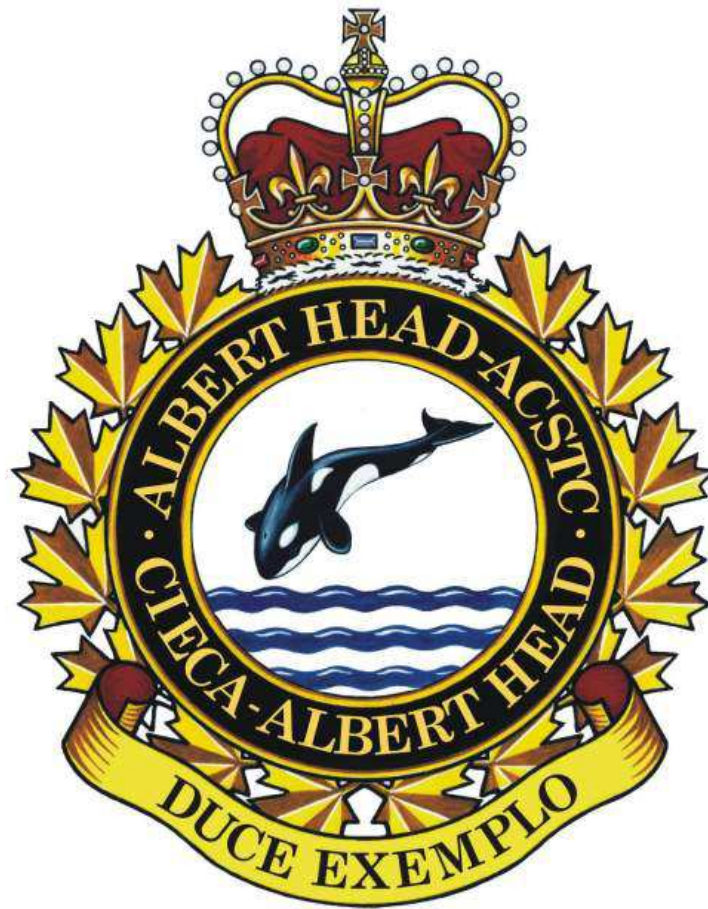




National  
Defence

Défense  
nationale

# ALBERT HEAD AIR CADET SUMMER TRAINING CENTRE



## JOINING INSTRUCTIONS



**Albert Head Air Cadet Summer Training Centre  
Joining Instructions**

**Table of Contents**

NOTE TO PARENTS.....	4
<b>2014 JOINING INSTRUCTIONS – COURSE CADETS .....</b>	<b>5</b>
GENERAL.....	5
LOCATION.....	5
TRAINING.....	5
TRANSPORTATION.....	6
IN-ROUTINE.....	6
KIT REQUIRED.....	7
PROHIBITED ITEMS.....	9
ACCOMMODATION.....	9
MEALS.....	9
MEDICAL CARE.....	9
SPIRITUAL WELFARE.....	10
DRESS AND DEPARTMENT.....	10
DISCIPLINE.....	11
SMOKING.....	11
BANKING AND CADET TRAINING BONUS.....	11
LAUNDRY SERVICES.....	12
CONTACT INFORMATION.....	12
RECREATIONAL ACTIVITIES.....	12
VISITORS.....	12
GRADUATION PARADES.....	13
PARENTAL/GUARDIAN DECLARATION AND CONSENT FORM.....	14
REQUEST FOR PARENTAL/GUARDIAN PICK UP/DROP OFF OF CADETS.....	15
<b>2014 JOINING INSTRUCTIONS – STAFF CADETS .....</b>	<b>20</b>
GENERAL.....	20
LOCATION.....	20
TRAINING.....	20
STAFF CADET PROFESSIONAL DEVELOPMENT AND SELECTION.....	20
Outline of Training.....	20
Course Prerequisites.....	21
STAFF CADET DUTIES.....	21
TRANSPORTATION.....	22
IN-ROUTINE.....	22
KIT REQUIRED.....	23
PROHIBITED ITEMS.....	25
ACCOMMODATION.....	25
MEALS.....	25
MEDICAL CARE.....	25
SPIRITUAL WELFARE.....	26
DRESS AND DEPARTMENT.....	26

DISCIPLINE.....	27
SMOKING.....	27
BANKING AND STAFF CADET PAY .....	27
LAUNDRY SERVICES .....	27
CONTACT INFORMATION.....	27
TIME OFF .....	28
RECREATIONAL ACTIVITIES .....	28
PARENTAL/GUARDIAN DECLARATION AND CONSENT FORM .....	29
<b>2014 JOINING INSTRUCTIONS – CIC OFFICER.....</b>	<b>33</b>
<b>COATS IL MEMBER AND CIVILIAN INSTRUCTOR.....</b>	<b>33</b>
GENERAL.....	33
LOCATION .....	33
TRAINING .....	33
STAFF DUTIES .....	33
TRANSPORTATION.....	34
IN-ROUTINE .....	34
CLOTHING .....	34
PROHIBITED ITEMS.....	34
ACCOMMODATION .....	34
RATIONS .....	35
MEDICAL CARE.....	35
SPIRITUAL WELFARE .....	35
DRESS AND DEPARTMENT.....	35
DISCIPLINE.....	35
SMOKING.....	35
PAY.....	35
LAUNDRY SERVICES .....	36
CONTACT INFORMATION.....	36
LEAVE .....	36
RECREATIONAL ACTIVITIES .....	36
LIGHTHOUSE MESS.....	36

## **NOTE TO PARENTS**

We are pleased that your son/daughter/ward has been selected to attend a summer training course at Albert Head Air Cadet Summer Training Centre (AHACSTC). We hope that you are proud of their selection for this opportunity to learn valuable new skills along with over 1000 other Air Cadets.

The enclosed Joining Instructions contain very important information to help you and your cadet prepare for their upcoming course. Please ensure that you read through these instructions in their entirety. It is important that you review the forms at annexes A, B and C.

The form at annex B is only required if you wish to pick up your cadet after the course. If a cadet is being picked up, it will be necessary for the adult who is picking them up to provide identification. This is done as a precaution to protect cadets.

Please be sure to check through the kit list enclosed carefully and help your cadet ensure that they have packed everything that they need for their course and that they are leaving extra items at home. It is important that all items brought to the CSTC are properly labelled with the cadet's last name and first initial. Past experiences have proven that eyeglasses and running shoes are the most frequent casualties of kit, so please ensure that these extensively used articles are in good condition before your cadet leaves for the CSTC.

Cadets sometimes experience symptoms of home sickness. We encourage cadets to stay in touch with their families through phone calls home so sending them with the knowledge of how to make a collect or calling card call will provide them with some reassurance. When your son/daughter/ward calls home feeling lonely, ask them about their friends here at the CSTC and encourage them to keep themselves busy. Help them to remember all of the highlights of the time they have spent here and give them some encouragement to keep going. Usually, these feelings pass when they stick it out.

The staff at the CSTC are here to look after your cadet's well-being and we do our very best to help them along their way. Our first priority is the safety of the cadets and then we want to make sure that they have an enjoyable experience as they learn and practice new skills. If you have any concerns, you are encouraged to contact the CSTC through the numbers provided in the Joining Instructions.

Sometimes, a cadet is unable to complete the training course for various reasons. If it is necessary for your cadet to be returned home for any reason, we will contact you first to make arrangements.

In order to successfully pass their training course, cadets are required to complete the entire syllabus of training. This means that they must be present for the entire period of training. Cadets may be authorized a short period of time away from the CSTC in the company of an authorized adult (the adult must be authorized by the parent/guardian), however, this may only occur as the training schedule permits or in emergency situations. We appreciate your understanding and cooperation in this.

We look forward to having your son/daughter/ward at AHACSTC this summer. If you have any questions after reading this package, please check with the officers at your cadet's home squadron.

# **ALBERT HEAD AIR CADET SUMMER TRAINING CENTRE 2014 JOINING INSTRUCTIONS – COURSE CADETS**

## **GENERAL**

1. Congratulations on being selected to attend Albert Head Air Cadet Summer Training Centre (AHACSTC). Summer training courses provide opportunities to gain new experiences while you develop skills that will be useful in the cadet program and throughout your life. Our courses are built around leadership, discipline, and academic and physical endeavour. You will find your course challenging and you should also find it to be an extremely rewarding experience.
2. These joining instructions provide you with information you need to prepare for your CSTC experience and it is important that you and your parent/guardian read through these instructions entirely.

## **LOCATION**

3. AHACSTC is located in the municipality of Metchosin, approximately 30 km by road southwest of downtown Victoria, bounded on three sides by the Strait of Juan de Fuca and occupies about 220 acres, 10 of which are developed as training facilities. AHACSTC provides a suitable training area for cadets complete with classroom facilities, accommodations, a large dining hall, a drill shed, a cadet canteen, a sports field and several field training areas.

## **TRAINING**

4. Approximately 1000 Air Cadets from throughout British Columbia undergo various training courses under supervision and instruction provided by a staff of approximately 150. Courses offered at AHACSTC range from two to six weeks duration and include General Training, Basic Survival Training, Basic Drill and Ceremonial, Basic Fitness and Sports, Basic Aviation Technology and Aerospace, Drill and Ceremonial Instructor, and Military Band – Intermediate Musician.
5. All cadets will participate in a physical fitness program that will include calisthenics, running, swimming and a variety of sports.

6. The daily training routine is:

Reveille	0700 hrs
Breakfast (Parade and Inspection)	0730 - 0915 hrs
Training	0915 - 1225 hrs
Lunch	1230 – 1415 hrs
Training	1415 – 1725 hrs
Dinner	1725 – 1900 hrs
Evening training or recreation	1900 – 2100 hrs
Lights out	2230 hrs

7. Cadets train 5.5 days per week from 0730 hrs to 2100 hrs with extra-curricular activities on the weekends. Visitors must be mindful that the preferred time for visits is during these extra-curricular activities on the weekend. Some visits can cause disruption to training for the CSTC Staff and other cadets. All cadets will be responsible for any training missed.

## TRANSPORTATION

8. The Regional Cadet Support Unit (RCSU) movements staff arrange all transportation for cadets to and from CSTC. Details will be forwarded to the squadron Commanding Officers who will provide cadets with the necessary instructions and/or documents. Cadets traveling in groups are normally escorted and movements staff will meet cadets who must change aircraft, busses, etc during their journey. In case of emergency, the duty movements officer can be contacted through 1-866-391-4104.

9. Cadets shall travel to and from the CSTC in C-2 order of dress. Appropriate dress and deportment (conduct) during transport is of the utmost importance. In cases of extremely warm weather, cadets are permitted to travel in open collar shirt, the tunic and tie must be carried at all times.

10. Cadets aged 12 – 15 must have either **1 piece of government issued photo identification (Passport, BC ID, BC Drivers Licence) OR 2 pieces of government issue non-photo identification (Birth Certificate, Care Card)** Cadets aged 16 and over **MUST** have **1 piece of government issued photo identification (Passport, BC ID, BC Drivers Licence)** and their provincial medical card in their possession while travelling. The name on the photo ID must exactly match the name on the travel orders. If the name does not match exactly, you may not be permitted to board commercial aircraft. The cadet must have the above ID with them no matter the method of transportation.

11. Luggage weight limit is 23 kilograms/50 pounds and cadets should be able to handle their luggage on their own. All luggage must have identification tags. Cadets and their parent/guardian should ensure that they are familiar with items that may not be carried on board aircraft.

12. Cadets are not authorized to bring private motor vehicles of any type to a CSTC. Parents/guardians may transport cadets to and from the CSTC if prior arrangements are made with the RCSU movements staff through the squadron Commanding Officer. **If a parental/guardian pick up is to be made at the end of the CSTC, the Request for Parental/Guardian Pick Up/Drop Off of Cadets form (Annex B) must be completed and signed a parent or guardian.** Only the person authorized to pick up a cadet on this form will be permitted to transport the cadet away from the CSTC. The person picking up a cadet will need to ensure that the proper out routine is done prior to taking the cadet from the CSTC. Photo identification will be requested from the person picking up the cadet. This is for the safety and security of all involved.

## IN-ROUTINE

13. All cadets will go through an in-routine on arrival at the CSTC. Cadets arriving individually shall report to the Duty Office for further direction.

14. On arrival at the CSTC, each cadet must have the following items in their possession:

- a. Parental/Guardian Declaration and Consent Form (enclosed Annex A);
- b. Request for Parental/Guardian Pick Up/Drop Off of Cadets (enclosed Annex B – only required for cadets who will be picked up by a parent/guardian at the end of the CSTC); and
- c. Over the counter/prescribed medication administration form (if required) enclosed at Annex C
- d. Provincial Health Plan Card.

**NOTE: The above forms must be completed in full upon arrival. Including an alternate emergency contact.**

15. During the in-routine, all cadet kit will be inspected. This inspection is conducted to assure the sufficiency and suitability of clothing and equipment brought to the CSTC by the cadet and the maintenance of good order and discipline. When unsuitable items are found, they will be confiscated. A list of all required, optional and prohibited items is provided below. Any inspections that may be required will respect the privacy and dignity of individuals involved.

**KIT REQUIRED**

16. All items of kit and personal belongings must be marked clearly with the cadet’s name and cadet squadron number. Parents/guardians and cadets are reminded that all personal items, including band instruments, are the responsibility of the owner. It is recommended that cadets not bring attractive items such as jewellery, electronics, etc., to the CSTC. It is very strongly advised that all items be insured against fire, theft and damage.

17. Use the spaces on the right to check that your cadet has packed the required items of equipment necessary for summer training. All cadets must travel in full dress Air Cadet uniform (tunic, shirt and necktie) and **must** bring the following issued items of kit:

Tunic	1	_____
Shirt, Short Sleeve Blue	1	_____
T-Shirt, Grey (if issued)	1	_____
Shorts, Grey (if issued)	1	_____
Tilley Hat (if issued)	1	_____
T-Shirts, Navy Blue	1	_____
Necktie	1	_____
Trousers	1	_____
Belt, Black	1	_____
Socks, Wool Grey	2 prs	_____
Boots, Black Issue	1 pr	_____
Wedge	1	_____
Cadet Issue Parka with fleece	1	_____
Instrument, Band (Military Band – Intermediate Musician)	As req’d	_____

18. In addition to the kit issued to cadets from their squadron, some other items will be issued upon arrival and withdrawn from cadets prior to departure. Please see your local Squadron Supply Officer if the cadet does not posses that required items prior to departure.

19. AHACSTC has been directed to stop issuing PT gear to cadets. Therefore, all cadets will be required to bring their own PT gear to the CSTC. This should include suitable t-shirt, shorts, socks, and appropriate running shoes. Additional PT clothing should be brought for those cadets participating in the Fitness and Sports Course.

20. Course cadets may not wear civilian clothing while at the CSTC. Storage space at the CSTC is limited so only required items should be packed. The following items are required:

Underwear	4 or more	_____
Socks	5 pr or more	_____
Locks, combination (keyed locks not recommended)	2	_____
Swimsuit	1	_____
Beach thong sandals (for the shower)	1 pr	_____
Shoe polish kit	1	_____
Sewing kit	1	_____
Comb and/or brush	1	_____
Shaving kit (if required)	1	_____
Toothbrush/toothpaste	1	_____
Deodorant (aerosol spray cans are not permitted)	1	_____
Shampoo	1	_____
Soap	1	_____
Lip Balm	1	_____
Sunscreen – SPF 30 Waterproof	1	_____
Bath towels and face cloths	2	_____
Personal hygiene items	As req'd	_____
Sleepwear	1	_____
Running shoes/sneakers/casual shoes	1 pr	_____
Sweat suit	1	_____
Hat	1	_____
Extra eyeglasses/prescription	1 (if req'd)	_____
Eyeglass retainer strap	1 (if req'd)	_____
Prescribed medication (blister packs recommended)	As req'd	_____
Lint brush	1	_____

21. The following optional civilian items may be brought:

Bathrobe	1	_____
Sun glasses (non-reflective)	1 pr	_____
Camera	1	_____
Portable radio/mp3 player (without external speakers)	1	_____
Knapsack/Backpack	1	_____
Writing material (paper, envelopes, stamps)	1	_____

22. Cadets attending the Basic Fitness and Sports Course must bring the following items in addition to those listed above:

Socks, athletic cotton white	12 prs	_____
T-shirt, white round neck	2	_____
Additional swimsuit (females – practical, one piece)	1	_____
Sports bra	As req'd	_____
Athletic supporter	As req'd	_____



Soccer cleats (optional)	1	_____
Knee pads (optional)	1 pr	_____

**PROHIBITED ITEMS**

23. The following items are prohibited and shall not be brought to the CSTC under any circumstances:

- |   |                                       |
|---|---------------------------------------|
| Alcohol or illicit drugs                  | Radio with external speakers          |
| Ammunition                                | Television sets/VCRs/DVD players      |
| Combat clothing, including boots          | Irons/Ironing boards                  |
| Combat equipment, including web belts     | Tobacco products                      |
| Firearms/weapons (including toy replicas) | Civilian clothing (not listed above)  |
| Food or beverages/candy                   | Straight blade razors                 |
| Knives                                    | Pornographic materials                |
| Laundry soap                              | Laser pointers                        |
| Pets                                      | Lighters or other fire starting items |

**ACCOMMODATION**

24. Cadets are housed dormitory style in barrack buildings or modular tents. Each cadet is provided with an individual bunk and storage locker. All bedding/sleeping bags are provided. Bed linen is changed regularly.

25. Ablution facilities are not located in all of the quarters, however, separate gender ablution facilities are located close by. Cadets are required to bring appropriate clothing for the outdoor walk to the ablution facilities.

**MEALS**

26. Meals are prepared by qualified staff and served cafeteria style. Cadets are provided three meals a day plus 3 snacks throughout. All meals are supervised. The menu is pre-planned to provide a well balanced diet and menu items vary allowing cadets a choice of dishes.

27. The Training Centre does its absolute best to accommodate cadets and staff with dietary concerns. However, the kitchen cannot guarantee the accommodation of each and every cadet’s dietary needs. Should you have any concerns with regard to dietary needs, please contact the orderly room at 1-866-391-4104.

**MEDICAL CARE**

28. Cadets must be medically fit to attend summer training courses. It is extremely important that parents/guardians provide complete information on all medical conditions to the local squadron staff prior to departure. All pre-existing medical conditions, medications being taken and special circumstances (including diet) must already have been disclosed on the Detailed Health Questionnaire submitted earlier in the training year. These health questionnaires are reviewed during the year by the Regional Cadet Medical Liaison’s office to provide squadron staff with continual precautionary or permanent medical limitations assessments on training possibilities. On arrival, the medical staff will screen and question each cadet to ensure that they are fit and to establish whether adequate treatment for controllable medical conditions can be provided during their stay. If, after arrival at the CSTC, cadets are considered unfit for

training because of none disclosure of injuries, illness or special medical needs that would require excessive visits to the MIR, they will be sent home after the parent/guardian has been notified.

29. AHACSTC has a Medical Inspection Room (MIR) staffed by a Physician ,Nurses and Med Techs. Sick parade is held regularly for all cadets. Should cadets require treatment not available at the AHACSTC MIR, or any form of consultation / hospitalization, they will be transferred immediately to the local medical facilities with an escort provided by the camp. The appropriate Provincial Medical Plan will pay for treatment received from civilian medical providers; therefore, cadets will be required to have in their possession their Provincial Health Plan card.

30. Routine dental services are not provided at the CSTC; however, emergency dental treatment is arranged through the MIR.

31. Cadets taking prescription medication must advise the CSTC medical staff during the in-routine. Sufficient quantities of the prescription with adequate expiration dates must be brought to last the duration of the course or the parents will be required to provide replacement medication at their own expense including shipping. To ensure that the correct dose of medication is given in a timely manner, it is recommended that medications be brought in a seven-day “blister pack” available through local pharmacies. Non-prescription medications such as aspirin or cough medicine shall not be brought to the CSTC. If such medication is required, it will be provided through the MIR at no cost to the cadet. Cadets will not be allowed to take any medication or supplements that arrive at camp in packaging that is not from the Manufacture or having a legal pharmacy label on it. These labels must be in one of the 2 official Canadian Languages (French or English). If a cadet takes allergy medication or some other over the counter medication on a regular basis for a Chronic condition the parents are to ensure that they have completed and signed Annex C OTC (over the counter) prescribed medication administration form that must be filled “prior” to CSTC and hand carried by the cadet to the medical staff for their intake parade.

32. Cadets wearing glasses must have their latest prescription with them to enable immediate replacement should the glasses be accidentally broken. Cadets should endeavour to bring a second replacement pair if possible. Lost or damaged contact lenses will not be replaced.

33. Cadets who, during the course of the summer, suffer injury or illness, which would make them unable to continue their training and/or requires more than two or three visits to the MIR may be returned home. In these cases, the Medical Officer or Senior Medical Authority will provide the parent/guardian such information as is permitted by law and regulation.

34. A frequent medical issue for cadets at CSTCs is foot blisters and ingrown toe nails. These generally are a result of ill-fitting parade boots. With cadets growing rapidly in their teen years often the cadet parade boot sizing is overlooked. Parents are encouraged to take a close look at these boots prior to sending their son/daughter to camp. If new boots are required that will need to be arranged through your home Corp/Squadron as replacements are not available at the CSTC.

### **SPIRITUAL WELFARE**

35. Weekly church services will be provided throughout the summer. A Padre is available throughout the summer for private consultation on request.

### **DRESS AND DEPARTMENT**

36. A high standard of dress and deportment is required from all cadets attending AHACSTC. Cadets will be expected to maintain their own uniforms and will be inspected daily.

37. Prior to arrival at the CSTC, cadets are to ensure that their hair is styled neatly in a military fashion. Cadets are required to maintain this standard throughout their stay at the CSTC. A barber will be available on a regular basis. Costs of haircuts are the responsibility of the individual cadet. Please see CATO 55-04 for regulations prior to departure.

## **DISCIPLINE**

38. In order to maintain a safe and orderly environment, cadets are required to follow the rules set out for the Canadian Cadet Organizations and for the CSTC that they are attending.

39. Cadets will be made aware of the CSTC rules. Cadets who choose to disregard these rules will be subject to a progressive disciplinary process. Continual poor behaviour or an incident of serious misconduct may result in a cadet being returned home. In some circumstances, such as involvement with illegal drugs, a cadet's membership may be terminated.

## **SMOKING**

40. In the interest of providing a healthy environment, a strict **no smoking** policy is in place at all CSTCs in British Columbia. No cadet will be permitted to smoke and/or use any tobacco products on or off the CSTC at any time. If a cadet with a smoking addiction will be attending a CSTC, any cessation products (e.g. Nicorette, Habitrol and/or the "Patch") required by the cadet for the duration of the summer will be the responsibility of the cadet and his/her parent/guardian.

## **BANKING AND CADET TRAINING BONUS**

41. Cadets are encouraged to keep minimal cash in their possession to reduce the chances of loss or theft. Cadets with Interac cards will be able to withdraw funds from a personal bank account. In addition, an in-house cadet banking system is in place and cadets are encouraged to deposit any money they bring with them upon arrival as well as additional funds that they receive from their cadet training bonus. The cadet bank is open regularly to allow deposits and withdrawals.

42. Cadets undergoing training are entitled to receive a cadet training bonus in the amount of \$10.00 per day starting on the first day of training and not to exceed \$60.00 per week up to a maximum of \$360.00 per training course. Where a cadet is unable to finish their training course for any reason and is returned home, entitlement for the training bonus shall be determined on a per-diem basis for each day of attendance. Travel days do not count as training days.

43. Training bonuses will be paid as follows:

- a. 2 week courses – \$30.00 will be paid in cash at the end of the first week with the balance of \$90.00 paid by cheque at the end of the course;
- b. 3 week courses – \$40.00 will be paid in cash mid-way through the course with the balance of \$140.00 paid by cheque at the end of the course; and
- c. 6 week courses – \$60.00 will be paid on week 2, \$60.00 will be paid on week 4 and the balance of \$240.00 by cheque at the end of the course.

## **LAUNDRY SERVICES**

44. Laundry services will be provided to cadets three times per week. Cadets are not to bring laundry soap.

## **CONTACT INFORMATION**

45. The AHACSTC Orderly Room may be contacted locally at (250) 391-4170 or through the toll free 1-866-391-4104 number. Parents who wish to contact cadets should do so during the non-training period, 1900 – 2130 hrs (7:00 pm – 9:30 pm PST). Pay telephones are available for cadets to place outgoing calls.

46. **IN CASES OF EMERGENCY**, the cell phone number of the Duty Officer is (250) 812-9280. Duty Staff can be reached at (250) 391-4170

47. Postal facilities are available for cadet use and incoming mail will be distributed daily. The mailing address is:

Cadet's SURNAME, Initials  
Name of Course  
Albert Head ACSTC  
PO Box 27045  
Victoria, BC V9B 5S4

48. When writing to a cadet, please do not use their cadet rank (ie. Cpl, Sgt, etc) as this may delay distribution of mail.

## **RECREATIONAL ACTIVITIES**

49. Various activities such as swimming, sports and visits to educational and cultural facilities are organized when possible. When cadets are not undergoing training, they may visit the on-site cadet canteen which provides a relaxed atmosphere and sells various refreshment, snack items, souvenirs and personal hygiene items. Movies may be shown during non-training hours.

## **PASSES**

50. The CSTC may authorize cadets to leave the confines of the training centre under the supervision of family or friends. Such passes will only be granted with previous authorization from the cadet's parent/guardian on the attached parental declaration or who is listed in Fortress Version 2. Although these passes may be granted, the training schedule is very busy and passes should only be requested when training will not be disrupted.

## **VISITORS**

51. Weekend day or evening visits by parents or relatives may be arranged as the training schedule permits. Requests must be made in advance through the Course Director of the course the cadet is attending. Please call 1-866-391-4104 and ask to be connected to the specific Course Director.

## GRADUATION PARADES

52. Relatives and friends of cadets are invited to attend course graduation parades. Guests should arrive half an hour prior to the scheduled start time for the parade. Parking is limited at the CSTC so there may be a distance to walk to the parade location. Graduation parades will be held on the following schedule:

- |    |  |                               |
|----|--|-------------------------------|
| a. | General Training 1   | 1000 hrs (10:00 am) 18 Jul 14 |
| b. | Basic Drill and Ceremonial/Basic Survival/Basic Fitness<br>and Sports/Basic Aviation Technology 1  | 1000 hrs (10:00 am) 25 Jul 14 |
| c. | General Training 2   | 1000 hrs (10:00 am) 1 Aug 14  |
| d. | General Training 3   | 1000 hrs (10:00 am) 14 Aug 14 |
| e. | Basic Drill and Ceremonial/<br>Basic Survival/Basic Fitness and Sports/<br>Basic Aviation Technology 2/Intermediate<br>Musician/Drill and Ceremonial<br>Instructor | 0915 hrs (9:15 am) 15 Aug 14  |

53. Parents/guardians who intend to pick up their children following the graduation parade must be aware that the cadets will need to complete their out routine, various administrative functions and be cleared to depart from the CSTC prior to leaving. We estimate that they will be free to depart at approximately 1630 hrs (4:30 pm). (Note: Cadets graduating from GTC3 on 14 Aug 14 must remain at the CSTC until 1630 hrs on 15 Aug 14. They will be able to proceed home with parents at that time.) Follow this link <http://goo.gl/maps/xJDsv> for a map.

Annex A  
to AHACSTC Course Cadet Joining Instructions



## PARENTAL/GUARDIAN DECLARATION AND CONSENT FORM

**IMPORTANT: This form must be completed in full and brought by the cadet to the CSTC.**

Cadet/Staff Cadet: \_\_\_\_\_  
(Surname) (Given names) (Unit)

Course: \_\_\_\_\_

### MEDICAL INFORMATION

My son/daughter ward:

- has not had any medical problems or undergone any medical treatment since offer of participation was completed.
- has had a change in medical condition since the offer of participation was completed. (AN EXPLANATORY NOTE MUST BE ATTACHED WITH DETAILS)

### Emergency contact if parent/guardian cannot be reached:

Name: \_\_\_\_\_ Relationship to Cadet: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #s (H) \_\_\_\_\_ (W) \_\_\_\_\_

### CONSENT FOR DAY / OVERNIGHT / WEEKEND PASS

Authority is granted for my son/daughter/ward to proceed away from the CSTC on a day/overnight/weekend pass.

- Yes  No

If granted, he/she will be under the supervision of:

Name	Relationship to Cadet	Address & Phone #'s

### STAFF CADETS ONLY.

Authority is granted for the above named cadet to have unsupervised trips away from the CSTC.  Yes  No

### PARENTAL/GUARDIAN SIGNATURE

Name: \_\_\_\_\_ (Print) Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #s (H) \_\_\_\_\_ (W) \_\_\_\_\_

Summer Address: \_\_\_\_\_

The information provided above is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Annex B  
to AHACSTC Course Cadet Joining Instructions

**REQUEST FOR PARENTAL/GUARDIAN PICK UP/DROP OFF OF CADETS**

<b>SECTION "A" - CADET PERSONAL DATA</b>				
CADET CORP/SQUADRON NO & NAME NO ET NOM DU CORPS/ESCADRON DE CADETS			LOCALITY (CITY) - LOCALITÉ (VILLE)	
RANK - GRADE	SURNAME - NOM	FIRST NAME - PRÉNOMS	SEX - SEXE	TELEPHONE - TÉLÉPHONE ( )
ADDRESS - ADRESSE		CITY - VILLE	PROV.	POSTAL CODE
<b>SECTION "B" - CADET ACTIVITY</b>				
EMPLOYMENT - COURSE - EXCHANGE - OTHERS EMPLOI - COURS - ÉCHANGE - AUTRES			CSTC - COUNTRY OF EXCHANGE - OTHERS CIEC - PAYS D'ÉCHANGE - AUTRES	
<b>SECTION "C" PICK UP/DROP OFF POINT</b>				
DROP OFF POINT - LIEU DE DÉBARQUEMENT			TIME AND DATE - HEURE ET DATE	
PICK UP POINT - LIEU D'ÉMBARQUEMENT			TIME AND DATE - HEURE ET DATE	
<b>SECTION "D" AUTHORIZED PERSON</b>				
NAME OF PERSON AUTHORIZED TO PICK -UP THE CADET  _____			TELEPHONE - TÉLÉPHONE HOME-DOMICILE: ( ) WORK-TRAVAIL: ( )	
(PRINT/LETTRES MOUILLÉES)				
NAME OF ALTERNATE PERSON AUTHORIZED TO PICK-UP THE CADET  _____			TELEPHONE - TÉLÉPHONE HOME-DOMICILE: ( ) WORK-TRAVAIL: ( )	
(PRINT/LETTRES MOUILLÉES)				
<b>SECTION "E" PARENT/GUARDIAN SIGNATURE</b>				
AUTHORIZING SIGNATURE - SIGNATURE D'AUTORITÉ  _____			TELEPHONE NUMBERS - HOME-DOMICILE: ( ) WORK-TRAVAIL: ( )	
(SIGNATURE)	(PRINT/LETTRES MOUILLÉES)			
<b>SECTION "F" SIGNATURE OF COMMANDING OFFICER/DESIGNATE</b>				
CORP/SQUADRON COMMANDING OFFICER/DESIGNATE  _____			TELEPHONE NUMBER - HOME-DOMICILE: ( ) WORK-TRAVAIL: ( )	
(SIGNATURE)	(PRINT/LETTRES MOUILLÉES)			
<b>SECTION "G" SIGNATURE OF PERSON PICKING UP CADET</b>				
<i>To be signed at time of pick up</i>				

(SIGNATURE)	(PRINT/ LETTRES MOUILLÉES)	(DATE – TIME)
-------------	----------------------------	---------------

**\*\*\* NOTES\*\*\***

- 1. DND is responsible for transporting the cadet from LHA (Local Headquarter Area) to authorized activity only. Any deviation from pre-authorized transport arrangements are the financial and administrative responsibility of the authorizing parent/guardian.**
- 2. The completion of this form does not automatically guarantee that the movement staff will be able to accommodate the request.**
- 3. Person picking up the cadet must be the person(s) authorized in Section D, be at least 18 years old and must provide picture ID.**
- 4. This form must only be completed if the pick up or drop off point differs from the pick up of drop off point assigned in the movement orders.**



**OTC (Over the Counter) / prescribed  
MEDICATION ADMINISTRATION  
(must be filled prior to CSTC)**

1. Identification of cadet:

\_\_\_\_\_

\_\_\_\_\_  
(Full name and initials, unit and date of birth)

2. I, (parent/guardian/physician) give consent for this cadet to use over-the-counter (OTC) or prescription medications for known conditions.

3. I am aware that supervisor and medical staff will secure medication and make it available to the cadet at the prescribed time and they are available should the cadet have questions or concerns regarding medication.

4. Medication and quantity brought by the cadet :

a. Name of drug \_\_\_\_\_

Dosage \_\_\_\_\_

Administration time \_\_\_\_\_

Total quantity \_\_\_\_\_

b. Name of drug \_\_\_\_\_

Dosage \_\_\_\_\_

Administration time \_\_\_\_\_

Total quantity \_\_\_\_\_

\_\_\_\_\_  
(Parent/guardian/physician - signature and date)

Note: The medication needs to be in the original package or (if possible) blister packed.

**ADMINISTRATION DE MÉDICAMENTS EN  
VENTE LIBRE /prescription (REMPLIR  
avant le cIEC)**

1. Identification du cadet :

\_\_\_\_\_

\_\_\_\_\_  
(Nom complet, initiales, unité et date de naissance)

2. Je, (père/mère/tuteur/médecin), consent à la consommation par ce cadet, de médicaments en vente libre ou prescription visant des états connus.

3. Je comprends que le superviseur ainsi que le personnel médical va sécuriser et distribuer les médicaments au cadet au temps prescrit et sera disponible pour répondre aux questions ou aux préoccupations du cadet quant à ses médicaments.

4. Médicaments et quantités conservés par le cadet :

a. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Heure d'administration \_\_\_\_\_

Quantité totale \_\_\_\_\_

b. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Heure d'administration \_\_\_\_\_

Quantité totale \_\_\_\_\_

\_\_\_\_\_  
(Père/mère/tuteur/médecin – signature et date)

Nota: Les médicaments doivent être dans leur emballage original ou sous plaquettes

Identification of cadet:

\_\_\_\_\_

\_\_\_\_\_  
(Full name and initials, unit and date of birth)

c. Name of drug\_\_\_\_\_

Dosage\_\_\_\_\_

Administration time\_\_\_\_\_

Total quantity\_\_\_\_\_

d. Name of drug\_\_\_\_\_

Dosage\_\_\_\_\_

Administration time\_\_\_\_\_

Total quantity\_\_\_\_\_

e. Name of drug\_\_\_\_\_

Dosage\_\_\_\_\_

Administration time\_\_\_\_\_

Total quantity\_\_\_\_\_

f. Name of drug\_\_\_\_\_

Dosage\_\_\_\_\_

Administration time\_\_\_\_\_

Total quantity\_\_\_\_\_

\_\_\_\_\_  
(Parent/guardian/physician - signature and date)

Note: The medication needs to be in the original package or (if possible) blister packed.

Identification du cadet :

\_\_\_\_\_

\_\_\_\_\_  
(Nom complet, initiales, unité et date de naissance)

c. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Heure d'administration\_\_\_\_\_

Quantité totale\_\_\_\_\_

d. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Heure d'administration\_\_\_\_\_

Quantité totale\_\_\_\_\_

e. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Heure d'administration\_\_\_\_\_

Quantité totale\_\_\_\_\_

f. Nom du médicament \_\_\_\_\_

Dosage \_\_\_\_\_

Heure d'administration\_\_\_\_\_

Quantité totale\_\_\_\_\_

\_\_\_\_\_  
(Père/mère/tuteur/médecin – signature et date)

Nota: Les médicaments doivent être dans leur emballage original et de préférence sous