



Kidz Club Daycare Tel: 780-467-7000
120 Wye Rd. #139,
Sherwood Park, Alberta, T8A 6P2
Email: kidzclubdaycare2021@gmail.com

Registration Form

Date of Admission _____

Child's name _____

Address _____

Phone _____

Birth date (YYY/MM//DD) _____

Mother's Name _____

Phone _____

Address (If different from child) _____

Business/Cell _____

Email : _____

Employment _____

Hours _____

Father's Name _____

Phone _____

Address (If different from child) _____

Business/Cell _____

Email: _____

Employment _____

Hours _____

Emergency Contact Persons

Name _____

Name _____

Address _____

Address _____

Phone _____ Work. _____

Phone _____ Work. _____

Child's Doctor

Name _____ Address _____

Phone _____ Alberta Health Care # _____

Child on any medication at home: Yes/ No (if yes then please fill below)

What type _____ what for _____

Allergies _____

Special Needs or medical concerns (operations) _____

Immunization Record

Is your child's immunization up to date? _____

Local Emergency (Strathcon community hospital) 780-449-5380
Poison Control 1-800-332-1414

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Background of Child

Had the child had any of the following illnesses?

Red measles	YES/ NO	convulsions (not epilepsy)	YES/ NO
German measles	YES/ NO	epilepsy	YES/ NO
Chicken pox	YES/ NO	head injury	YES/NO
Whooping cough	YES/ NO	accidental poisoning	YES/NO
Mumps	YES/ NO	removal of tonsils	YES/ NO
Heart trouble	YES/ NO	eye surgery	YES/NO

In the last year had the child had any of the following?

Difficulties with speech	YES/NO	3 or more ear aches	YES/NO
Difficulty with hearing	YES/NO	feeding/sleep problems	YES/NO
Difficulty with eyesight	YES/NO	daytime or bedwetting	YES/NO

Please list any other information considered relevant:

Culture/ Country/ language etc. (we believe in multiculturalism & this information is required for multicultural celebrations at daycare)

Language _____ Culture _____ Country _____

National festival of your country and when celebrated _____

Previous experience in day-care describe in words _____

How you can involve yourself in our daycare _____

Social and Emotional

Brothers _____ Age _____ Sisters _____ Age _____

Characteristics of child's personality _____

Signs of child's tiredness _____ Child's fears _____

Discipline at home _____ Child reaction to illness: Will child tell staff? _____

Child's reaction to stress _____ Is the child toilet trained _____

Please fill the time the child will be dropped off, and picked up from day care. This will help the center for staff planning.

Drop off time: _____

Pick up time: _____

Authorized persons to whom the child may be released

Child will not be released to anyone that is not listed on the authorization form, if you want to name anybody please fill the name, address, telephone number & relation of those additional pickup authorized personal;

1. _____ 2. _____ 3. _____

Parent's Signature _____ Date _____

Policy on child development

When children are lacking on some area in developmental areas, the teacher talk to the parent and provide them with resources that can be helpful to them or ask to see their doctor for help. The Daycare center uses nipping as one of the tool to assess child development. Please provide any child development assessment or interest if you have in particular in your mind to the director or to the staff concerned.

Parent's Signature: _____ Date _____

Field Trip

I hereby grant permission for my child _____ to accompany his/her group on field trips and neighborhood walks, which staff plans as part of the program. I also understand that I will be informed in advance, verbally, by letter, or by poster on the parent's board, of any field trip.

* Note- This includes transportation to and from school, walking, and vehicle transportation.

Parent's signature _____ Date _____

Medical Attention

I release Kidz Club Daycare Centre., for liability for accidents or illnesses occurring while my child is in the centre. In the event of any emergency when I cannot be reached, I give my permission for any medical procedure deemed necessary by my doctor or by another physician selected by the centre. I understand that I remain responsible for expenses incurred by this attention and I also give them permission to transport my child to emergency if required in their daycare van.

Parent's Signature _____ Date _____

Transportation agreement (for picking kids to and from home, if required)

I release my child for morning pickup and drop off schedule, I agree and understand that the transportation will be on site at plus or minus five minutes of the time agreed and maintain the time mutually agreed, I will make my child ready so that the pickup is done flawlessly. I understand that daycare staff driving van waiting time will be five minutes, and if he/ she do not see any indication he/ she will leave, which means I have to make my own arrangements for the child to get to the daycare, I also understand that it's my responsibility to make my child sit in van tie seat/ car seat belt as required.

The pickup service can be disrupted if the weather conditions are extreme, should this ever happen you will be informed as soon as possible, and this is not a mandatory service by the centre. By signing this you agree and understand that the daycare van stops at different stops to pick up and drop off children to and from home before it reaches home/ daycare, also you relieve daycare of any liability in case of any eventuality/ accident which may occur while transporting children, and assure that you will not fight against daycare/ their insurance company or driver of the van in any court of law in Canada. You are signing this without any undue pressure.

And you know that daycare van has INTRA-PROVIINCIAL OPERATING AUTHORITY CERTIFICATE and is insured for child transportation. Should you require further information please contact Opinder Kaur Gill phone #: (780) 267-0720.

Parent's Signature: _____ Date _____

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Information release agreement

I _____, give permission to display my child's name, pictures on the following:

- My child's cubby, coat hooks & centre's TV etc.
- My child's pictures on posters showing various activities
- Any art work
- Any birthday related activities
- Allergies list
- Field Trip Permission form and List
- School List i.e. Listing name, phone # parent name, teacher name, school name etc
- Materials brought from home
- Medication Information
- Or any other place as may be suited by the room staff or director of the centre for which I have no objection at all.

-Comments if any you would like to give or share with us:

-Policies and parent hand book are read and understood by us.

Child's Name: _____ Parent's signatures: _____ Date: _____

All Parents Please Note the Following:

1. All fees must be paid by the 10th day of the month.
2. One month's notice must be given for children leaving day-care.
3. Hours of daycare are from Monday to Friday from 7:00a.m. To 6:00p.m. Only. Please phone the daycare if you know you will be delayed in picking up your child. Also there will be an extra charge of five dollars for every 5 minutes late after 6:00p.m.
4. A charge of \$25.00 will be made for N.S.F. cheques.
5. A sick child must not be brought to daycare. It is unfair to your child and the other children. If your child shows symptoms of an illness that we are uncertain of, we will request that you bring a doctor's note stating that your child is able to attend daycare.
6. On holiday parents are allowed to get twenty dollars off per week from their regular fee for maximum three weeks.
7. We close for Alberta Statutory holidays and two weeks for Christmas break.

I hereby agree to abide with all the daycare rules and to inform staff of any of my child's problems that may arise in future.

Note: That center has open door policy for any suggestions and inputs.

Parent's Signature _____ Date _____

WHERE KIDS SIMPLY GROW

Sun Screen and Insect Repellent (Bug Spray) Permission Form

Name of child _____

As part of the child care's daily routine, children spend a great deal of time outside. Our belief is that exposure to the outdoors is essential in all areas of a child's development.

During the seasons when UV becomes evident, the staff will apply sun screen before going outside to protect their skin from the damaging rays of the sun.

Depending on the year, mosquitoes can also hinder the enjoyment factor of outdoor play and have the potential to carry disease. In order for children to achieve the fullest potential of outdoor play, the staff can apply mosquito spray to your child, with your consent.

Kidz Club Daycare provides an SPF of 30 - 60, but if you wish to have your child use his/her own, please indicates below.

Kidz Club Daycare provides insect repellent (bug spray) that is sensitive to children, with low deet content, but if you would rather not have insect repellent applied to your child, please indicates below.

Please check off which applies to you:

_____ I authorize **Kidz Club Daycare** to use the sunscreen provided by the center to my son/daughter.

Name of sunscreen : Coppertone

SPF : 30-60%

I would like my son/daughter to use the sun screen I provide.

Name of sunscreen : _____

SPF : _____

Parent's signature **Date**

Please check off which applies to you:

_____ I authorize **Kidz Club Daycare** to apply insect repellent with low deet content provided by the center to my son/daughter.

_____ I do not want my child to have insect repellent with low deet content applied to my child.

_____ I authorize **Kidz Club Daycare** to apply insect repellent provided by me.

Parent's signature **Date**

Parent Orientation Checklist

WHERE KIDS SIMPLY GROW

Welcome to Kidz Club Daycare Centre. We understand that the enrolment process can be a confusing time for new parents and children, so we have compiled a checklist to assist in the orientation process. This, we hope, will help you all to settle in and enjoy the Day Care and Out of School Care experience.

Do you know?

- How to sign in & out of the “sign in sheets” in the reception area/ their respective rooms?
- The opening & closing times of the centers?
- The procedure when you arrange for someone else to pick up your child?
- What to do if your child is absent or running late?
- The center’s phone, fax or email address?
- Where the Centre policies are kept?
- Who to approach to find out details of your child’s progress?
- How to pay your monthly fees in advance to avoid a late fee?
- Where to find & how to fill out medication forms? Where to put medication?
- Where the menus are displayed?
- Where to park & where parking is not permitted?
- Where to find program information?
- Where to find any messages or notices?
- Who to see if the office is unattended?
- When rest / sleep times are & what the policy is?
- Where to find out about your child’s day?
- What is an accident / incident form?
- Where all information relating to daycare are posted like reports from health and licensing etc?
- Where all the policies and parents handbook is kept?
- We close for two weeks during Christmas break

Centre specific information

Email of the centre : kidzclubdaycare2021@gmail.com
Phone number of centre : 780-467-7000
Your centre’s director’s : _____
Your child’s teacher : _____
Your child’s room : _____
Age group within this room : _____
Parent’s signatures : _____
Date : _____
Director’s signatures : _____
Date : _____