

## Registration for Steel Kids Childcare Centre

- To be completed by parent/guardian prior to entry into childcare centre
- There is a \$50.00 non-refundable Registration Fee at time of enrollment

Date of Application: \_\_\_\_\_ Start Date: \_\_\_\_\_

Withdrawal Date: \_\_\_\_\_

**Name of Child:** \_\_\_\_\_

Child's Date of Birth (mm/dd/yy): \_\_\_\_\_ Child's Gender: Male:  Female:

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

Home Phone Number: \_\_\_\_\_ Child's OHIP Number: \_\_\_\_\_

**Mother's/Guardian Name:** \_\_\_\_\_

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

Home Phone#: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_

**Father's/Guardian Name:** \_\_\_\_\_

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

Home Phone#: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_

**Child's Physician:** \_\_\_\_\_

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

Phone#: \_\_\_\_\_

### In Case of Emergency:

- This section must be signed by the parent/guardians of ALL children in the program.
- Should an emergency happen and we are unable to contact you please give the name, phone number and relationship of the person who is assigned to take responsibility for you child.

**Emergency Contact 1:** \_\_\_\_\_ Relation to child: \_\_\_\_\_

Work Phone#: \_\_\_\_\_ Cell: \_\_\_\_\_

**Emergency Contact 2:** \_\_\_\_\_ **Relation to child:** \_\_\_\_\_

**Work Phone#:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Authorization for Pick-Up**

Please provide the names of anyone who will be responsible for picking up your child other than the parent/guardian. All authorized person must be 18 years of age or older unless otherwise designated by written (by hand or email) parental consent. Under no circumstances will any child be released to anyone without written authorization from a parent or guardian. Please note that photo ID will be required to release the child.

**Name of person:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_

**Home Phone#:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Name of person:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_

**Home Phone#:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Medial History:**

A. Any condition or behaviour that would require special attention + history of communicable diseases:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Allergies to food, medication, animals, etc. + precautions and care:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Special Dietary requirements:

\_\_\_\_\_  
\_\_\_\_\_

D. Ongoing administration of medication (e.g. Puffers, Epi-Pen, etc.)

a. Please note that if your child requires an Epi-Pen Parents/Guardians must complete the Anaphylaxis Emergency Plan and initial training to staff provided.

\_\_\_\_\_  
\_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/ Guardian Email Address:** \_\_\_\_\_  
\_\_\_\_\_

Please Note:

The centre closes at 6:00 p.m., please ensure that you arrive before this time. There is a late fee charge of \$1.00 per minute for late arrivals. This money is owed to the closing staff because the centre does not pay the staff to stay past 6:00 p.m.

All withdrawals for our program or breaks in service must be put in a form of written notice. If notice is not received 4 weeks prior in writing you will be charged.

I, \_\_\_\_\_, have read Steel Kids Childcare Parent policies and procedures and will agree to follow them. (Dated) \_\_\_\_\_

**Permission for Walks and Participations**

I, \_\_\_\_\_ (parents/guardians Name) hereby allow my child \_\_\_\_\_ to use the playground equipment, participate in all activities and to take part in outings (community walks) supervised by staff of Steel Kids Childcare Centre. I understand that parental consent forms will be issued when the School Age/ Kindergarten Children's excursions involve the use of chartered school busses and/ or Public Transit.

*Parent's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Permission to Apply Non-prescription lotions and creams:**

I, \_\_\_\_\_ (parents/guardians Name) give permission for the employees of Steel Kids Childcare Centre to apply sunscreen, lotion, lip balm, bug spray, hand sanitizer, Vaseline and diaper cream that are non-prescription and/or are not for acute (symptomatic) treatment on my child \_\_\_\_\_. I understand that the product I provide will be labelled with my child's name.

*Parent's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Photograph Consent Form**

I, \_\_\_\_\_ (parents/guardians Name) give permission for photography of my child \_\_\_\_\_ for the purpose of documentation that illustrate how the goals and approaches listed in the Program Statement are being implemented at the centre. No photo will be posted on the website, or internet. All photos will solely be used in the centre and taken on the centre's camera.

*Parent's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## **Involuntary Withdrawal Policy**

Steel Kids Childcare Centre Supervisor and Staff are encouraged to work collectively with parents and their children. At times situations arise where the centre needs to take a firm stand on what they regard as acceptable and non-acceptable behaviour by children or parents in our Centre.

The child care centre reserves the right to withdrawal a child upon two weeks written notice for the following reasons:

1. If a child displays a pattern of behaviour that our staff are not trained to address and if that behaviour appears to pose a hazard to the children or staff of our centre and we are unable to obtain outside agencies assistance (this includes if parents are unwilling to assist).
2. If a parent is consistently abusive to childcare staff, children or other parents in the centre or exhibits behaviour that degrades others (i.e. disciplinary or passing judgment of a child).
3. If a parent continuously arrives late to drop off (after 10:00 am) or pick up (after 6:00 pm) their child.
4. If a parent becomes more than \$200.00 behind in childcare fees with no explanation; fails to meet a payment schedule developed by the Manager and/ or Board of Directors.

We are prepared to facilitate the following steps to assist in finding a reasonable solution to identified problems.

- A. On-going verbal communication with parents and staff.
- B. Documentation on the behaviour and concern about the child.
- C. Parent/Staff/Supervisor meeting to discuss the situation/behaviour.
- D. Permission from parents to pursue outside assistance.
- E. Consultation with the Manager/ Board of Directors.

***Parent's Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

***Supervisor Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

## **Financial Agreement**

In signing this agreement I acknowledge my financial responsibility for payments to fees to Steel Kids Child Care Centre.

All fees must be paid by the first of the month or a late fee penalty of \$5.00 per day will apply. This holds true for all the days including days not attended due to vacation, sickness, and statutory holidays, as stated in the parent's handbook.

Any cheque that is found to be N.S.F. will have penalty fee of \$20.00. I also agree to give a four week notice in writing for purposes of withdrawal.

I agree to all parts of this contract and will be financially responsible if these terms are not met.

*Parent's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Supervisor Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## **Consent to Obtain Emergency Medical Care on Behalf of the Child**

**I hereby grant permission for the operator or designate of this childcare centre to take whatever steps are necessary to obtain emergency medical care if warranted.**

These steps may include but are not limited to, the following:

1. Attempt to contact a parent or guardian
2. Attempt to contact the child's physician
3. Attempt to contact emergency contact person

If we cannot contact the parent or guardian, the child's physician or an emergency contact person, we will do any or all of the following:

1. Call another physician
2. Call an ambulance
3. Have the child taken to the emergency department of the hospital, in the company of the supervisor

Any expenses incurred under circumstances listed above will be borne by the child's family.

**The child care centre will not be responsible for any incident that may occur as a result of false information.**

*Parent's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Witness Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_