

Global Childcare & Out of School Care Centre

Registration Form

Starting date: _____ End Date: _____

Full Name of Child: _____

(First)

(Middle)

(Last)

Birthdate: _____

Address: _____

Postal code: _____ Phone Number: _____

Parents/Guardians

Mother

Name: _____

Address _____

Work Address _____

Occupation _____

Phone# Work _____

Home _____

Cell _____

Father

Name: _____

Address _____

Work Address _____

Occupation _____

Phone# Work _____

Home _____

Cell _____

Sibling(s) (please indicate ages)

Age _____ Name _____

Age _____ Name _____

Emergency Contact Persons(Need at least 2)

Name _____ Address _____ Ph# _____

Name _____ Address _____ Ph# _____

Parent/Guardian Driver's License# _____

Parent Alberta Health Care # _____

Medical Information

Child's Doctor's Name _____

Child's Alberta Health Care Number _____

In the last year, has your child had any difficulty with the following?

Earaches	<u>yes</u> or <u>no</u>	Speech	yes or no
Hearing	yes or no	Vision	yes or no
Eating	yes or no	Sleeping	yes or no
Bowels	yes or no	Urinary accidents	yes or no
Fever	yes or no	Making friends	yes or no

Is your child developing as you think he/she should for his (her) age?

(e.g. Toilet trained? Talking?) _____

Has your child had any medical or emotional condition requiring or receiving treatment?

yes _____ No _____

Is your child on daily medication? yes _____ No _____

Has your child had any of the following?

Rubella	yes or no	Epilepsy	yes or no	Chicken pox	yes or no
Measles	yes or no	Poisoning	yes or no	Convulsions	yes or no
Mumps	yes or no	Head injury	yes or no	Heart condition	yes or no
Surgery	yes or no	Whooping cough	yes or no	Tuberculosis	yes or no
Asthma	yes or no	Diabetes	yes or no		
Jaundice	yes or no				

Please List any known allergies _____ or none ()

Please provide the dates of the child's immunization for the vaccines listed.

Diphtheria _____

Whooping _____

Cough _____

Tetanus _____

Polio _____

Measles _____

Mumps _____

Rubella _____

Please list here, any information concerning your child's health that has not been covered. _____

YOUR CHILD'S PERSONALITY

Please tell us a few things that will help us understand your child's special needs and personality.

What are his/her favorite activities?

Does your child have any particular fears?

Has your child had any previous daycare or away from home experience? If so, where? _____

Does your child sleep in the afternoon? for how long? _____

please tell us any thing else about your child's personality that you feel we should know. _____

Arrival & Departure

Arrival time: _____ Departure time: _____

Authorized persons to whom your child will be released:

Name

Relationship

(1) _____

(2) _____

(3) _____

We will not permit your child to leave with anyone other than those indicated above. Exceptions will be made only if the Director is personally notified. A phone call is not sufficient except under extraordinary circumstances.

Please indicate here any persons to whom your child may NOT be released that you feel we should be made aware of:

<u>Name</u>	<u>relationship</u>
(1) _____	_____
(2) _____	_____

Your signature at the bottom of this page will indicate your willingness to comply with the above policy. _____ -

Signature

As part of the daily program at Global Childcare & out of school care centre, your child will be going to these places: surrounding community leagues, parks, go on walks around the school with toddlers and preschoolers.

I, _____, give permission for my child, _____
(Parent's Name) (Child's Name)

To take part in this program.

Parent Signature

In case of emergency, when neither parent nor family doctor can be contacted, and emergency treatment is essential, my child may receive such treatment. I understand that any expense incurred from such treatment is my responsibility.

Parent Signature

date

I have read and agree with all the statements in the admission agreements and policies. I accept the policies of the center and release it from all liabilities for injury and illness.

Parent Signature

date

Financial Policy

Fees

Fees are payable one month in advance, by the 1st day of each month by 5:30pm at the latest. Cheques, money orders, or cash are accepted. A subsidy is available from the Provincial Government to assist eligible parents in payment of fees. Requests for subsidization are forwarded to the Department of Children Services.

The centre has the right to refuse service to your child if payments are in arrears by more than 5 business days.

IF YOUR CHILDCARE FEES ARE NOT PAID BY THE FIFTH OF EVERY MONTH, THE CENTRE HAVE NO CHOICE BUT TERMINATE YOUR CHILD ATTENDANCE UNTIL THE FULL AMOUNT IS PAID WITH EXTRA \$30.00 LATE FEE.

*Parents who have registered their child(ren) at the centre but are uncertain of their work schedule are required to pay before dropping their child off for the day. We are unable to accommodate you for the day if payment has not been received.

*Parents who have selected certain days of the month on a regular basis i.e. every Tuesday, Wednesday and Friday, will be charged for those days. Payment is due for those days on the FIRST day attended in the month. We can not give refund or credit for those days committed and not used.

*NSF charges are \$ 30.00 and must be paid in cash. The amount to be replaced must then be replaced in cash, certified cheque or money order.

*An official tax receipt will be immediately issued whenever parents use cash to pay for their child(ren) fees to the Director at our office.

* A \$100.00 deposit is required before the centre proceeds with registration.

Subsidies

Funding for daycares is the responsibility of Alberta Family and Social Services. Subsidies may be awarded after an assessment of family income and conditions are made. Application can be made directly on-line at <http://www.child.alberta.ca/home/587.cfm>

A response should be almost immediate.

If you are applying for subsidy, you are required to pay the parent portion of your child's fees prior to your child attending centre. You will then have 3 days to submit approval for subsidy. Should you be unable to provide written confirmation of subsidy within that time frame, your child/ren will not be able to continue attending.

It is parent's responsibility to arrange for subsidy and renew subsidy application before it expires. If your subsidy expires, you will be charged the full monthly fee due until your subsidy has been reinstated. You will be credited the following month(s) for any over payment.

Please note: To qualify for full time subsidy, your child/ren must attend the centre for a minimum of 100 hours per month for children in Daycare.

Absences and late policy

If for any reason your children will not be attending the centre on their regular scheduled day, please call the centre by 8:00 a.m. to notify the staff. We are concerned for their wellbeing and that of your family, and when we expect to see you and you do not arrive, we worry.

The centre requires a month notice prior to withdraw a child from the centre. Each parent is required to provide a proof of immunization and other information related to the health of the child such as known allergies and this in writing.

CHILDCARE FEES

Infants 0 to 18 months-----	\$850.00
Toddlers-----	\$750.00
Preschoolers full-time-----	\$725.00
Out of School care-----	\$425.00/\$525.00

On summer time, out of school care fees are raised given that they'll need full day care.

Registration deposit is \$100 to reserve space. This will be credited back on the child's last month fees.

Absences, late and Toys policy

If for any reason your child(ren) will not be attending the centre on their regular scheduled day, please call the centre by 8:00 a.m. to notify the staff.

We are concerned for their wellbeing and that of your family, and when we expect to see you and you do not arrive, we worry. The centre does not allow children to bring toys from home any other day except; Friday; if you notice that your child/ren bring the daycare toys home, please bring them back to the centre.

THANK-YOU FOR YOUR COOPERATION