**APPLICATION FORM FOR DAYCARE**

Starting Date: \_\_\_\_\_\_\_\_\_\_\_\_ Alberta Health Care Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 **(Last/ First/ Middle)**

Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subsidy: Yes \_\_\_\_\_ No \_\_\_\_\_\_

Child’s Physician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any allergies? -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, which systems normally occur? Asthma: \_\_\_\_\_\_\_Hay fever: \_\_\_\_\_\_ Hives: \_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your child is ill during the day, who should staff call? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Father’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of work / week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours of work / week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency contact person if mother and father are not available:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Language Spoken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you say hello in your home language : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 How do you say goodbye in your home language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. List any specific fears of your child?

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

1. List favourite activities of your child?

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

1. Describe stage of toilet training?

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

1. What is your child’s typical reaction to illness?

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

1. Is the immunization up to date?

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

1. Does your child have any medical, health problems?

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

1. Please list any daily medications given to your child:

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

Each child is enrolled on a month to month basis. One month’s prior notice is payable upon the child’s withdrawal from the daycare.

I have hereby read and understood the above mention statement \_

Initials: \_\_\_\_\_\_\_\_\_\_\_

A registration fee is payable upon acceptance of this form.

Information contained in the registration form is extremely important for the proper care of your child, especially in the event of an emergency situation. Please make sure that the information is correct and up to date. **ALL INFORMATION WILL BE KEPT CONFIDENTIAL.**

**EMERGENCY GUIDELINES AUTHORIZATION**

In the Event of Medical Emergency, Parent/Guardian(s) agrees to authorize EMELIA’S CHILD DEVELOPMENT CENTRE to act in the best interest of his/her children in the following manner:

* Call 911 to immediately execute life saving measures.
* It is the Parent/Guardian(s) responsibility to update all contact number given to EMELIA’S CHILD DEVELOPMENT CENTRE.
* Parent/Guardian(s) agrees to inform all the emergency contact person(s) that in the event that the centre is unable to reach a parent/guardian within 30 minutes of Critical Incident, EMELIA’S CHILD DEVELOPMENT CENTRE at its discretion, will try its best to reach the emergency contact person(s) who will thereafter be responsible to act as the Child’s Parent/Guardian until the emergency contact person is able to reach the Parent/Guardian.
* The Centre is not responsible for further efforts to reach Parent/Guardian once an emergency contact person(s) has been advised of a critical incident.

|  |  |
| --- | --- |
| **PARENT/GUARDIAN INFORMATION #1** | **PARENT/GUARDIAN INFORMATION #2** |
| Relationship to child: | Relationship to child: |
| First and Last Name: | First and Last Name: |
| Address: | Address: |
| City/PC | City/PC: |
| Email: | Email: |
| Phone (Home) | Phone (Home) |
| Phone (Cell) | Phone (cell) |
| **EMPLOYER INFORMATION** | **EMPLOYER INFORMATION** |
| Company Name: | Company Name: |
| Address | Address |
| Phone (work) | Phone (work) |
| **EMERGENCY CONTACT PERSON** | **EMERGENCY CONTACT PERSON** |
| Name: | Name: |
| Address | Address: |
| Relationship to child: | Relationship to child |
| Phone: Home: | Phone: Home: |
|  Cell: |  Cell: |
|  Work: |  Work: |

**ENROLLMENT AGREEMENT FOR CHILDREN**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drop Off Time; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pick Up Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* To implement Excellent Programming for our Daycare, may we request that you please provide us an estimated time of drop off and pick up time for your children. This is an important factor in determining “Children to Staff Ratios”.
* For Safety and Security all the doors will be locked at exactly 9.30 am and will re-open at 3.00 pm. After 9 am, please ring the bell at the front door. Daycare will close at 6pm.
* All children must be picked up by 5.45pm.
* We have a $200/child non–refundable registration fee that goes towards your children’s first month fees. This fee holds your child’s spot until enrolment and shows commitment on the parent’s part. Should you change your mind about childcare, this fee will not be refunded.
* Upon Enrolment it is further agreed that I will pay the full amount of **fees** if I don’t have subsidy. If I have a subsidy I will just pay the Parent Portion.
* I agree that subsidy is my responsibility. I shall provide advance written evidence of having received prior approval from the subsidy office.
* Failure to pay the monthly Daycare Fees will be considered as termination of my enrolment at this Daycare.
* Subsidy Office requires at least 100 hours of attendance to qualify for maximum subsidy. Failure to do so will merit a higher Parent Portion.
* A fee of **$50.00** will apply for late payment of Daycare Fees and renewal of Subsidy Application. A flat fee of $25.00 for the first 30 minutes for late pick up after 6.00 pm. In excess of 30 minutes to an hour is $50.00 and we are required to call the Child Services if the Parents cannot be reached.
* Centre reserves the right to charge additional fees for children requiring more than 9 hours per day.
* Fees are subject to change without notice, at the sole discretion of the director.

IN CASE THAT YOUR CHILD/REN CANNOT COME OR WILL BE LATE IN COMING TO THE DAYCARE OR YOU WILL BE LATE IN PICKING UP YOUR CHILD/REN, IT IS VERY IMPORTANT THAT YOU PLEASE INFORM US AHEAD OF TIME BY CALLING 780-458-5355

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTRACTUAL AGREEMENT**

The legal guardian hereby accepts the following policies and conditions by completing this form and returning it to the daycare. \_\_\_\_\_\_ (check mark)

I hereby grant permission for my child to leave the daycare centre premises under the supervision of a staff member for neighbourhood walks, to play in the community playgrounds, and/or for field trips in an authorized vehicle. \_\_\_\_\_\_\_\_ (check mark)

I hereby give my permission to Emelia’s Development Centre apply sunscreen/sun block and insect repellent, which I have supplied, onto the skin of my child before participating in any outdoor activities. \_\_\_\_\_\_\_\_\_ (check mark)

I hereby grant permission for my child to be included in evaluations and pictures connected with the daycare program. \_\_\_\_\_\_\_\_ (check mark)

I hereby acknowledge receipt of the “Parent Handbook” and agree to the conditions and policies outlined in that handbook and I agree to pay all fees for the daycare and out of school care services \_\_\_\_\_\_\_\_\_ (check mark)

I hereby grant permission for the staff members on duty to take whatever steps may be 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 / guardian; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Attempt to contact the child’s physician;\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Attempt to contact emergency contact persons;\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. If necessary we will also do any of the following:
5. Call another physician or the paramedics \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Call a ambulance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Have the child taken to a hospital in the company of a staff member
8. Authorize any emergency medical treatment required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby acknowledge that as legal guardian, I assume all responsibility for any medical expenses incurred in my child receiving emergency medical care. \_\_\_\_\_\_ (check mark)

I hereby understand that the daycare will not be responsible for anything that may happen as a result of false information given or pertinent information withheld at the time of enrolment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Check mark)

I hereby acknowledge that the daycare will not assume responsibility for a child who has not been signed in upon arrival for the day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (check mark)

I hereby understand that the daycare assumes no liability concerning lost or damaged items such as articles for clothing and toys brought to the daycare by the child or legal guardian. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (check mark)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read, and I understand all policies and procedures set forth by the Centre and I can find them in the “Parent’s Handbook”.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACKNOWLEDGEMENT & CONSENT**

* POLICIES & PROCEDURES

I, the undersigned, have read and I understand the Parent Handbook and the Policies and Procedures Manual at the time of enrolment at this Daycare. A copy of Parents Handbook and Policies can be requested by **email at** [**www.emelia-daycare.com**](http://www.emelia-daycare.com)

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* TERMINATION OF SERVICES

I, the undersigned, further agreed that CHILDCARE SERVICES at EMELIA’S CHILD DEVELOPMENT CENTRE may be terminated at any time if Centre’s Policy and Procedures are violated gravely and endangered the safety, security, health and wellness of the whole Daycare.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* FIRST AID PERMISSION

I, give permission to EMELIA’S CHILD DEVELOPMENT CENTRE to administer first aid they deemed necessary and I also allow the Daycare to phone for 911 Emergency/Ambulance if the situation demands and I will be responsible for any cost incurred.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* TRANSPORTATION AND OFFSITE PERMISSION

I, give permission for EMELIA’S CHILD DEVELOPMENT CENTRE to take my child off the premises for daily health and wellness activities such as nature walks to the parks, playgrounds and library. I also allow EMELIA’S CHILD DEVELOPMENT CENTRE to transport my child to school, library and field trips.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* PHOTOGRAPH PERMISSION

I authorise EMELIA’S CHILD DEVELOPMENT CENTRE to take pictures of my child and post it at or website, bulletin boards and newsletter.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* SOCIAL MEDIA

I, agree that I will not take pictures of any children other that my own when; dropping off, picking up, field trips or during special events and post them on any form of social media.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHILD DROP OFF / PICK UP**

 **AUTHORIZATION**

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

CHILD’S NAME (Please print) Today’s Date

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

Parent’s Signature

***Please print***

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Tel.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (Daytime):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: Grandparent / Relative / Family Friend / Daycare Provider

2. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Tel.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (Daytime):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: Grandparent / Relative / Family Friend / Daycare Provider

3. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Tel.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (Daytime):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: Grandparent / Relative / Family Friend / Daycare Provider

***NOTE: NO ONE WILL BE PERMITTED TO PICK UP YOUR CHILD IF THEIR NAME IS NOT LISTED***

***BELOW. ALL PERSONS MUST HAVE AND SHOW THEIR PICTURE ID. MAKE SURE YOU LIST***

***ALL ADULTS EVEN IF YOU RESIDE IN THE SAME HOUSEHOLD. PARENTS, GRANDPARENTS,***

***AUNT, UNCLE, ETC.)***