

KIDS HAVEN CHILDCARE CENTRE

REGISTRATION FORM

School Child is Attending: _____

Registration Date: _____

Child's Full Name: _____

Child's Birthdate: _____

Child's Address: _____

Parent's Name: _____

Address: _____

City: _____

Postal Code: _____

Place of Work/School: _____

Work/School Phone: _____

Home Phone: _____

Cell Phone: _____

Hours of Work/School: _____

Driver's Licence #: _____

Child AB Health Care #: _____

Immunizations up to Date: ____ Yes ____ No

Ongoing Medications: ____ Yes ____ No

Please explain: _____

Allergies: _____

Emergency Contact

Name: _____

Work Phone: _____

Home Phone: _____

Cell Phone: _____

Address: _____

Relationship to Child: _____

**Subsidy is the responsibility of the parent. Please be sure that you know when your subsidy expires and reapply before the deadline. Should you not, you will be responsible for full childcare fees that month.

** Payments must be made on time. There may be a \$50 late payment fee incurred if paid after the 5th of the months unless other arrangements have been made.

Email Address: _____

Parent's Name: _____

Address: _____

City: _____

Postal Code: _____

Place of Work/School: _____

Work/School Phone: _____

Home Phone: _____

Cell Phone: _____

Hours of Work/School: _____

Driver's Licence #: _____

Are there any custody arrangements that we should be aware of? _____

Updated: _____

CHILD HISTORY AND RELEVANT INFORMATION

1) Does your child have any special circumstances that we should be aware of?

2) Is there any professional information concerning your child's development that you can provide the centre that will be helpful to the staff caring for your child? (Please provide us with a copy, if possible)

3) Does your child have any allergies, or recurring medical problems? If so, name them and tell us signs/symptoms.

4) Any diseases or operations? Please list dates, if applicable.

5) Any medication given regularly? _____

6) Type, and time given? _____

7) Any particular fears? _____

8) Child's reaction to stress? _____

9) Child's reaction to illness? (ie: will they tell staff?)

10) Parent's method of guidance at home?

11) Siblings? _____ Ages: _____

12) Child's favorite activities:

13) Prior daycare or out of school care experience?

14) Appetite, strong likes and dislikes? _____

15) Immunizations up to date? () Yes () No

16) If not, why? _____

17) Will you be applying for subsidy? _____

18) How did you hear about us? _____

Anything else that you want us to know about your child?

KIDS HAVEN CHILDCARE CENTRE RELEASE POLICY

No children at Kids Haven Childcare Centre will be released to other parties other than the custodial parents/guardians unless a release form has been signed by the parent, or the centre receives a phone call from the parent authorizing a third party to pick up their child(ren).

This policy is for your child's protection.

PLEASE NOTE:

Identification will be requested if the staff do not recognize the person picking up your child.

The following people, other than myself, may pick up my child:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Date: _____

Parent/Guardian Signature: _____

BEHAVIOUR AND TERMINATION POLICY

Our goal is to work with parents and children who may have behaviour issues and concerns. We work with parents and children to resolve issues and concerns. Immediate termination will occur when discussions do not result in a resolution. The centre will try to resolve most difficulties through discussions with the child and/or parent.

The following will result in termination:

- When the developmental and socialization needs of the child cannot be met at the centre.
- When the child's behaviour puts his/her safety and/or the safety of the other children and staff at risk.
- When we are unable to work with the parents/guardians to resolve the conflict.
- When fees are not paid and/or subsidy is not renewed.
- When parents/guardians are consistently late in picking up their children.

Date: _____

Parent Signature: _____

PERMISSION FORM (PLEASE SIGN WHERE APPLICABLE)

CENTRE OUTINGS

I give _____ (child's name) permission to accompany the staff of Kids Haven Childcare Centre on area excursions (walks, parks, schools, local stores, etc.), and that they may be transported in the following manner(s):

- a) Walking
- b) Yellow Bus

**Please note that in the case of a field trip, a separate field trip permission form will need to be signed specific to the event.

Parent/Guardian Signature

Date

SCHOOL PICKUP AND DROPOFFS

I give _____ (child's name) permission to be dropped off and picked up from his/her designated school by the staff of Kids Haven Childcare Centre and that they may be transported in the following manner(s):

- a) Walking
- b) Daycare Van (in extreme weather conditions)
- c) Staff Vehicle (in extreme weather conditions)

** Please note that an in-depth School Transportation Policy will need to be read and signed as well.

** Please see the Weather Policy in the Family Handbook for further information about extreme weather and school pickup and dropoff.

Parent/Guardian Signature

Date

RELEASE OF CONFIDENTIAL INFORMATION – KIDS HAVEN CHILDCARE CENTRE

I, _____, do hereby grant to Kids Haven Childcare Centre to release confidential information to any one or more following:

- a) Social Worker
- b) Student Finance Department
- c) Province of AB Child Care Subsidy Assessor
- d) School Child is Attending
- e) Government of AB Income Support

(collectively the “Agencies”) in connection with subsidies or loans to pay (in whole or in part) the cost of my child(ren) _____ attending Kids Haven Childcare Centre now, or in the past.

I hereby grant consent to each and every one of the Agencies to release confidential information to Kids Haven Childcare Centre in connection with my child, subsidies or loans to pay the cost of my said child attending Kids Haven Childcare Centre now, or in the past.

In these regards, “I hereby consent and waive my rights to confidentiality specifically so as to allow Kids Haven Childcare Centre to process and collect fees owing to Kids Haven Childcare Centre for childcare services for my said child being rendered at this time or which have previously been rendered.”

The waiver of confidentiality and consent to such waiver is hereby granted pursuant to S.16(2)(a) of the Freedom of Information and Protection of Privacy Act.

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Date

AUTHORIZATION WAIVER – KIDS HAVEN CHILDCARE CENTRE

Having entrusted the care of my child(ren) to Kids Haven Childcare Centre, I hereby authorize them to utilize any emergency care required.

I give permission for Kids Haven Childcare Centre to take my children to and from any activity outside of the facility.

I give permission for Kids Haven Childcare Centre to post my child’s name (on cubbies, artwork, birthday board, etc), photos (on boards, albums, etc), and medical information (for staff reference only).

Parent/Guardian Signature

Parent/Guardian Name

Date

SOCIAL MEDIA AGREEMENT

Social media has become such a major component of our daily lives. Our program will ensure that the safety and privacy of our families and staff are respected and protected. Our policy states that “we do not post any information on social media. This includes Facebook, Instagram, Twitter and all other social media outlets.”

Upon signing this agreement, you also agree that you will not post any pictures, names or anything else to do with the daycare families, children or staff on any social media platforms.

I, _____, agree that I will not post or talk about anything related to the child/children’s daycare on any type of social media.

Child/Children’s Names: _____

Parent/Guardian Signature

Date

Director Signature

Date

KIDS HAVEN CHILDCARE CENTRE – TERMS OF AGREEMENT

The Daycare/Out of School Care will operate under the authority of Kids Haven Childcare Centre

FEES/PAYMENT

1a. The Daycare/Out of School Care shall provide care for _____ at Kids Haven Childcare Centre, located at 2E Sir Winston Churchill Ave, St. Albert, for the sum of \$_____ per month.

1b. The monthly fee shall be paid by the parents on or before the 5th of each month. Failure to pay childcare fees will result in immediate termination of your childcare spot(s) unless alternate arrangements have been made with the Director. Late paid fees may be subject to a \$50/month charge.

1c. All outstanding accounts must be cleared by an arranged date. If this is not complied with, your outstanding fees will be sent to our collection agency.

1d. Fees are subject to change at the discretion of the Daycare/Out of School Care. Families will be provided with 30 days notice prior to any fee changes.

1e. Parents are required to pay the full monthly rate even when their child is absent or on holidays from the Daycare/Out of School Care. This guarantees the childcare spot.

1f. Full time subsidized parents/guardians must have their children in the Daycare/Out of School Care for 100 hours/month (daycare) and 50 hours/month (OSC) to qualify for their full subsidy. Subsidized parents will be responsible for paying any non-subsidized portion of the monthly fees for their child.

1g. Subsidized parents who do not meet the allocated subsidized hours will be responsible to pay the pro-rated portion and parent portion in full.

1h. A registration fee of \$100/child must be paid upon registration. This is non-refundable and guarantees the centre holding the spot(s) for you. In the case of an infant registration, a \$350 non-refundable deposit must be paid upon registration. Infant spots are popular, but limited. This ensures that we will hold your infant spot for you. \$300 paid will go towards your first month of infant fees.

HOURS OF OPERATION

2a. The Daycare/Out of School Care hours of operation shall be from 7am-545pm and will be closed on all Statutory holidays.

2b. A late fee of \$1/minute will be charged to parents picking children up later than 545pm. This is to be paid directly to the staff members working at that time.

ADMINISTRATION OF MEDICINE/ILLNESS

3a. The Daycare/Out of School Care may engage medical assistance for any child left in its care it, in its sole discretion, deems it necessary. The expense, if any, of such medical assistance shall be paid by the parents/guardians.

3b. Except as set out in (a) above, the Daycare/Out of School Care shall not dispense any medicine or medically prescribed treatment to any child left in its care, unless a parent/guardian signs a medication form. This form is available from the Daycare/Out of School Care. The medication must be in the proper dispensed container or we are unable to give to the child. **Please see medication policies in the Family Handbook.

3c. Parents/guardians shall not deliver children who are ill to the Daycare/Out of School Care. Parents will be contacted and requested to pick up their children who, during the course of the day, become sick with vomiting, diarrhea, contagious disease, infectious pink eye and/or fever of 100F/38C or higher. If your child is too sick to be at school, he/she is too sick to be at daycare.

3d. If your child has had a contagious disease and the other children have been exposed to it during the contagious period, parents are to inform the Daycare/Out of School Care immediately.

SPECIAL CIRCUMSTANCES

4a. If at any given time the Daycare Operator/Management feel that the safety and/or well being of the daycare, the children, or the staff are jeopardized, termination of your childcare spot(s) will be effective immediately.

4b. The daycare will provide 30 days written notice of any additional closure dates during the holiday season. We will be closed during the Christmas break. Dates and times will be posted.

4c. During the year, we will be closed for up to 2 Professional Development Days. Closure dates will be posted. One closure date is to attend the annual Childcare Conference and next closure date will be prior to the first day of school to partake in workshops and prepare rooms for the school year.

4d. If your child is too ill to partake in the daily routine of the daycare (including going outside, attending school, etc.), then Daycare Licensing states they are unable to attend the daycare.

4e. Parents who have children with dietary restrictions due to food allergies, sensitivities, etc., must provide the food to meet their child's daily nutritional requirements. There will be no decrease in monthly fees because of this.

4f. All children are required to be dropped off at the centre by 9:30am unless an alternate arrangement has been made. This is to help ensure proper staffing, ratios are met and allow for your child to partake in the daily routine.

4g. It is mandatory for ALL authorized persons dropping off and picking up children to sign the child(ren) in and out and initial at the end of each day.

4h. A permission form needs to be filled out and signed to allow your child to walk to and from the centre alone.

4i. Parents/Guardians must provide 30 days notice to the Daycare/Out of School Care when terminating the spot, or full fees for the month will be due.

AUTHORIZED PERSONS

5a. A child in the care of the Daycare/Out of School Care must only be released to authorized persons as identified in writing by parents on the registration form. Daycare/Out of School Care staff will request identification before releasing a child to an authorized pick-up person.

Parents Signature

Date

5b. Only staff with a current first aid certificate will administer prescription and non-prescription medication with a completed medical form, and medication label stating child's name and the dosage.

ADMINISTRATION OF MEDICATION

Staff will not administer any medication for which a parent has not completed the Daycare/Out of School Care medication form. Prescribed medication must be in the original container and labelled showing the name of the physician, patients name, date of issue, dosage instructions and time period.

Non-prescription drugs (advil/Tylenol/cough syrup/etc.), must be in original container and labelled with the child's name and dosage. Staff will administer non-prescription drugs with a completed medication form. Non-prescription medication will not be administered for a sick child. A doctors note may be required to administer non-prescription medication. We will not administer any herbal or homeopathic medicines without the original container and dosing instructions.

SICK CHILDREN'S POLICY

The following will apply to any child who becomes ill while attending the Daycare/Out of School Care:

- Parents/guardians shall not deliver children who are ill to the Daycare/Out of School Care. Parents will be contacted and requested to pick up their children who, during the course of the day, becomes sick with vomiting, diarrhea, contagious illness, and/or fever of 100F/38C. The only exceptions to diarrhea or fever may be teething or effects of immunizations. In all other cases, the child must be 24 hours symptom free before returning to the Daycare/Out of School Care.

ACKNOWLEDGEMENT AND AGREEMENT OF THESE TERMS

The parents/guardians acknowledge that they have reviewed this agreement, and agree that they will follow the guidelines and directions herein contained.

The above conditions are legal and binding upon the signing of this agreement.

Dated this _____ day of _____, 20_____.

Parent/Guardian Signature

Parent/Guardian Birthdate: _____

Director Signature

Date

CHILD GUIDANCE POLICY

Developing self control and learning appropriate social behaviours are essential to children's social development. By encouraging children's self respect for others, primary staff members can help children develop self control and sensitivity in their positive interactions with others. Proper child guidance is the process by which children are guided and encouraged to learn in positive ways. Our centre prohibits the use of corporal and/or abusive verbal punishment. Preventative strategies, positive guidance and proper role-modeling are methods we use to achieve the desired behaviours.

CODE OF ETHICS

We strive to understand the family dynamics and needs of the families that we serve, and to help to support the children and families in our care.

Obligations to Children

Recognizing these responsibilities as educators of young children in their time of greatest vulnerability, we, to the best of our ability, shall devote ourselves to the following commitments:

1. We shall recognize the unique potential to be fulfilled in each child.
2. We recognize the need to protect and extend the child's well-being , emotional stability, and social responsibility.
3. We undertake to treat all children equally without regard to race, sex, creed, social economic status, handicap or appearance.
4. We will refrain from physical punishment, verbal abuse, social abuse, and any other action, which could be detrimental to the self-esteem of children in interactions with them.

Obligations to Families

1. We undertake to share with families our knowledge and understanding of the child's learning and developmental process and where possible, support positive growth in the family setting.
2. We undertake to respect the confidential nature of information obtained about children and their families and agree not to release this information except to those people who have provided it to us.
**See Release of Confidential Information
3. We will strive to respect and support the family-child relationship of all families in our program.
4. At our centre we have an obligation to our families. We will report any forms of abuse, mistreatment or negligence.

Obligations to Colleagues

1. We undertake to present professional qualifications, experience and affiliations honestly.
2. We agree to speak or act on behalf of an Association or organizations only when duly authorized and then do so accurately.
3. We respect the confidentiality of the views expressed in private by colleagues.
4. We support a climate of trust and forthrightness in the workplace that will ensure that colleagues are able to speak and act in the best interests of children without fear or discrimination.

PARENT POLICY CONTRACT – KIDS HAVEN CHILDCARE CENTRE

I, _____, have received an orientation to the centre (ie: a tour, registration forms, and a Family Handbook.)

I, _____, have been introduced to the staff at the centre.

I, _____, have read and understand the policies and procedures outlined in the Family Handbook.

I, _____, understand my responsibility as a parent, and respect the expectation of the centre.

I, _____, will provide all required items to aid in my child's daily routine (ie: diapers, wipes, extra clothes, proper outdoor wear, indoor shoes, etc.)

Parent Signature

Date

Director Signature

Date

KIDS HAVEN CHILDCARE CENTRE



REGISTRATION BOOKLET