

Lil Clubhouse Childcare Registration Bundle Checklist

- Registration Form
- Facility Care Contract
- Lil Clubhouse Consent Form
- Immunization Record
- Emergency Consent Card
- Deposit
- First Months Post-Dated Cheque for the balance of that Months Fees
- Personal Emergency Preparedness Kit
- Family Photo
- Child's Photo

Start Date _____

Lil Clubhouse Childcare

Name of Child:(first) _____ (middle) _____ (last) _____

Name Child Responds To: _____ Sex: M ___ F ___

Date of Birth: (year) _____ (month) _____ (date) _____

Child's First Language: _____ (second?) _____

Parents/Guardians:

Name: _____ Relationship: _____

Phone:(cell) (____) _____ (home) (____) _____ (work) (____) _____

Place of Work: _____

Home Address: _____

Email: _____

Name: _____ Relationship: _____

Phone:(cell) (____) _____ (home) (____) _____ (work) (____) _____

Place of Work: _____

Home Address: _____

Email: _____

Siblings:

Family Physician: _____ Phone: (____) _____

Care Card Number: _____

Allergies/Dietary Restrictions: _____

Medications/Therapies: _____

Consent/Specific Instructions Regarding Medications Etc:

Health/Development Concerns:

Immunization Up To Date?: (yes) ____ (no) ____

(please provide and updated copy of immunization record)

Specific Religious Observations: _____

EMERGENCY CONTACT (please provide at least one)

Name: _____ Relationship: _____

Phone:(cell) (____) _____ (home) (____) _____ (work) (____) _____

Name: _____ Relationship: _____

Phone:(cell) (____) _____ (home) (____) _____ (work) (____) _____

Persons Authorized to Pick Up (other than parents)

Name: _____ Relationship: _____

Phone:(cell) (____) _____ (home) (____) _____ (work) (____) _____

Name: _____ Relationship: _____

Phone:(cell) (____) _____ (home) (____) _____ (work) (____) _____

Out of Area Contact (province not including BC or USA)

Name: _____ Relationship: _____

Phone:(cell) (____) _____ (home) (____) _____ (work) (____) _____

Name: _____ Relationship: _____

Phone:(cell) (____) _____ (home) (____) _____ (work) (____) _____

Has Your Child Been In Childcare Before? (where and how long?)

Favourite Toys/Games:

Does Your Child Enjoy? (please circle)

MUSIC ART OUTDOORS DANCING STORIES SINGING

Dislikes/Fears:

Please initial that you have read the Parent Handbook on our website: _____

Facility Care Contract

This contract is made between the parent(s)/guardians:

_____ name of parent(s)

_____ address of parents(s)

and Lil Clubhouse Childcare for the care of the following child:

_____ child's name and date of birth

Financial

The payment for care shall be \$_____ per month (after government grants) Payment shall be paid on the 1st of each month in the form of post-dated cheques or regularly scheduled e-transfers. (Our fees are a year's worth of care broken down into 12 equal payments that include stat holidays and centre closures provided the 1st of each year)

NSF cheques are required to be replaced the following day with a \$20.00 charge added

If the government funding is taken away, all parents will be required to pay the full price of daycare.

Your fees reflect the schedule as follows:

Arrival time _____am and pick up time _____pm - Monday to Friday
(our hours are 7:45 am to 5:20 pm)

Monday___Tuesday___Wednesday____Thursday____Friday____
(check days of care)

This monthly fee may increase from the time of registration to the actual start date; the increased fee will be required.

***** Once accepted as a full-time child in the Infant Toddler group, we cannot adjust to part-time, full time fees are required to maintain your spot. Changes may be reviewed in the 3-5 year old group if space allows and if we can fill your other days up, notice needs to be given 8 weeks ahead of time.**

Scheduling, Late Fees, Termination

If parent is going to be late picking up the child, every effort must be made to contact the provider. A late pick up fee will be charged.

The late fee schedule is as follows:

- From 5:30 p.m. to 6:00 p.m. the fee for the **second** time late is \$1.00 per minute until 6:00 p.m. (maximum charge: \$30.)
- The fee for the third time late is \$3.00 per minute until 6:00 p.m. (maximum charge: \$90) and any time late after that in a 30 calendar day period, the rate will be \$3.00 per minute.
- The daycare clock is the time used to determine the late payment.
- The sign in sheet will be the official record of pick up times.
- Parents must take into account weather and traffic delays and plan ahead.
- Payment for late pick up is due at drop off the following day.
- If a payment is not made on time, the following fee will apply: \$5.00 per late day
- When a child is ill or on holidays, the parents are expected to make every effort to give the provider as much notice as possible. Parents are expected to pay on child sick days and holidays. *Our expenses and staff do not change if your child is absent therefore nor do your fees.*
- If a child does not arrive for the day and no notice has been given to the provider, parents are still expected to pay.
- **This contract may be terminated by the parent(s) or the provider with 8 weeks' notice prior to the last day of care required. If a child does not attend during these final 8 weeks payment is still required on the last day of care via cash or e-transfer before the child is to be picked up.**
- If the fees are not paid, the debt will be placed into collections.
- The provider may immediately terminate this contract without any notice if payment is not made on time.
- There are no make up days. If you do not attend on your regular days and want to come on an alternate day, there will be an additional charge. The change needs to be requested with a minimum of 72 hours in advance pending space is allowable, for the purpose of maintaining child to teacher ratio.
- **In the event that the child is not adjusting to daycare, and the provider has made every effort, termination of childcare will be exercised in the best interest of the child.**

Other

- **Deposits are non refundable**
- If the provider chooses not to enforce any portion of the contract, it does not give up the provider's right to enforce any other portion of the contract.
- The contract can be revised at any time by the provider if necessary.

Signatures

The signatures below indicate agreement with this contract and with the written policies of the provider (contained in a separate document). The provider may change policies as needed with advance written notice.

Parent's name Parent's signature

Date

Parent's name Parent's signature

Date

Provider's name Provider's signature

Date

If the parent or legal guardian is under the age of 18, a co-signer must sign this agreement and act as guarantor to the contract and agree to be bound by all financial terms.

Lil Clubhouse Child Care Consent Form

I give permission for my child to use all of the play equipment and to participate in all of the daycare activities.

I give permission for my child to leave the daycare premises under the supervision of staff members for neighbourhood walks to the park and community outings.

I give permission for my child to be included in photos that are connected to the daycare.
(Please circle where you give permission to have photos used:

WEBSITE NEWSPAPER ADVERTISING

ONLINE PHOTO ALBUM FOR PARENTS

I grant my permission for staff members to take whatever steps necessary to obtain emergency medical care if warranted. These steps include: -contacting paramedics

Any expenses incurred will be borne by the child's family.

The daycare will not assume responsibility for a child who has not been handed over to a teacher directly when he/she arrives for the day.

Authorization to Apply Sunscreen:

I _____ authorize Lil Clubhouse Child

Care, to apply sunscreen to my child, _____

to avoid sunburn.

Parent/Guardian Signature

Lil Clubhouse Child Care Administrator

Authorization to Use Disinfectant Spray:

I _____ authorize Lil Clubhouse Child Care, to apply disinfectant spray to clean cuts/scraps, to my child _____ to avoid infection.

Parent/Guardian Signature

Lil Clubhouse Child Care Administrator

Authorization to Photograph:

I _____ authorize Lil Clubhouse Child Care, to take photographs of my child, _____ for the sole use of the Daycare.

Parent/Guardian Signature

Lil Clubhouse Child Care Administrator

My child's photo can be used for the Lil Clubhouse Child Care website, Facebook and Instagram: YES or NO

Authorization to Take on Local Walks:

I _____ authorize Lil Clubhouse Child Care to take my child, _____ for local walks within the Daycare vicinity.

Parent/Guardian Signature

Lil Clubhouse Child Care Administrator

CHILD CARE EMERGENCY CONSENT FORM

CHILD'S NAME: _____ BIRTHDATE: _____

ADDRESS: _____

PARENT'S NAME: _____ HOME PHONE: _____

CELL PHONE: _____ WORK PHONE: _____

PARENT'S NAME: _____ HOME PHONE: _____

CELL PHONE: _____ WORK PHONE: _____

EMERGENCY CONTACT: _____ CELL PHONE: _____

PHONE: _____

OUT OF TOWN CONTACT: _____ PHONE: _____

CHILD'S DOCTOR: _____ PHONE: _____

DATE OF MOST RECENT TETANUS SHOT: _____

ALLERGIES / MEDICATIONS: _____

CHILD'S DENTIST: _____ PHONE: _____

CARE CARD NUMBER _____

1) It is the policy of this facility to notify a parent when a child is ill or needs medical attention. Occasionally we cannot contact parents and we need to get immediate help for the child. Our procedure is to call for an ambulance.

2) Please sign the consent below so that we can take the appropriate action on behalf of your child. Return the signed consent to the facility immediately. We will take this consent with us to the emergency centre.

3) I hereby give consent for my child _____ to be taken to the nearest emergency centre when I cannot be contacted.

4) I hereby give consent for my child named above to receive medical treatment.

DATE SIGNATURE OF PARENT / GUARDIAN

Personal Emergency Preparedness Kit

Below is a list of items that should be included in your child's Emergency Disaster Kit. In the unlikely event that there is an emergency, these kits will be used to help make this time as calming and safe for your child as possible.

Please compile all of the items below into a large Ziploc bag labeled with your child's name and return to the daycare.

- Bottle of water or Juice box
- Granola or energy Bar, Crackers
- Rain poncho
- Small blanket (receiving blanket and or foil emergency blanket)
- Book
- Small toy
- Family photo
- Two diapers
- Pair of socks
- Extra soother
- Small hat (beanie)

Thank you,

Lil Clubhouse Childcare