

ADS Registration

Due Sept 13/19

Fall 2019, Winter and Spring 2020

CHIRS programs run in quarterly seasons. You only need to complete one registration form for Fall, Winter, Spring. So, we'll assume that you will be in the programs you sign up for here until Spring 2020 ends OR until we hear otherwise from you. Another form will be required for Summer.

Payment for at least the first quarter is due with the registration. Payment for subsequent quarters will be due two weeks before the end of the previous quarter. Should you wish to add or drop programs, please notify Adult Day Services in writing using the Change to Registration form.

Quarter	Start Date	End Date	Exceptions	Payment or Changes to Registration Form due
Fall 2019	Sept 30	Dec 20	Mon Oct 14th	Sept 13/19
Winter 2020	Jan 6	March 27	Mon Feb 17. Additional closures are possible due to March break	December 13/19
Spring 2020	March 30	June 26	Fri April 10, Mon April 13, Mon May 18	March 13/20

If you have questions, or need assistance to fill out your registration form, please ask the Adult Day Services staff. Once your form is complete, please submit it to your Primary Worker, or to the staff in the Adult Day Services Club.

Please note:

- Programs marked with an asterisk (*) require an assessment prior to starting.
- Space in the programs is limited and cannot be held without a completed registration form and payment. Priority is given to participants who are re-registering. If a program is full, we will notify you and put your name on a wait list.
- Cheques must be made payable to **Community Head Injury Resource Services (CHIRS)**. There is a \$10.00 surcharge for any cheque returned from the bank.

Want to know more?

Please refer to the Adult Day Services Program Description Booklets OR ask an Adult Day Services staff if you want to know more about a program. You may be able to try out a program before signing up.

Need some financial assistance?

We try to keep the costs of programs low, but we understand that not everyone can afford it. You can apply for financial assistance--forms are available in the Club. They are due with this form. If you have had financial assistance in the past, you MUST resubmit with this form.

Refund Policy for Quarterly Programs

If you wish to cancel your participation in a program, you must notify us using the Change to Registration form. Refunds are based on the formula below:

- ☺ Notice received at least 2 weeks before the start of the quarter, 100% refund.
- ☺ Notice received prior to the second session, 65% refund.
- ☺ *No refunds* will be issued after the second session of any program *unless under extenuating circumstances (e.g. major illness)*
- ☺ To withdraw, we must receive a Change of Registration form.

Sometimes, CHIRS may need to cancel a program fully, or to cancel individual sessions. If the number of cancelled sessions is 3 or more, you will be refunded a pro-rated amount EXCEPT you will not be refunded for outdoor programs that are cancelled due to weather, or for programs that have been relocated to an alternate venue.

Cancellation and Refund Policy for Special Events

Special events require advance planning, and spending for supplies and facilities, so may cost CHIRS whether you attend or not. If you withdraw your registration for a special event, a full refund can only be granted if CHIRS is able to cover the cost of the event. We will consider all refund requests on an individual basis.



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