



Kiddie Company Daycare Centre

1235 - 91 Street SW, Edmonton, AB T6X 1E9

Phone # 587 - 400 - 4446

REGISTRATION FORM

Registration fee (non-refundable) - \$50.00

Name of Child: _____

Start Date: _____

Parent's E-mail I.D.: (Please write in CAPITAL) _____

Child Information

Child Alberta Health Care #: _____

Age: _____ D.O.B: _____

Address: _____

Phone# (Home): _____

(Work) _____ (C) _____

Address: _____

Relationship to Child: _____

Parent Information

1. Mother's Name: _____

Address: _____

Phone Number: _____

Place of Employment: _____

Work Phone Number: _____

2. Father's Name: _____

Address: _____

Phone Number: _____

Place of Employment: _____

Work Phone Number: _____

Child's Physician Information

Name of Physician: _____

Phone #: _____

Child Time of Arrival: _____

Child Pick-up Time: _____

Authorized People to whom the child maybe released:

Name: _____

Phone #: _____

Relationship to the child: _____

Parents with custody of the child, please list any agreements:

Immunization up to Date: Yes No

Date of last Immunization: _____

Any allergies, regular medication, chronic condition, etc.:

Bus Service Required: Yes No

Emergency Contact Information (mandatory)

1. Name: _____

Phone # (Home): _____

(Work) _____ (C) _____

Address: _____

Relationship to Child: _____

2. Name: _____

Child's Personality

Please answer the following questions to help us understand your child's needs and interests.

- 1. Favourite Activities: _____

- 2. Fears (if any): _____

- 3. Dislikes: _____

- 4. Reaction to stress: _____

- 5. Previous Daycare/Day home (if any): _____

- 6. Sleep pattern: _____

- 7. Physical Goal: _____

- 8. Personal Goal: _____

- 9. Pets (if any): _____

- 10. Anything else that you would like us to know about your child/children: _____

MEDICAL CONSENT FORM

In the event of an emergency when I cannot be reached, I give my permission to Kiddie Company Daycare Centre to obtain emergency medical treatment. I agree to compensate this centre for the cost of any such medical assistance obtained.

Parent/Guardian Signature

Dated

FIELD TRIP & NEIGHBOURHOOD WALKS PERMISSION FORM

Field trips, walks to neighbourhood areas and parks are part of our regular programming at Kiddie Company Daycare, we will be taking various walking trips off the premises, within the neighbourhood. The consent form below will give us more flexibility and allow for more spontaneity in our planning. We will continue to have you provide consent forms for any motor transportation trips.

I, _____ give my permission for my child or children namely, _____ to be able to participate in the walking trips off the premises of the Kiddie Company Daycare Centre.

Parent/Guardian Signature

Dated

PERMISSION TO PHOTOGRAPH/VIDEO

I give permission to Kiddie Company Daycare for my child _____ to be interviewed, photographed, video recorded, to have their artwork and original creations displayed within the centre, and to have their allergies/ medications posted within the centre. These would be for general use and to be displayed ONLY within the boundaries of the Centre.

Parent/Guardian Signature

Dated

RELEASE OF LIABILITY AND CONSENT

I give my full consent and approval for my child(ren) to participate in activities at Kiddie Company Daycare, Kiddie Company Daycare’s designated play yard, neighbouring playgrounds, and neighbourhood walks. I understand that there are certain risks of play that **may** result in damages and injuries in the participation of my child(ren) in such activities.

I confirm that my child(ren) is capable of participating in gross motor, gym and playground/area activities and that my child(ren) is healthy and has no known disability or infirmities that would restrict his/her full participation in such activities.

Please list any and all restrictions that may affect your child(ren)’s participation in gross motor activities that Kiddie Company Daycare should be aware of:

Parent/Guardian Signature

Dated

DISTAL SUPERVISION FOR OUT OF SCHOOL CARE *(For school aged children only)*

Distal Supervision can be defined as; *intermittent supervision by a staff for an activity in a close, separate space that is planned and has a time limit.* By allowing distal supervision we are providing the children with appropriate responsibilities, the tools to becoming independent and an opportunity for small group play. All children will be advised of the rules and expectations prior to the activity. Staff will be responsible for checking in on the group every 10 minutes to ensure safety is being maintained.

By signing below, you are giving Kiddie Company Daycare permission to allow your **School-Aged child** to partake in activities where distal supervision may occur.

Parent/Guardian Signature

Dated

RELEASE OF INFORMATION

I understand that Childcare Regulations require acknowledgment for authorities to review children’s files for inspections. This information will only be shared to required authorities when needed for legal/licensing purposes.

Parent/Guardian Signature

Dated

ADMISSION POLICY/AGREEMENT

- A **\$50.00 registration fee** is payable upon confirmation of placement to ensure the space for your child.
- Monthly fees are payable on the first day of each month in full. I agree to pay any fees not covered by Ministry of Children and Family Services, Alberta Works or any other Social Assistance or support agencies due to unapproved/refused subsidy, absent days in excess of approved total, subsidy decrease, or minimum hours of attendance not met.
- Please ensure cheques are made payable to **Kiddie Company Daycare Centre**.
- **If you would like fees can also paid through E-Transfer to Kiddiecompanyfb@gmail.com**
- NSF cheques are subject to a \$25.00 charge to cover administration fees.
- **We request that your child be dropped off no later than 9:30am. This is for staffing purposes. Special circumstances always arise and if these circumstances occur, please make arrangements with the director so she may plan for staffing.**
- Please notify the daycare staff immediately when there are any changes with current address, telephone numbers, change of employer, emergency contacts, or immunizations.
- **As the daycare operates on a monthly budget with expenses that are incurred regardless of whether or not a child is present, we cannot give credit for absences due to illness or holidays.**
- If your child will be absent on any day, please let the day care know for staffing and ratio purposes.
- If you are unable to be at the center by 6:00pm please call the center so that arrangements can be made with the staff. Late fees will take effect.
- Sign the attendance sheet upon the child's arrival and their departure from the center.
- Provide a complete change of clothes. (Socks included) that are labeled with your child's name. Inside shoes are also required.
- Sign the Medication book for any medications that your child will require for that day. The medication will not be administered if the form has not been filled out completely with your child's name, exact dosage, time to be administered, date, name of medication and your signature. Medication needs to be signed in daily. If the medication is ongoing, a special form will need to be filled out by the parent with all necessary information. If your child has received medication prior to coming into the daycare please ask for the Communication Book to write down the type of medication and the dosage the child received before arriving at the center so the staff is aware that the child was or is still sick.
- Provide permission (preferably in writing) if another person is to pick up your child. Children will not be released to anyone not authorized by the admitting parent.
- I agree to follow the Alberta Health Services Covid-19 daily health and safety guidelines. Not following these guidelines could result in the termination of my child's care.
- I have read and understood the Kiddie Company Daycare Parent Handbook provided to me via email. I will abide by and adhere to all policies outlined in the handbook.
- **We require notification of any changes of the custody, guardianship or care and control of your child. A copy of any agreement or court order pertaining to those matters is to be left with the center. This will assist us in ensuring that your child is released only to an authorized person.**
- Kiddie Company Daycare Centre believes if a child is too sick to go outside, participate in daily activities or go to school (if applicable) then they are too sick to be at the center.
- If my child shows any symptoms of fever, illness, or communicable disease, I will be contacted to pick up my child.
- Kiddie Company Daycare Centre and staff will not be responsible for lost or broken toys that your child has brought from home. We ask that you leave your child's toys at home. *Every Friday of the month will be "Show and Tell" day.* On this day, your child may bring one toy from home. Please remind your child that they will be asked to share their toy.
- **If my child attends the School Age Program, I understand that the fees will increase in the month of July and August. If I do not want my child(ren) to attend during July-August, I understand that I must provide notice by June 1st. If I choose to terminate care during these months, I understand that my child's spot will not be guaranteed in September.**
- **Kiddie Company Daycare Centre requires a written notice thirty (30) days prior to you withdrawing your child.**
- I/We hereby certify that I/We have read, fully understand and agree as stated in the Parents/Guardian Handbook for Policies and Procedures of Kiddie Company Daycare Centre.
- Kiddie Company Daycare Centre reserves the right to terminate my child's care without notice should myself, a guardian, an emergency contact or my child threaten the safety or welfare of others on the premises. I acknowledge that Kiddie Company Daycare Centre has a zero-tolerance policy for any form of abuse. Behaviour by any of the aforementioned parties that does not respect race, gender, disabilities, or community, as defined by Canada's Charter of Rights will result in removal of termination of care from Kiddie Company Daycare Centre.

Your signature at the bottom of our admission policy indicates your willingness to comply with our regulations with the understanding that this agreement may be cancelled at any time by the center only if it is in the best interest of the child and the center.

SIGNATURE OF PARENT/GUARDIAN

DATE