

Jolly Time Daycare & After School Care Registration

9228-128 A Ave NW 780478-1496

PERSONAL INFORMATION: (All fields are required)

Child's Name (Last, First): _____ Gender: M F

Date of Birth: (D/M/Y) _____ / _____ / _____

Child's Address: _____ Home Phone: _____

Alberta Health Care Number _____

Who shares this address with child: Mother Father Other Guardian: _____

Email Address _____

PERSONAL INFORMATION: (All fields are required)

	Name	Address	Home Phone	Workplace Address	Work phone
Father					
Mother					

Other children in family:

Name	Age	School	Daycare

Who may we release your child to?

1. _____	2. _____
3. _____	4. _____

Legal Custody / Special instructions: _____

Emergency Contacts (other than parents):

Name: _____ Address: _____
 Phone: _____ work number _____ Relationship to child _____

(If no address is provided, we will contact them to get it)

Name: _____ Address: _____
 Phone: _____ work number _____ Relationship to child _____

(If no address is provided, we will contact them to get it)

Ethnic Background

What is your child's ethnic background? _____

Is any other language spoken in your home? If yes, what language _____

Please share any common phrases or greeting you regularly use _____

Are there any special religious or cultural events that are important to your family? _____

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Health Information:

Physician Name: _____ Address: _____ Phone: _____

Is the child's immunization up to date? Yes No

Any serious health concerns? _____

Any ongoing medications? _____

Dietary Restrictions: _____

Allergies: _____

Any other information/ special needs you would like to tell us about your child? _____

SCHOOL AGE RESPONSIBILITY (Gr.1 to 6 only) School Information (Only for children attending School)

Name of School: _____ Grade: _____ Phone: _____

I understand that children who attend Mee-yah-Noh school will come to After school door after school (children grade 1-6), Kindergarten children will be picked up at designated room door. Parents, please notify us if your child will be absent.

Signature: _____ Date: _____

I give permission for my child to be allowed to go outside in the morning before school starts with school supervision.

Signature: _____ Date: _____

Transportation Policy

I give permission to the staff of Jolly Time daycare to transport (by: city bus, walking, school bus, daycare van, taxi) my child in the event of field trips and/or an emergency situation.

If my child attends MEE-yah-Noh school, my child will come to the center door, if my child did not show up at the regular grouping spot for OSC, we will make the following contacts, in the following sequence if child is not found, or no response: School, Parents, Emergency Contacts, Police

Signature: _____ Date: _____

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ADMISSIONS AGREEMENT

I/We, _____ of (address) _____

Wish to enroll my/our child(ren), _____

With your centre starting _____, and I/We hereby AGREE on the following:

1. I understand that the center is open 6:30-5:30 Monday to Friday. After school care is only available during non school hours. The center is closed on all statutory holidays and additional days may be added but sufficient notice will be given (Initial here) _____
2. I/We will pick up my/our child from Jolly Time Daycare no later than the closing time of 5:30 pm. And further agree to pay a late charge of \$1.00 per minute past 5:30 pm. A responsible adult will drop off and pick up my child under all circumstances (Initial here) _____
3. In the case that I require my child to be picked up by someone who is under 18 years, I hear by agree that I will not hold Jolly time daycare liable for anything that may happen once my child is released into their care. (Initial here) _____
4. I/We will notify Jolly Time Daycare if my child will be absent from the center.
5. If I am receiving government subsidy, I understand that I am responsible for the difference of what subsidy pays and what the centre charges. (Initial here) _____
6. I/we give Jolly time daycare consent to contact subsidy on my behalf if they require information regarding the status of my subsidy or any information that may be needed about my subsidy (Initial here) _____
7. I/we give Jolly time daycare consent to contact Alberta works on my behalf if need be to inquire update on my parent portion (Initial here) _____
8. **I understand and agree to give one month written notice** to the director of the daycare before removing my child(ren) from the daycare. I understand that if I fail to do so, I am responsible for the total fees for that period, in addition to 30% for the collection agency fees. (Initial here) _____
9. A \$50.00 non refundable registration fee will be charged to register in the centre. All childcare fees are due on or before the first (1st) calendar day of each month and if not fully paid by this date are subject to an additional late payment. Posted cheques are welcome if this makes it easier for parents. After the first NSF cheque, only cash, certified cheque or money order will be accepted. Childcare fees are rates on a per calendar month bases and shall not be subjected to any adjustment on grounds of partial month's attendance, statutory or civic holidays, sick days, vacation, or other absent times of the month. In the event fees are unpaid, Jolly Time has the right to terminate services effective immediately. (Initial here) _____
10. I / We agree to abide by your sickness policy and will not bring my / our child to the centre if he/she is not well. If he/she have been exposed to or have contracted a contagious disease, I/we will report and discuss the circumstances immediately with the director. A medical clearance doctors note may be required before the child may return. If my child is sent home from school due

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to illness or misbehaviour, I understand that they will not be allowed to stay at the center to wait for pick up (Initial here) _____

11. I / we will advise the director immediately of any immediate or foreseeable change of address, phone number, place of employment, or schooling so that I/we may be reached without delay when necessary. (Initial here) _____
12. I / We agree Jolly time daycare will supervise the play areas effectively. However, they cannot be held responsible for accidents or injuries that occur. (Initial here) _____
13. I / We agree any articles the child brings must be labeled and we cannot hold the center responsible for lost articles or personal toys/items. (Initial here) _____
14. I / We agree to send a complete change of clothes (especially socks, panties/shorts, pants) , including a pair of "inside" shoes with rubber soles. (Initial here) _____
15. I / We understand that the center does not supply lunch and I agree to supply a nutrition lunch for my child, and that the center will supply two snacks each day (morning and afternoon snacks) (Please no gum or candy) (Initial here) _____
16. I / We understand medications will not be given to a child unless a parent signs a Medical Release Form. The medicine must be in the original container with the label and instructions intact. (Initial here) _____
17. I / We understand that any Emergency medications that my child may need, must be in original container, with label, instructions intact and It must also be at the center. In any case that the medication needs to go home I understand that my child will not be allowed to attend if medication is not brought in. (EpiPen, emergency inhalers) (Initial here) _____
18. I / We understand Jolly time center will release your child only to people authorized by you personally. If I have made special arrangements on a given, I will let the center know who to expect. The Centre cannot refuse any parent access to their child in case of parental separation or dispute. We can call authorities if legal papers are on file. (Initial here) _____

We ask your support and that you comply with rules and regulations that are designed to make your relationship with Jolly Time Daycare & After school care a happy and professional one.

By signing here, I agree that I have been given the parents handbook and agree with the policies and procedures written in it and this Admission agreement with Joly time Daycare & after school care.

Child's name: _____

Parent/Guardian name _____ Signature _____ Date: _____

Parent /Guardian name _____ Signature _____ Date: _____

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FIELD TRIP/OUTING PERMISSION

I _____, give permission for my child _____ to participate in Field Trips and for regularly scheduled activities that occur off of Jolly Time daycare & after school Care premises, such as walks. Additional fieldtrips I am aware a signature will be required on the day of the Fieldtrip.

Date: _____ Parent's Signature: _____

MEDICAL AUTHORIZATION

In the event that I cannot be reached, and emergency medical treatment is required for my child,
I hereby agree to the Director/Manager or Staff of Jolly Time Daycare & after school care to seek any medical treatment as deemed appropriate. I agree to be responsible for any costs incurred for this medical treatment.

Child's name: _____

Date: _____ Parent's Signature: _____

SUNSCREEN APPLICATION

I hereby authorize Jolly time daycare & after school care staff to apply sunscreen (provided by parents) on my child in spring and summer as needed.

Child's name: _____

Date: _____ Parent's Signature: _____

INSECT REPELLENT APPLICATION

I hereby authorize Jolly Time Daycare & After School care staff to apply insect repellent (provided by parents) on my child in spring and summer as needed.

Child's name:

Date: _____ Parent's Signature: _____

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FREEDOM of INFORMATION and PROTECTION of PRIVACY (FOIP)

INFORMATION RELEASE AGREEMENT

I _____, give permission for Jolly Time Daycare & After school care to display my child's name or photo on the following:

- my child's coat hook,
- my child's picture(s) on posters showing various activities my child participated in,
- any artwork done by my child,
- any birthday activities that my child has participated in,
- Field Trip Permission List,
- School List- listing name, grade, and teacher's name,
- material(s) brought from home for child's use,
- medication information and allergy information
- Jolly Time Daycare's Official Facebook, Instagram, and Website Page, Fastoche Journals (Childcare Management App) where my child's pictures will be seen by other families.

As the Parent/Caregiver of a Child/Children at Jolly Time Daycare & OSC, I Agree to the following:

- My child can paint their nails/color hair as part of Spa Day at Jolly Time Daycare

Comments:

Child's name: _____

Date: _____ Parent's Signature: _____

If you have any questions, please feel free to contact the director.

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Parent Volunteer

From time to time, we can need Parents to volunteer in different ways, relating to our Center. If you are able to help in any of the following ways, please indicate below by checking any that apply:

Special Activities

_____ Sometimes we have special classroom activities such as projects, story time volunteer where it is helpful to have parent volunteers. Would you be interested in helping if the need arises?

Field Trips

_____ Would you be able to help Jolly Time Daycare and After school care on field trips?

.....
Parent/Guardian signature

.....
Date

Developmental Screening

I _____, give permission for Jolly Time Daycare & After school care to do Nipissing District Developmental Screen on my child time to time to monitor my child's development.

Child's name: _____

Date: _____ Parent's Signature: _____

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Parent(s)/Guardian(s) Orientation Checklist

- Show the Relevant Child's Room.
- Mention Daycare Fees.
- Show Menu for snacks (children bring their own lunch).
- Registration Fees Paid.
- Show the Bathrooms.
- Mention Late Payment Fees.
- Show child coat hooks.
- Mention Late Pickup Fees.
- Mention Drop off Time (10am the latest unless centre receives a call by 9:30am).
- Mention month notice required.
- Mention the Parents' Board
- Mention if subsidized sub must always be in place or full fee must be paid
- Give Parent Handbook.

Parent(s)/Guardian(s) Signature Acknowledging Orientation Received:

Management Signature Performing Orientation:

New child orientation checklist (osc)

- Show the Bathrooms.
- Show the child their coat hook
- Explain the routines in the room.
- Show where the child will eat lunch/snack.
- Explain the rules for indoors and going outside.