

FORT SHINE DAYCARE

9801 108 St.

Fort Saskatchewan, AB

780-281-2898

director@fortshinedaycare.ca



ROOM:

School:

Cell: 780 7075387 (May)

Office: 780-281-2898

BOY/GIRL

Child	
First Name	Middle Name
Last Name	Date of Birth DD/MM/YY / /
Health Care Number	Start Date / /
Address	
Parent/Guardian 1	
Relationship to child -	
First Name	Last Name
Address (if not the same)	
Phone Number	Work Number
Email Address	
Parent/Guardian 2	
Relationship to child	
First Name	Last Name
Address:	Work Number
Phone Number	Email address:
Name of anyone who is NOT legally allowed to pick up my child (please provide document)	

MEDICAL INFORMATION

Allergies & Food Restrictions
Medical Conditions
On Going Medication(dosage)
Immunization Up to date? Yes ___ No ___

EMERGENCY CONTACT & AUTHORIZATION FOR PICKUP

Your child will only be released to an authorized person listed on this form (parent/guardian and/or emergency contact). These contacts will be called a) in case of emergency, b) if parents/ guardians are late, or c) possible infection or illness is present. In case of an emergency or an unforeseen circumstance, please indicate the name, address and phone number of any other person/s who you authorize to pick up your child on your behalf (ID will be required). A parent /guardian's verbal authorization for pickup must be received before your child will be released to anyone not listed here. If not received, and we cannot notify you by phone, the child will not be released. Please indicate if the person is emergency contact only or if he/she is also authorized to pick up your child.	
1. Name:	2. Name:
Address:	Address:
Telephone:	Telephone:

EMERGENCY CONSENT

In case of accident or serious injury a child, the license holder or staffs on duty must immediately ensure that **CALL 911 IMMEDIATELY, the child receives medical attention if necessary decided by 911. The child's parent is notified. If an ambulance is required, it will be the cost of the parents or guardians**

In case of accident or minor injury a child, the license holder or staffs with first aid certificate will give first aid to the child as needed.

CHILD'S HISTORY AND RELEVANT INFORMATION

Child will arrive at	Child will be picked up at
Previous experience with child care? Yes No If yes, please describe	
Child's personality and characteristics (shy, outgoing, etc.)	
Favourite activities?	
Typical reaction to stress?	
Typical reaction to illness?	
Any particular fears?	
Is your child toilet trained?	Yes No
Child is predominantly	Left handed Right-handed
Child's first language	Other Languages
The goal for my child (If updated please evaluate)	

I give my consent to let my child be photographed by Fort Shine Child Care staff to be displayed in day care premises	Yes _ No _
I give my consent to allow my child to be displayed on picture/s with other child/children from the Fort Shine Child Daycare that may be distributed to all parents of our Centre	Yes _ No _
I give my permission for my child to participate in annual screening procedures done at the center to determine the growth and development of my child, such as hearing, vision and developmental stages. I understand that I will be notified in advance of all scheduled screening procedures.	Yes _ No _
I give my permission to allow the staff of Fort Shine daycare to take my child to neighbourhood walks/parks/library.	Yes _ No _

Note Our day care does not share your child's information with anyone unless you give us written or verbal consent. We adhere to the rules of the freedom of information and Privacy Act.*

ADMISSION AGREEMENT

1. The parent /guardian(s) agrees that their child will attend only during the hours and days specified on the “Child Registration “form, which coincides with their work/school schedule.
2. The Daycare is open from 6:30a.m. - 6:00p.m., and that a late charge of \$15.00 per child for every increment of 15 minutes or portion thereof will be enforced after 6:00p.m.
3. The parent/guardian(s) agrees to verbally inform child care practitioners of their child’s **arrival and departure and sign their child in/out on the “Child Attendance” daily form by staffs/parents.** The staff has the right to refuse to take children after **10:00am** unless the parent/guardian has an agreement with the Director.
4. The parent/guardian agrees that their child will be released only to the parent/guardians(s). If another person is to pick up their child, the centre must be notified in written form or by phone personally by parent/guardian(s). Identification of the person picking up the child will be required for protection of the child.
5. The parent/guardian(s) agrees to supply appropriate clothing, inside shoes, and any special foods required due to allergies or special diets. Otherwise, the centre will provide breakfast &lunch & snacks daily.
6. The parent/guardian(s) agrees to report any changes to their child's “Registration Form” immediately. The parent/guardian(s) understands that the information that has been collected on the “Registration Form” will be used by the Director and practitioners to provide appropriate child care and will not be used for any other purpose. It has been collected and shared in a manner that is compliant the Freedom of Information & Protection of Privacy Policy Act.
7. The parent(s)/guardian(s) agree that the day care staff will support with the toilet training process. If there is any special plan/routine the parents are working on with the potty training, please co-operate with the staff to work together.
8. The parent/guardian(s) understands that all the children will be going outside daily, weather permitting, and that they need to be dressed accordingly.
9. The parent(s)/guardian(s) agree to follow the “illness” policy outlined in the Parent Handbook and keep their child at home if required. Should your child become ill while at the day care centre, you will be contacted immediately and asked to come pick up your child. **Children must be healthy for 24 hours if they have been affected by fever, vomiting or diarrhea.**
10. The parent/guardian(s) understands that medication will not be given to your child unless written permission from parent/guardian is obtained and prescription from doctors.
11. In case of accident or serious injury a child, the license holder or staffs on duty must immediately ensure that **CALL 911 IMMEDIATELY, the child receives medical attention if necessary decided by 911. The child’s parent is notified. If an ambulance is required, it will be the cost of the parents or guardians.**
12. The parent/guardian(s) understands that the fee for their child will be \$_____per month and that payment **is due by the 1st of the month.** Monthly fees are payable by e-transfer or cheques or in cash. A **\$35.00** charge will be added with overdue late payments on the 15th of the month, unless it’s a special arrangement with the daycare provider.

13. If at any point your child cannot cope with the day care daily routine (too ill or upset to stay awake or to participate) you will be advised to take your child home and to consult a health care professional.
14. A \$100 NON_REFUNDABLE one-time fee is required upon the time of registration.
15. The parent/guardian(s) understands that they must pay the whole amount of the monthly fee even if the child is sick and cannot attend the centre in order to save their child's space at the centre. NO REFUND will be made for statutory holidays. The Centre is closed on all statutory holidays and the week between Christmas and New Year, one week for summer time (last week of July)
16. The parent/guardian(s) acknowledges that the centre endeavors to provide the finest care possible for all children enrolled in this program. Accordingly, parent/ guardian(s) acknowledge that the director, in her discretion, reserves the right to refuse the enrollment or the continued enrollment of the child, should it be determined that the child poses health, behavioral, or management risk to the centre's operation and/or staff. The Director has the right to refuse the enrollment or the continued enrollment of the child if the parent(s)/guardian(s) are acting disrespectfully towards the staff, refusing to comply with the day care rules and regulations or in any way negatively affecting the atmosphere of the workplace. We will strive to support children's needs to the best of our capacity and our scope of practice. This could include, with the support of parents, an action plan to meet the child's needs.
17. We will do our best in caring for your children and their possessions. However, the center is not liable for any loss of possession, any injury, accident, sickness, illness or disease that may occur to any child while in the center. We discourage parents from sending toys from home with the exception of personal items for nap.
18. Parents must give two weeks advance **written or verbal** notice to the director of the day care if the child is going to leave the day care for some reason or they must pay the full month fee even if the child has stopped attending the centre -with the exception of family emergency and we will return the parents portion fee for the remainder of the month
19. The daycare must give two weeks advance written or verbal notice to the parents of the termination of the child. Unless it's a situation of causing dangers to the staffs or other children in the center, termination has to be immediate in which case, the remaining parent portion fees will be refunded.

Should legal action be necessary all legal fees will be at the parent/guardian's expense.

The parent will be liable for any/and all collection costs.

I have read and understood all the details of the "Registration Form". I agree to abide by the above regulations of the Center.

Name _____ Date _____ Signature _____

DAYCARE / OSC TOTAL FEE _____

OPERATING GRANT _____

CHILDCARE SUBSIDY _____

PARENT'S PORTION _____

REGISTRATION FEE _____

Please do e-transfer to: director@fortshinedaycare.ca

Fort Shine Daycare

Holiday Schedule:

We close for all: Statuary (civil holidays)

Christmas break: Dec 24 - Jan 1 (if Jan 1 falls on the weekend, then open on Jan 3), updated holiday vacation will be posted in the year.

Summer Holiday: Last week of July

(Important: Daycare fees stays the same as usual months)

Spontaneous Outing Destinations/Sites

In order to enrich your child's experience at daycare, staff may take children off-site to the destinations listed below. In the event of a special, planned outing, you will receive documentation and authorization forms.

Regular, Ongoing Destinations:

Lion's Park	-104 Street, Fort Saskatchewan
Legacy Park	-102 Street, Fort Saskatchewan
Fort Christian School Park	-101 Street, Fort Saskatchewan
Dick Mager Park	-107 Street, Fort Saskatchewan
Langworthy Park	- 39 Lowe Ave, Fort Saskatchewan
Fort Saskatchewan Library	-10005 102 Street, Fort Saskatchewan

My child: _____ has permission to visit the following sites as part of our daily programming. Staff-to-Child Ratios will be intact for the duration of the outings and we will be travelling by foot.

Signature: _____

Date: _____

PARENT ORIENTATION PLAN - CHECKLIST

Name of children _____

Welcome! Selecting child care is important to families. It is very important that parents are oriented to the child care program where their child is receiving services. Knowing and understanding the policies and procedures of the child care program can have a positive impact on families and their child care experience.

*This is your orientation checklist. We will be sharing information with you about our center and we are also providing you with a copy of the center's policies and procedures and all other information are welcome to take home. They are placed in the front entry of the center or from our website:
www.fortshinedaycare.ca*

This orientation is intended to help you understand what you need to know as you leave your child in our care.

- ☐ Parents Handbook
- ☐ Daily Routine and Menu
- ☐ Registration Forms
- ☐ Holiday schedule

Parent initial _____ Date: _____