

# Completing Action Items as a Parent

## Completing Permission Forms

To sign a permission form for your child to attend an Event, view the Event details by clicking the Event name.

After reading the permission form, select **I Agree** to grant permission.

 needs a permission form signed.

**WILL NOT ATTEND**

Date of Activity: November 01 2023 at 08:00:00 AM

This form must be read in its entirety and signed by a parent/guardian of a participating student or the participating student if the student is age 18 and over.

**ELEMENTS OF RISK**  
Educational activity programs such as the one named above involve certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause injury. These accidents result from the nature of the activity and can occur without any fault on either the part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By choosing to participate in the activity, you are assuming the risk of an accident occurring. The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity.

**MEDICATION**  
If it will be necessary for your child to take prescription medication during the trip, the parent/guardian must complete the form Administration of Medication (IS-98-00). It must be forwarded to the Principal prior to the administration of medication. (If your child currently receives medication during the school day and a copy of this form is on file at the school, it is not necessary to complete another form.)

If you choose to participate, you must understand that you bear the responsibility for any accident that might occur. The Waterloo Region District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this activity.

Please be advised that buses and other forms of public transportation may use video surveillance equipment.

**I AGREE**

## Paying for an Events

To pay for an Event, click the Event name. Once you complete the permission form, you will be given the option to pay. Click to continue.

 **Ben Carr needs to pay.**

Select **Add to Cart**. The item will be sent to your Shopping Cart, accessible by clicking **My Cart** in the top right.

If you change your mind about the permission form, or if your student will not be going on to the Event, select **Student Will Not Attend**.

 **Annabelle Laurenston needs to pay.**

**You have already signed the permission form for Annabelle to attend Spring Hike**

However you still need to pay for the event.

If you would like to pay using your credit card, please click the Pay Now button.

**Add To Cart** **Annabelle Laurenston Will Not Attend**

If the event has additional forms or information that needs to be completed, but there is no cost, you will need to “Confirm Attendance”, fill in the form details and click on “xxx Will Attend”

 **Kyla Crant needs to confirm attendance**

Please confirm whether or not Kyla Crant will be Attending this event

My child may be photographed, interviewed or videotaped on Take Our Kids to Work Day by the workplace for the purpose of promotion, advertising and public relations purposes related to Take Our Kids to Work Day.\*:

Name of person who my child will be accompanying\*:

Workplace name\*:

Telephone\*:

Between what times will your child be visiting this workplace\*?:

The workplace is aware that my child will be visiting on Wednesday November 1, 2023 and we have discussed lunch arrangements and appropriate clothing/safety attire.:

## Purchasing a Product

To purchase a Product, select the **Product** name from the list of School Products and Services. Clicking on the Product name opens the details. If the product has customizable options, use the drop-down menus to make your choices.



School: School-Day Public School  
Classroom: Grade 8 Room 100  
Pizza sales for the Spring Term  
Please select your flavour and if you would like more than one slice, adjust your quantity.

Price: \$15.00

Product Options:

Crust type:

Toppings:

This product is for Rachel Laurenston:

Quantity:

## Making a Payment

When you are ready to submit a payment, click My Cart to view your shopping cart.



Confirm all the items in the cart and adjust quantities of the items if needed.

## MY CART

 Pizza Order Toppings: Cheese Date: June 14 For Kyla Crant	\$1.50	<input type="text" value="1"/>	<a href="#">UPDATE</a>	<a href="#">REMOVE</a>
 Pizza Order Toppings: Pepperoni Date: June 21 For Kyla Crant	\$1.50	<input type="text" value="1"/>	<a href="#">UPDATE</a>	<a href="#">REMOVE</a>
 Student Card For Kyla Crant	\$30.00	<input type="text" value="1"/>	<a href="#">UPDATE</a>	<a href="#">REMOVE</a>

Press **checkout** to pay **\$33.00** for Items in school: **Happy Secondary School**

[CHECKOUT](#)

[WILL PAY BY CASH](#)

Click **Checkout** to pay online with Visa, MasterCard or Visa-Debit or Mastercard-Debit, and you will be taken to the payment screen.

To make a cash payment, click **Will Pay By Cash/ Cash & Cheque**. You need to print the Order Number page, or write down the Order Number to submit along with your cash payment.

Note: Your account details (except for the card information, which they do not store) will be auto-populated. If you have not entered your account information, you will be prompted to do so at this point (see Creating & Editing your School-Day Account above).

Verify that your account details are correct, and enter your payment information. Once you click **Submit Payment**, School-Day will inform you whether or not your payment has been successful. If you have been successful, an email notification with the order details will be sent to you.