

FOR OFFICE USE ONLY



Date paid [] Signature []

Deposit fee [] Days per week []

Registration fee date [] [] [] [] Withdrawal Date: []

ENROLLMENT FORM

Date of Enrollment [] Health Card No. []

Child's Name [] Birthdate []
PRINT: (LAST) (FIRST)

Child's Home Address [] City []
Postal code [] Phone []

Hours and Days of Care [] Fee []

Mother's Name [] Home Phone []

Address [] City [] Postal code []

Employed at [] Bus. Phone []

Work Address [] City []

Father's Name [] Home Phone []

Address [] City [] Postal code []

Employed at [] Bus. Phone []

Work Address [] City []

List persons approved to call for child OTHER THAN PARENTS (the child will not be released to anyone, without specific permission from the parents. Parents should arrange for emergencies).

1. Name [] Address [] Phone []

2. Name [] Address [] Phone []

Doctor's Name [] Phone []

Address [] City [] Postal code []

Illness and/or injuries child has had: []

Allergies: (food, drugs) []

Instruction for Administration of Ongoing Medication: []

[]

Where did you hear about us?

- | | |
|---|--|
| <input type="checkbox"/> Yellow Pages | <input type="checkbox"/> Sign |
| <input type="checkbox"/> News Paper Advertising | <input type="checkbox"/> Driving by |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Bus Advertising |
| <input type="checkbox"/> Friend | <input type="checkbox"/> Others – Please Explain |
| <input type="checkbox"/> Flyer | |



Eating problems:

Favorite foods:

Foods disliked:

Sleeping problems:

Fears:

Toilet training – Habits of elimination, etc.:

Child's term for urination, bowel movement:

Description of child's personality (active, timid, etc.):

Instruction for special Diet/Rest/Exercise:

SOCIAL INFORMATION

Parents married, living together, separated, or divorced? (Please circle). Religion:

Names and birthdates of brothers and sisters:

Favorite toys, activities:

Behavior problems:

Parent's methods of discipline:

General comments:

Parent's signature: Date:

Interviewed by: Date:

Interviewer Signature:



ENROLLMENT AGREEMENT

1. A registration fee of \$20.00 is payable to the day care upon enrollment for each child or any who are returning after one year. This fee shall not be refundable. The registration fee is necessary to cover the costs of Accident Insurance and other administration fees.
2. Each child shall be enrolled for the entire school year. The school year is considered to be from September 1st to August 31st of the calendar year.
3. The fee charged shall be \$ per month payable on enrollment of the child. **Each payment falls due the first of each month** thereafter. Discounts for each additional child enrolled **full time** are given and can be discussed with the owner / supervisor. Maximum of \$50.00.
4. Parents who qualify for childcare subsidy are responsible to pay the centre their assessed fee as determined by subsidy. Fees are due the first of each month. You also agree to follow the rules under your subsidy agreement as well as the centre policies as stated in this agreement. Any fees owed to the centre that are not covered by subsidy will become the responsibility of the parent. The Regional subsidy phone number can be obtained from the supervisor.
5. There is a two week deposit required payable upon enrollment of the child / children in the amount of \$ The deposit amount is ½ of monthly fee as indicated above.
6. Upon termination of enrollment, there must be a minimum of one month notice given to the school on the first of the month. At this time the two week deposit will be used against the last months fees provided all fees paid to date. **There shall be no refunds of fees given to parents should they not follow this guideline of termination.** Receipts will be issued annually for Income Tax purposes or upon withdrawal of your child / children.
7. **There will be a \$25.00 service charge assessed for returned NSF cheques.**
8. The school operates from Monday to Friday, 6:30AM to 5:30PM. The fee charged per child is calculated for a nine-hour school day. An extra fee shall be charged for every hour of extended childcare due to staffing costs. Staff work 8 ½ hours per day.
9. A late fee of \$2.50 per child per every five minutes will be charged to parents who pick up their children later than 5:30PM. It will be at the discretion of the staff on the late shift to determine the circumstances. Frequent lateness will result in a written letter and enforcement of our late fee policy or to no resolution you will be asked to find other childcare arrangements for your child.
10. The school shall be closed on legal and statutory holidays as prescribed by law. There will be no reduction in the fees as a result of the holiday, school closing or any absenteeism.



11. Vacation period shall be taken during the months of July and August unless prearranged with the owner / supervisor. The school requires a minimum of two weeks notice of your vacation schedule. A 50% fee reduction is allowed on absences to a maximum of three weeks per child's calendar year.
12. In case of emergency the school shall contact your doctor or any other doctor, should your doctor be unavailable.
13. All parent fees are due on the 1st – 4th of each month.
14. Parents must keep the school informed of the following:
 - Change of address or telephone number(s)
 - A number where we can reach you daily
 - Person(s) to contact in case of emergencies
 - Name of person(s) the child can be released to other than the parent or legal guardian.
(In writing.)
 - When the child cannot be in attendance
 - Up to date immunization record
 - Custody of children agreements
 - Any other emergency information i.e. doctors information etc.
15. All required fees and forms as per Registration Package must be filled out and submitted to the supervisor before the child can be admitted to the day care centre.
16. Childcare spaces cannot be held without the deposit. Failure to start on the agreed start date will result in the loss of your deposit and the child care space. You will then be placed on our waiting list again until another space becomes available.
17. The school reserves the right to change this entire agreement in whole or in part with a minimum of thirty days notice.