



The following information and policies are very important and must be filled out, signed and returned to the Director/assistant Director before your Child can start.

Child's Information:

Name: _____ Date of Birth: _____ Sex: _____

Address: _____ Phone: _____

Allergies/Ongoing Medications: Yes: ___ No: ___

Additional Information _____

Are Immunizations up-to-date? Yes ___ No ___ **Alberta Health Care #:** _____

Mother's information:

Name: _____ Address: _____

Home Phone: _____ Work phone: _____ Cell: _____

Place of Employment: _____ E-mail: _____

Father's information:

Name: _____ Address: _____

Home phone: _____

Work phone: _____ Cell _____

Place of Employment: _____ E-mail: _____

Custody Agreement: (instructions or arrangements):

Doctor name: _____ **Address:** _____

Phone #: _____

Emergency Contacts (other than parents):

Name _____ Address: _____

Home phone: _____ Work phone: _____ Cell: _____

Place of Employment: _____

Relationship: _____

Release Policy: Your child will be released ONLY to those on the release form within this application. Your child won't be released otherwise without written permission from parents. If the person (including parents) is not recognized by the closing staff then we will request ID. It is very important that this form is filled out completely as well as updated periodically.

Child's name: _____ can be released to the following people:

First Aid Permission Policy:

I, _____ give my consent for a qualified first aid staff Member to use any first aid measures deem necessary.

Picture Taking and use of name Policy:

I, _____ give my consent for the use of my child's pictures and Name within the Centre. This could include bulletin boards, personal belongings, allergy lists, medication forms and newsletters.

Bug spray and sunscreen policy:

I, _____ give my consent to the staff of Little Carrots Daycare Centre, to apply bug spray and/or sunscreen when they got out for walks, and for outings outside of the Centre.

Daily Outing Policy:

I, _____ give my consent for my child to go on daily walks around the neighborhood, and trips to _____ Community Park. Children will be transported by the day care van to _____ Park. The children will be accompanied by appropriate number of teachers meeting licensing standards at all times.

All about me

This information is used to for programming purposes only!

Child's Name _____

Cultural background _____

Please list your child's favorite:

Breakfast food _____

Lunch food _____

Snack food _____

Songs _____

Books _____

Videos _____

Toy or stuffed animals _____

Cartoon character _____

Games _____

Inside activity _____

Outside activity _____

If my child has trouble falling asleep I usually:

My child is afraid of: _____

Other people who have regular contact with my child (grandparents, step parents, siblings, friends, etc)

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Anything else you would like to share about your child to help him/her feel more comfortable. Especially in the first week of care:

TERMS AND CONDITIONS

We wish to extend you a warm welcome to you and your family. We are happy to offer you a service where the happiness, safety and welfare of your child are our major concerns.

- 1) The daycare closes at 5:45 p.m. Parents picking up their children after 5:45 p.m. will be charged \$10.00 for every 15 minutes or portion thereof. Our Employees work hard all day to provide special care for your children. They too are anxious to get back home to their families after work. Please pick up your child 15 minutes before closing.
- 2) Monthly fees are payable on the first day of each month. Fees paid after the fifth day of the month will be charged a late fee of \$25.00 commencing on the 6th day of the month, if fees remain unpaid a further late fee penalty of \$25.00 on the 15th day of the month and a further \$50.00 on the 30th of the month, unless prior arrangements are made with management. There is a \$50.00 charge for NSF cheques.
- 3) There will be a \$50.00 registration charge payable at the time of registration; this is a non-refunded fees.
- 4) No refunds will be made for statutory holidays, sick days or absent time or for any other reasons.
- 5) Please inform the director (in writing) of any changes in address, phone number or Employer immediately.
- 6) Please keep your receipts intact as we are unable to issue duplicates.
- 7) The child **must** be left with a staff member in the morning, not at the door. When picking up your child in the evening, please be sure to inform the staff member that the child he/she is leaving. Please remember that it is the parent's responsibility to sign the child "in" and "out".
- 8) No medication will be administered to any child unless there is a doctor's prescription for the particular child to whom the medication is intended. All medication must be given to a staff member by the parent. Be sure to fill out the medication form posted on the bulletin board.
- 9) Please inform us of any allergies that your child may have. We do not allow peanuts/tree nuts in the center due to children's allergies.
- 10) Children should not be brought in to the center if they are sick. If a child gets sick while under the care of the center, we will phone the parent asking them to take the child from the center for medical attention.
- 11) If your child is going to be absent from the center please inform the Director/Assistant Director of the daycare center.

12) We will use all due care in caring for all children and their effects left with us: however, the daycare center will not be responsible or liable for any loss of, or for any accident, injury, sickness or disease that may occur to any child while in the care of the daycare center.

13) The daycare center reserves the right to remove from its enrollment any child who is persistent in handicapping the progress of the group.

14) This acknowledges the receipt of "Parent Hand Book."

In case of emergency, the daycare reserves to obtain appropriate medical aid from medical professionals: the parent authorizes the medical professional attending the child to pertinent information from the child's family physician, if deemed necessary.

Any articles the child brings must be labeled. The daycare center cannot be held responsible for any lost articles.

Children must have a complete change of clothes at the daycare, including a pair of "inside" shoes with rubber soles and a personal water bottle.

We will release your child only to the people authorized by you personally. If you have made special arrangements on a given day please notify the daycare Director/Assistant Director. The daycare cannot be refusing any parent access to their child in case of parental separation or dispute.

I understand the above policies clearly and that they will be enforced. In particular:

- 1) Payment of fees procedures; postdated cheques with registration
- 2) One month written notice is required upon withdrawal of child from the daycare
- 3) Late pick ups
- 4) Having alternative pick up arrangements in case of accident, storm, etc.

Print Name: _____ Relationship: _____

Parent Signature: _____ Date: _____