

AMBLESIDE AFTER SCHOOL CARE

REGISTRATION FORM

CHILD INFORMATION

Child's Name _____ Starting Date _____

Date of birth _____

Child's address _____

Alberta Health Care number _____

Father's Name _____ Mother's Name _____

Address _____ Address _____

Home phone number () _____ Home phone number () _____

Cellular phone () _____ Cellular phone () _____

Father's email address: _____ Mother's email address: _____

Father's place of work _____ Mother's place of work _____

Work phone number () _____ Work phone number () _____

Employer's name _____ Employer's name _____

Business address _____ Business address _____

Work Hours _____ Work hours _____

Emergency contact persons other than parents/Guardians

Primary emergency contact person _____

Home phone () _____ Work phone () _____

Address _____

Relationship to the child _____ (is this person allowed to pick up the child? Yes ___ No ___)

Allergies: Food _____ Medicine _____ **Dietary restriction** _____ Other _____

Medication: Indicate if your child is on regular medication: _____

Is your child's immunization up to date? Yes _____ No _____ (explain) _____

Household Information

Name of Parents/Guardian with legal custody to the child

Mother _____

Father _____

Both Parents _____

Others _____

Who will bring the child to the daycare _____

Who will pick up the child from daycare _____

Marital status of parents

Married _____ Single _____ Separated _____ Divorced _____ Widowed _____ Other _____

Other household members (include siblings, grandparents, nanny, etc)

1. Name _____ Age _____ relationship to child _____

2. Name _____ Age _____ relationship to child _____

3. Name _____ Age _____ relationship to child _____

Authorized to Pick Up

Person(s) authorized to pick up the child (besides parents, guardians or emergency contact persons)

Name _____ Comment _____

Name _____ Comment _____

Please provide us a Password if you need to address unusual situation _____

Person(s) not authorized to pick up the child

Name _____ Comment _____

Medical Information

Child's physician _____ Phone () _____

Child's dentist _____ Phone () _____

Preferred hospital _____ Phone () _____

Any health condition of the child which you may need us to know _____

In case of illness who should we contact first _____ Phone () _____

Relationship to the child _____

Tell us about your child

(Please be detailed in your responses as this will allow us to get to know your child and allow us to accommodate his/her needs better)

What are your short term goals for your child

What are your long term goals for your child _____

Does your child has any special behavior, or needs which you may want us to know, if yes please tell us how to assist him/her on this _____

Does your child has any fear and or scared of some things like loud noise, dark; Yes _____ No _____

Explain _____

Do you have any concern about your child's development? Yes _____ No _____

Explain _____

How would you describe your child's daily mood (check appropriate, you may check more than one)

Comments

Always happy () _____

Difficult () _____

Shy () _____

Depressed () _____

Easy going () _____

Moody () _____

Sad () _____

Sensitive () _____

Slow warm up () _____

Sociable () _____

What is your child's favorite activity or interests _____

What is the primary language spoken at home? _____

Is there any pertinent information about your child general health or personal history that we should know? Yes ___ No ___ if yes please explain _____

Is your child enrolled in any other extra-curricular activities? Yes _____ No _____ if yes what are those activities and when does he/she attend _____

Sharing Child Specific Information Policy:

To help ensure safety, well-being and development of the children in our centre, Ambleside works with other services providers, such as schools, therapists and other organizations. Open communications between these parties are important to the children and families in our care. The centre needs the permission from parents in the event that we are in a position to do this for the benefit of the child. We therefore ask parents/guardians to sign permission to discuss items which are related to their child's time with us and in turn to seek information from the service partners which would help our centre to meet your child's needs. A copy of consent form is included in your child's registration form, and parents need to sign the consent.

All the information regarding individual children will be communicated in a formal and confidential manner. The following is the parent permission form to allow the centre to share information with schools and /or agencies/organization:

Authorization to share child specific information with schools/agencies

I, _____, the parent, guardian, or legally authorized representative of _____ (child's first and last names), authorize/do not authorize Ambleside after school care to share the information and/or records about the above mentioned child with the school _____(Name your child school);or the organization/agency _____(Name of the organization/agency); for the purpose of planning and providing services together.

This release consent automatically expires when the above-mentioned child is no longer attending the Ambleside Out of School Care; or when the child is not getting assistance from the above mentioned agencies/school, whichever occurs sooner.

Printed name of parent _____ Parent signature _____ Date _____

Printed name of staff _____ Staff signature _____ Date _____

Name of School/Agency _____

Childcare Philosophy

The Ambleside After School Care have an open door policy and learning through play is the base of our program. The routine is balanced between independent times and staff directed times to allow children to freely and comfortably decide on the activities they wish to pursue as well the time to learn in the group setting. Learning through play provides the children opportunities to grow and enhance their creative, intellectual, social, physical and emotional development. Language will strive to foster positive self-image and respect for all the children and adults. Building positive relationship is the core of our practice. Families play the most important role in the children's lives, keeping close communication with families is important for the optimal care of the children.

Permission to participate in different activities

At the daycare and After School care we have different activities for our children which we need parents/guardians to give us permission to do that. Please indicate below whether you allow/not allow your child to participate in those activities:

I give / do not give permission for my child _____ to participate in spontaneous walking trips/nature walk in the neighborhood/ excursions e .g. visiting the nearby school parks.

I give/do not give permission to staff to take mini videos or still photos of my child _____when at play both (indoors and outdoors), and those photos/video will be strictly used or displayed inside the classroom only and not outside the centre.

I give/do not give permission to the day care staff to apply First Aid or additional health care to my child (name _____) and

I give/do not give permission to the staff to call 911 or ambulance in case of emergency situation for my child _____ and the parent will be responsible for the ambulance charges.

Holiday policy

Day Care and after school care will be closed from Christmas Eve and will open on first working day in New Year. Center will remain closed for all the statutory holidays.

Payment policy:

The children who have been in the centre **more than three months**, all the payments are due the first week of the month (5 working days), after that the charge of \$5 per day will be charged as late fee. (Parent initial _____)

New families: the fee is due the first day of the month for three months, after that families will follow the five working days policy (Parent initial _____)

Registration fee policy: Parents must pay registration fee of \$50. The fee is non-refundable and won't apply in the monthly fee. (Please initial _____)

Medication Policy: Parents are required to fill out a medication form if your child needs a medication during the day. Medication must be in the original container. The prescribed medication must have the child name.

Illness policy: If your child has been or is been vomiting, has a fever, diarrhea or extreme cough, he/she should stay home until recovery. In case it happens when the child is at the center the staff will call the parent to pick up the child immediately.

Field trips: Every summer in the months of July and August we will have field trips for preschool and after school children. There will be extra charge during summer to cover the cost of the field trips.

Release of your child: Please inform staff, if someone else will pick up your child even if these people are already on authorized release, we cannot release your child to anyone without your prior consent. Photo identification will also be required.

Toys policy: We encourage parents to keep their child's toy at home so as to minimize frustration among other children. These toys can be misplaced or get lost at the daycare and the child will be upset. Day care will not be responsible for lost or broken toys brought from home. However parents can bring comfort items from home to ease the transition from home to day care. Item should be only one and the same daily, like special blanket or toy!

Child guidance policy: All our staff understand the importance of establishing and being consistent with limits set for our centre. Our policy is to guide and remind the children the limits on daily basis and being consistent, by redirecting, acknowledging feelings, giving choices, stating rules and expectations. We encourage children to solve their own conflicts with others with staff support. We also encourage cooperation. Staff will help children understand their own feelings and emotions and feelings and emotions of others; also the impact of their behavior on themselves and others. Parents will be notified verbally or in writing if there were issues during the day.

Hours of operation and Late pick up policy: The Ambleside opens from 7:00am -6:00 pm. Please pick your child no later than 6:00pm. Otherwise, pay the late fee directly to the staff as follow: 5 minutes late=\$5; 10 minutes=\$10; 15 minutes=\$20; 15-30 minutes=\$50. More than 30 minutes is not acceptable and staff may need to call social services if parents do not notify the centre that they are on their way to pick up their child. You will need to sign to acknowledge that you understand the late pick up policy

Parent's signature _____ Date _____

Snacks and meal time: We serve breakfast from 7am till 8:00am. If you are planning to come after that time, please let your child have breakfast at home. Lunch time is at 12:00 for kindergarten only. The first grade and up will have lunch at the centre at 12:00 noon only on non-school days and the parents have to provide lunch to their children. Afternoon snack is served at 3:45pm, and the daycare will

provide snacks. If your child stays to the daycare after 4:00pm we encourage the parents to pack some extra snacks.

Allergies: if your child has allergies, parents must indicate in the registration form, stating what types of allergies their child has. Also indicate if your child has emergency medication such as epipen, or puffer. Due to many children having nuts allergies Ambleside is not serving any nuts or nuts products to the children. Also parents are not allowed to bring nuts or nuts products to the centre.

Parents/staff relationships: We encourage positive relationships between staff and parents this will ease the communication and feedback about your child and how his /her day was.

Parents' involvement is encouraged

We welcome the parents to join us in the following activities:

1. Field trips
2. Donate art items like papers
3. Sharing special skills/talent you may have with children
4. Reading books with children
5. Cultural events with children and other families
6. Share cultural recipes with children and families
7. Others _____

Termination policy

The daycare needs a one month notice when parents/guardians decide to remove the child from the daycare. This will allow the centre to enroll other children who are in the waiting list. For that reason we would like you to sign below that you agree to give the centre a one month notice

I agree to give one month notice in case my child is not going to attend the daycare, or I will have to pay one month fee.

Parents Signature _____ **Date** _____

The centre also has the right to terminate your child if we cannot meet the needs of your child, or if your child's behavior is causing safety issues to him/her and other children/staff.

Registration fee: I understand that Registration fee \$50 is non-refundable. (**Parent initial** _____)

I also understand that there is a charge of \$25 for the NSF checks will be levied. (**Parent initial** _____)

Parents' responsibilities

Parents must: -sign your child in and out every day on children's attendance sheet.

- Keep the centre aware of anything that may cause change in your child's behavior.
- Notify us if someone else is picking up your child, call, or say it verbally and write in the parent communication book.
- Notify the centre if the child is not in school or will be picked from school at the end of the day.
- Pay fee the first week of every month. (Five working days)
- Notify the centre if your phone number and address change.
- Call by 8 am if your child is not coming that day.
- Take your shoes off in the front entrance

Parent Orientation Checklist

When a child is enrolled at the Ambleside Afterschool Care, we give the parents an orientation, before the child starts attending.

- () Registration Form, we make sure all information on both sides are completed.
- () Special instructions regarding: *Medical history or *Pick up authorization
- () Emergency record (photocopy of the registration form)
- () Family Photo
- () information on Payment (registration fee is non-refundable and monthly fee is due the first five working days of the month for children who are at the centre more than three months, and new families the fee is due the first day of the month for three months.)
- () Parent handbook

Policies:

- () Child guidance policy reviewed
- () Monthly fee payment procedures (is due first five working days after that there is late fee)
- () Parking
- () Notice of absence: call the centre if the child is not coming or will come late
- () the hours of operation is from 7:00 am-6:00 pm. There is a late pick up fee after 6:00pm

Philosophy

- () The importance of parent involvement

- () The quality of staff (staff biography is posted and staff qualification posted at entrance)
- () Importance of communication: Parent & Staff communication book available at entrance
- () How to use sign in/out sheet
- () Children's place where they hang their jackets and where to put their indoor/outdoor shoes

Parent Signature _____ Date _____

Declaration form 1

In order for us to run a great daycare program and serve the parents and children to the best of our ability, we need to know that parents/guardians understand all the information in the registration form. We therefore ask for your signature to acknowledge that you will follow the guidelines in this registration form. This will enable us to meet your needs to our fullest capability.

Parent/guardian signature _____ Date signed _____

Declaration form 2

In order for us to run a great daycare program and serve the parents and children to the best of our ability, we need to know that parents/guardians understand all the information provided in the parent handbook. We therefore ask for your signature to acknowledge that you understand this handbook is great value to you and us at Ambleside after school care, and that you will follow the guidelines we ask you. This will enable us to meet your needs to our fullest capability.

Parent/Guardian signature _____ Date signed _____

Director signature _____ Date signed _____

Acknowledgement

Acknowledging that you have read the parent handbook, policies and procedures

I _____, have read and understand the policies and procedures outlined in the Ambleside After School Care, and will follow them. I do agree that the policies and procedures listed in this handbook and policy manual will assist the staff to care for my child to the best of their abilities.

Parent Signature _____

Child's name _____ Date _____

If you have any suggestion regarding the policies and procedures outlined in the handbook, please don't hesitate to share with us
