per child)

Family maximum of \$120/year

Requirements:

-2 Party Snacks

-2 Volunteer Events

-Help with toy washing as at facility

\*We do not require cheques at this time, but please note if requirements are not met you will be required to pay:

\$200 for Volunteer

\$20/Party Snack

### #2 – Day Homes

\$120/year (per provider)

Available to dayhomes only and includes all registered children in the dayhome.

Requirements:

-2 Party Snacks

-2 Volunteer Events

-Help with toy washing as at facility

\*We not require cheques at this time, but please note if requirements are not met you will be required to pay:

\$200 for Volunteer

\$20/Party Snack

### #3 – Non Fundraising

\$300/year (per child)

No family maximums

### #4 – Drop In

\$5.00/per day (per child)

No family maximums

Encouraged to help tidy and clean toys while at facility

**All membership options will give you access to CHIPS anytime we are open!**

**All payments processed via cash or Interac e-transfer.**

\*Volunteer hours are the time dedicated by a member to assist in the preparation, clean-up and support for the duration of a big event.



## **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 registered with the Province of Alberta. 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, volunteer for two events and to provide two food items for two of the parties.

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

Your input is welcomed! Please email [info@chipswetaskiwin.com](mailto:info@chipswetaskiwin.com) with your recommendations/concerns and the board will review them.

### **How do I know what is going on at CHIPS?**

Follow us on Facebook (Children's Indoor Play Society CHIPS) and Instagram (chipswetaskiwin) 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. We will also be sanitizing toys regularly during our open hours.

### **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 office for you to sign in every time you come to CHIPS. Please record the number of children under your supervision, mainly for insurance purposes. A Director will be at the table to accept payment for drop in children and provide information about the facility/society.



### **Wetaskiwin Children's Indoor Play Society Policy:**

By becoming a member of CHIPS, you are expected to follow the policies and procedures set out below and to ensure any children under your care comply with these policies. Failure to abide by the CHIPS policies set out herein may result in termination in your membership without a refund. The rules are created to protect the safety of everyone attending CHIPS and the effective, continued running of the society.

### **THE RULES:**

- a. The parents or persons who bring children to CHIPS will, at all times, supervise them.
- b. Children between 0-10 may play with toys and on equipment. Children between 0-8 may play on the bouncy castle. Children over the age of 10 may not use any equipment.
- c. DO NOT BRING or allow anyone to bring food or drinks into the play areas, specifically not in the bouncy castle. All food and drinks must remain in the picnic area outside or in the snack room located next to the gym.
- d. Do NOT allow more than 8 children in the bouncy castle at a time. Only soft balls are permitted in the bouncy castle.
- e. Adults and children must wear socks in all areas of the facility.
- f. No outdoor footwear may be used in the facility.
- g. No bare feet in the facility.
- h. The ride on toys must remain in the gym.
- i. Do NOT allow children to paint, draw or otherwise mark up or destroy the walls, floors or anything forming part of the building.
- j. Do NOT allow the children to intentionally damage the toys, equipment or any part of the building.
- k. All persons entering CHIPS shall stay within the designated areas (snack room, gym, playroom, hallway and bathroom)
- l. The parents, or persons supervising the children attending CHIPS will attempt to ensure the children do not run and are quiet in the hallways and bathrooms.

### **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 without a refund. The procedures outlined in Article 1.6 and 1.7 of our bylaws will come into effect.

At times, it becomes necessary for the board members of the Wetaskiwin Children's Indoor Play Society (CHIPS) to make financial decisions and implement new rules. If new rules are implemented, there will be a 120 day grace period before the rules enactment to allow all member to become informed of the rule and to raise any concerns they may have in complying.

### **CHIPS Waiver of Liability:**

As Consideration for being allowed to enter our Play area/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:

- a. NO Bare Feet-Socks are Mandatory and Children remain the responsibility of their accompanying adult at all times
- b. An attending adult must remain at CHIPS at all times for the children under the age of 10 and under.
- c. No gum, food or drink are allowed in the play areas, designated areas only



- d. No climbing the slides or No Climbing on the outside of the play structure
- e. Please report any inappropriate behavior to a CHIPS Board Member
- f. CHIPS reserves the right to refuse admission and request any person to leave the premises
- g. CHIPS is not responsible for any lost or stolen items
- h. No other toys are allowed in the bouncy house or play structure
- i. The attending adult is responsible to clean up after child(ren) if they partake in a snack
- j. 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.



## Wetaskiwin Children's Indoor Play Society Registration Form

Parent/Guardian/Caregiver Name: \_\_\_\_\_

\_\_\_\_\_  
(Print) (Sign)

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

Please select Membership Option:    [#1]            [#2]            [#3]            [#4]

Child's Full Name	Date of Birth	Age	Fee

\*Dayhomes must provide an attendance/registration sheet of children in their care\*

Total Fees:

Please note we do not require cheques at this time, but you will be responsible to pay for the following if membership requirements are not met:

Volunteer - \$200

Party Snack - \$20/snack

\*Where did you hear about CHIPS? (Please circle one)\*

Past Member            Parade of Programs            Newspaper            Poster/Pamphlet

Website                      Social Media                      Other: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Date





## 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 help perform TOY WASHES that are happening while I am at CHIPS. \_\_\_\_\_
- \_\_\_\_\_ 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 office. \_\_\_\_\_
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 out of the snack room. \_\_\_\_\_
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 understand that any unruly behavior, bullying or disrespect towards anyone else will not be tolerated. CHIPS reserves the right to remove anyone in breach of this rule. \_\_\_\_\_
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 PARTY SNACK and/or FUNDRAISER responsibilities. \_\_\_\_\_
11. I have read and understand the C.H.I.P.S. Policy and Discipline Policy. \_\_\_\_\_
12. I have read and understand the waiver of liability. \_\_\_\_\_
13. I give permission for my child(ren) to be photographed for C.H.I.P.S. publicity. \_\_\_\_\_

Parent/Guardian/Caregiver Name (Please Print): \_\_\_\_\_

Parent/Guardian/Caregiver Signature: \_\_\_\_\_

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

Board Member Full Name:

Board Member Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_