

Family Name: \_\_\_\_\_



## Registration Package

### *Family Information*

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### *Child's Information*

Personal Information

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#### *Policies: Permission and Consents*

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Permission to provide Emergency Medical Care

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#### *Policies That Directly Affect Your Child's Care*

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#### *Child Care Fee Agreement*

*Terms and Conditions*



## *Family Information*

**Parent/Guardian #1 Name:** \_\_\_\_\_

Guardian's Relationship to Child (if applicable) \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Day Time Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone/Pager #: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer or School Name: \_\_\_\_\_

Employer or School Address: \_\_\_\_\_

Identification Information:

Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Soc. Ins. #: \_\_\_\_\_

Ont. Health Card #: \_\_\_\_\_

**Parent/Guardian #2 Name:** \_\_\_\_\_

Guardian's Relationship to Child (if applicable) \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Day Time Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone/Pager #: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer or School Name: \_\_\_\_\_

Employer or School Address: \_\_\_\_\_

Identification Information:

Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Soc. Ins. #: \_\_\_\_\_ Ont. Health Card #: \_\_\_\_\_

### **Name and Birth Dates of Brothers and Sisters not enrolled at the Centre**

\_\_\_\_\_

\_\_\_\_\_

Is your child(ren) or your family involved with another children's treatment agency or treatment centre? *(If yes, please provide name of agency, agency contact and reason for the involvement.)*

\_\_\_\_\_

\_\_\_\_\_

Are you receiving any funding assistance for your child care fees? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
*(If yes, please provide Caseworker's name, phone number, e-mail address and the file number.)*

\_\_\_\_\_

Is there anything else we should know about your child(ren) or your family situation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ***Emergency Contact Information***

(Please note that for safety reasons, the individuals identified below as Emergency Contacts must be at least 16 years old.)

**Emergency Contact 1** – First person to contact in an emergency if parents/guardians are not available:

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Relationship to Child(ren): \_\_\_\_\_

Phone Numbers:

Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

**Emergency Contact 2**–Second person to contact in an emergency if parents/guardians are not available:

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Relationship to Child(ren): \_\_\_\_\_

Phone Numbers:

Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

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**To whom may your child(ren) be released?**

	<u><b>Any time</b></u>	<u><b>In an Emergency</b></u>
Parent/Guardian 1	_____	_____
Parent/Guardian 2	_____	_____
Emergency Contact 1	_____	_____
Emergency Contact 2	_____	_____
Other (please provide details below)	_____	_____

Comments or specific instructions regarding the release of the child(ren): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_









## ***Arrival, Departure and Release of Children from the Centre***

Upon your child's arrival to the centre we would ask that you bring your child directly to their classroom or the designated area upon opening of the centre:

- Sign your child in; and provide the educator with information surrounding your child's night, morning routine and health
- When you arrive to pick up your child from the centre, please let the child's educator know you are taking your child home and sign them out of the centre before you leave.

**We are not able to release any child into the custody of any person who has not been pre-authorized, in writing, by the child's parents or legal guardian. Furthermore, for safety reasons, we ask that the person to whom we are releasing the child be at least 16 years old.**

The authority to release a child to someone other than the parent or legal guardian is normally provided to us at the time the child is registered in the Centre. After that time, approval to have someone else pick up a child is acceptable if it is provided in written form, signed by the parent or legal guardian, and given to the Centre in advance. Please note that the person picking up the child may also be asked to produce a Photo ID when he or she comes to pick up the child. (As an extra safeguard, many parents choose to include with their child's registration a photograph of each person who is authorized (or not authorized) to pick up their child.)

In general, a telephone call may not be sufficient to authorize the release of your child to any person who has not been approved in advance and in writing. This also means that it is the parent's or legal guardian's responsibility to advise the Centre, in writing, if any individual's authority to pick up your child changes in any way. However, we do understand that unforeseen emergencies may arise. In these cases, we MAY authorize the release of your child to someone for whom we do not have written authorization ONLY if we can verify we are speaking directly with the child's parent or guardian. We will do this by asking you for your personal information you have provided us at the time of registration. ***Please note that we would prefer not to use this process*** and it would only be acceptable in rare circumstances / emergencies where none of the authorized individuals are available to pick up your child.

We reserve the right to not release a child to any person who, in the sole opinion of our employee(s), is impaired or otherwise unable to suitably and safely care for the child.

***Please sign below, acknowledging that you have read and understood this policy. Thank you.***

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## ***Permissions and Consents***

### **Permission to administer Acetaminophen or Ibuprofen**

**In the event that neither parent nor any of the Emergency Contacts can be reached, and my child has an elevated temperature (above 102 F, 38.9 C), permission is hereby granted for my child to receive acetaminophen or Ibuprofen administered by employees of the Centre.**

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Permission to provide Emergency Medical Care

If your child is seriously injured or becomes ill suddenly, employees of the Centre will, in this order:

- 1) Administer appropriate first aid,
- 2) Attempt to contact the child's parents or legal guardians using the telephone numbers you have provided and are on file in the Centre,
- 3) Attempt to contact one of the designated Emergency Contacts using telephone numbers you have provided and which are on file in the Centre,
- 4) Seek emergency medical treatment from a physician or a hospital.

**I hereby consent that if due to circumstances such as an accident or sudden illness, emergency medical treatment including anaesthetic may be given to my child by a physician or hospital.**

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Witness' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Acknowledgement of Public Health Examination

From time to time it may be necessary for your child(ren), or your child(ren)'s medical history records to be examined by representatives of various Public Health Agencies.

**I hereby acknowledge that my child(ren) and my child(ren)'s medical history records may be examined when necessary by Public Health Agency Representatives.**

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Consent to Photograph or Videotape

We respect the privacy of our children, families and educators. We strive to ensure that our work is created in an environment that is safe and respected by all those who view and learn from its use, and that it is utilized only for its intended purpose.

Within our Emergent Curriculum program philosophy, we regularly take photographs of the children as part of documenting their learning. We also take photographs or make videotapes of the children participating in activities, which we incorporate into our environment and for Parents' Nights and other Centre functions. From time to time we also receive requests from outside agencies, such as the local TV stations and newspapers to photograph, videotape or record the children for media purposes. In most cases we are able to give parents advance notice of media requests, although this is not always possible. We fully understand that for some parents this is an important issue, and we wish to respect your wishes completely. Parents are asked to complete the appropriate section of the Registration package, and to advise the Centre Director immediately of any changes.

On occasion, there are events held at our Centres where other families and visitors are taking pictures. It is our expectation that any pictures taken of children, their families or London Bridge

staff would be kept for your personal use and not posted on any social media website (i.e. Facebook, Twitter, etc) without the written consent of the parent, caregiver or employee. If you are attending an event and do not want yours or your child's photograph taken, you are responsible to advise anyone at the event taking pictures, of your wishes.

As our commitment to you in our role of stewardship, we will strive to ask the parents/visitors to respect this.

Please initial beside any statement to which you give consent.

	London Bridge for Educational purposes / Promotion / Advocacy	Students or Interns employed by London Bridge for Educational purposes	Media Requests, i.e. television; radio; publications
Within London Bridge			N/A
Outside London Bridge			

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Consent for Supervised Walks, Field Trips and Off-site Activities**

As part of our regular child care program, the children occasionally leave the Centre property to go on walks in the neighbourhood and to participate in field trips to places of interest. During these outings employees of the Centre continuously supervise the children and all London Bridge Child Care Services policies apply. Additionally, the Centre Director and Educators may ask or require that parents volunteer to help on the trip or at the activity.

**I hereby grant permission for my child(ren) to participate in supervised walks and field trips outside of the child care centre. I hereby release, indemnify and hold harmless the employees of the Centre from any and all damages, claims and other liabilities, except for negligence or fault, resulting from any such walk or field trip.**

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Policies That Directly Affect Your Child's Care***

#### **A Smoke Free Environment**

We are pleased to be able to offer you, your children and our employees a completely smoke free environment. Smoking is not permitted at any time by any person within the Centre. Smoking is also not permitted in the playgrounds or in the Centre's parking lot at any time. Your cooperation in helping us provide this smoke free environment is greatly appreciated.

**Please sign below, acknowledging that you have read and understood this policy. Thank you.**

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Food Restrictions In The Centre**

Food and snacks are provided by the Centre, with the exception of baby food and formula. From time to time, with pre-approval from the Centre Director, a parent may bring in specific items for their child.

From time to time, we are asked to provide care for a child who has a life-threatening allergy to certain foods or products. We believe that every child is unique, and that a child with a food allergy has the same right to attend the Centre as any other child.

London Bridge Child Care Services Inc. has developed a comprehensive set of protocols and procedures around the care of a child with a serious allergy. One significant objective of these protocols is to restrict the introduction of a food or product allergen into the Centre. One way this is accomplished is by not allowing any child or parent/guardian to bring food of any kind, or other products (with certain exceptions) into the Centre.

**Please sign below, acknowledging that you have read and understood this policy. Thank you.**

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Illness**

Control of the spread of illness is a vital concern in the Centre. The Centre has specific policies and procedures that determine if a child may be permitted to attend if ill. Please refer to the Parent/Guardian Handbook for additional details on the signs and symptoms of illness that could result in a child's exclusion from the program.

Our policies are in keeping with guidelines and policies of the local Health Units, and are designed to maintain a safe and healthy environment for all of the children, while recognizing the impact illness has on a parent's schedule. You are expected to abide by these policies at all times that your child is enrolled in the Centre.

All policies are reviewed and updated regularly as new information becomes available from the local Health Units. A complete copy of the policy is available for your review at any time by contacting the Centre Director.

**Please sign below, acknowledging that you have read and understood this policy. Thank you.**

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Medications**

The administering of prescription and non-prescription medicine to any child in the Centre is very tightly controlled and regulated. The Centre has specific policies that determine if a particular medicine may be administered to a child, how each medication is to be stored, who is authorized to administer a medication to a child, and the procedures required of a parent before a medication may be administered. Our policies are in keeping with guidelines and policies of the local Health Units, and are designed with the best welfare of the child in mind. All policies are reviewed and updated regularly as new information becomes available from the local Health Units. A complete copy of the policy is available for your review at any time by contacting the Centre Director. You are expected to abide by these policies at all times that your child is enrolled in the Centre.

Please note that:

- It is the parent's/guardian's responsibility to notify the Centre if the child is taking any prescription or non-prescription medicine;
- It is the parent's/guardian's responsibility to hand any prescription or non-prescription medicine directly to a staff member, so that it can be safely stored out of reach of the children and in accordance with the medicine's instructions. Do not leave medication out on the counter or in your child's bag.
- Non-prescription medication requires a Doctor's note including a specific time to administer the medication, the prescribed dosage, and the symptoms that must be present in order to administer the medication. "As needed" does not provide enough information for us to administer medication.
- All medication must be in the original container, clearly labelled with the child's name, the name of the medication, the dosage of the medication to be given, the date of purchase, and instructions for storage and administration of the medication.
- It is the parent's/guardian's responsibility to fill in the required information on the medicine sheet or book, and sign it for every day your child requires the medication.

**Please sign below, acknowledging that you have read and understood this policy. Thank you.**

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## ***Child Care Fee Agreement***

Thank you for enrolling your child/children in our Centre. Based on our current fee schedule, and your child's/children's proposed enrolment schedule, your child care fees will be as outlined below. Please note that your child care fees may change as a result of an increase in our fees or due to changes in your child's/children's enrolment. Furthermore, all child care fees are subject to the Terms and Conditions outlined on the following page.

### **Total Fees Payable**

**At time of Registration:**

<b>Registration Fee (per family)</b>	<b>\$ 25.00</b>
<b>Deposit (\$200 per child)</b>	_____
<b>Total Payable with Registration</b>	<b>\$ _____</b>

**Child Care Fees:**

\$ \_\_\_\_\_ per \_\_\_\_\_  
or \$ \_\_\_\_\_ per \_\_\_\_\_

### **Source of Payment of Child Care Fees**

Please indicate below who will be responsible for payment of your child care fees.

<b><u>Source</u></b>	<b><u>Amount</u></b>
_____	_____
_____	_____

### **Payment Options - Please select ONE**

We offer a number of payment options for your child care fees. Please indicate below the method of payment you will be using by initialling beside the option. Regardless of the payment option you select, it is your responsibility to keep your account balance current. Furthermore, please note that if you terminate your child care arrangements and leave the Centre with an outstanding balance owing, we will use any and all measures available to us to collect the balance.

- A. \_\_\_\_\_ Visa or MasterCard - Processed automatically monthly in the amount of \$ \_\_\_\_\_ (If this option is selected, please complete the separate Credit Card Authorization Form, available from the Centre Director.)
- B. \_\_\_\_\_ By Debit Card to be processed every \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ (If this option is selected, it is your responsibility to present your card regularly for payment.)
- C. \_\_\_\_\_ 3 months of post-dated cheques payable every \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

## ***Paying for Your Child Care - Fees, Terms and Conditions***

**Fees - You are required to pay fees in advance of care.** For your convenience, we offer two payment options. Fees may be paid in full at the 1<sup>st</sup> of each month, or 50% payment at the 1<sup>st</sup> of the month and 50% payment by the 15<sup>th</sup> of each month. Payment may be made by major credit card, debit card, or cheques. (We prefer not to accept cash for payment of fees, because of the security risk involved with keeping cash in a child care setting.) You will be charged a \$20.00 fee for any cheque returned by the bank, 'Not Sufficient Funds' (NSF).

**Enrolment in the Centre is conditional on full and timely payment of all fees.** It is your responsibility to keep your account balance current. We reserve the right to add a "Late Fee Service Charge" to your account, change your method of payment and/or terminate your child care space if your account is not kept current. More specifically, if your account is not paid in full by the 15<sup>th</sup> of each month, a Late Fee Service Charge of \$25.00 will be automatically added to your account. If by the 20<sup>th</sup> of each month there is any balance outstanding, your child care space will be terminated, and your child's name will be placed at the bottom of the Centre's waiting list. **Furthermore, please note that if you leave the Centre with an outstanding balance owing, we will use any and all measures available to us to collect the balance.**

A deposit of \$200.00 per child must be paid at time of registration. This deposit will be applied towards your final payment. A non-refundable registration fee of \$25.00 is also payable upon enrolment of your child.

Tuition fees are determined by a number of factors, including the age of the child, and the schedule of enrolment in the Centre. Additionally, London Bridge Child Care Services Inc. reserves the right to change or adjust the fee schedule at any time.

Tuition fees for full day care are based on a nine-hour day. You are required to pay fees for any day which your child is scheduled to be at the Centre, whether they are in attendance or not. This includes all statutory holidays including Family Day, the August Civic holiday, and days your child is away due to illness or their absence due to inclement weather. No rebate or reduction can be given for these absences.

***Vacation and Extended Absences*** - Vacation time is earned at the rate of one day per month in care (for full-time) or one day for every 20 days in care (for part-time), up to a maximum amount of 12 unused days. These days can be accumulated to cover vacations or extended absences. We cannot refund unused days, nor can they be used to pay for days when your child was in attendance at the Centre.

***Withdrawal*** - We require two weeks written notice when withdrawing your child from the Centre. Full tuition for the two week period is payable if inadequate notice is given.

***Tax Receipts*** - Tax Receipts for all accounts that are not outstanding will be available for pick up at the Centre your child attends by the end of February of each year, regardless whether the child remains enrolled at the Centre or has withdrawn part way throughout the year. Tax Receipts for accounts where the child has been withdrawn and there is a balance of fees owing are forwarded to and handled by London Bridge Child Care Services, Head Office.

***Please sign below, acknowledging that you have read, understood and agree to comply with all the terms and conditions outlined in the Child Care Fee Agreement. Thank you.***

Parent's/Guardian's Signature: \_\_\_\_\_

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

## *Yearly Sign Off: Permissions And Consents*

**Arrival, Departure and Release of Children from the Centre**

**Permission to provide Emergency Medical Care**

**Permission to administer Acetaminophen or Ibuprofen**

**Acknowledgement of Public Health Examination**

**Consent for Supervised Walks, Field Trips and Off-site Activities**

**A Smoke Free Environment**

**Consent to Photograph or Videotape**

**Food Restrictions In The Centre**

**Illness**

**Medication**

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*Please sign below, acknowledging that you have read and understood the policies listed above and provided any required updates to the centre for the current year.*

Updated and re-signed for the period \_\_\_\_\_ to \_\_\_\_\_ on (date) \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Updated and re-signed for the period \_\_\_\_\_ to \_\_\_\_\_ on (date) \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Updated and re-signed for the period \_\_\_\_\_ to \_\_\_\_\_ on (date) \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Updated and re-signed for the period \_\_\_\_\_ to \_\_\_\_\_ on (date) \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_