

Rise `N Shine Early Learning Centre

OSC REGISTRATION FORM

Registration Date	Start Date	End Date
Program: 6 to 12	<input type="checkbox"/>	

Child Personal and Contact Information

Child's Name	Date of Birth (M/D/Y)	Gender	M <input type="checkbox"/>	F <input type="checkbox"/>
Home Address	Home Phone			
Child's School	Grade			
School Address	School Phone			
Start Time	End Time			
Bus #	Bus Stop Location			
Pick up Time	Drop off Time			

If your child/ren require(s) transportation to and/or from their school, please advise a Director upon enrolment. If we provide service to your child's school, you will be provided with a transportation permission form which you will need to complete and sign PRIOR to any transportation being supplied for your child/ren by the centre.

Parent Personal and Contact Information

Mother			Father		
Name			Name		
Address			Address		
E-Mail Address			E-Mail Address		
Place of Work			Place of Work		
Work Address			Work Address		
Phones: Home			Phones: Home		
Cell			Cell		
Work			Work		
Allowed Access?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Allowed Access?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Parents Relationship Status Married Common-Law Divorced Separated Other

If other please explain

Emergency Contact Information

****An Emergency Contact person is someone OTHER than a parent****

Emergency Contact #1		Emergency Contact #2	
Name		Name	
Relationship to child		Relationship to child	
Address		Address	
Place of Work		Place of Work	
Work Address		Work Address	
Phones: Home		Phones: Home	
Cell		Cell	

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Work

Work

Child Medical Information

Alberta Health Card Number	Are Immunizations up-to-date	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Physician Name	Physician Phone		
Physician Address			
List Any Allergies			
Describe Reaction(s) if exposed to allergy			
Explain Required Care if exposed to Allergy			
List Any Other (non-allergy) Medical Conditions			
Special Care...			
What we need to know			
On-Going / Emergency Medications			
For What Condition(s)? (including allergies)			
Instructions & Dosage			
<i>*a medication form must be filled out prior to centre administering any medication(s)*</i>			

The Following Named ARE Allowed Access To My Child

Name	Relationship To Child
Name	Relationship To Child
Name	Relationship To Child
Name	Relationship To Child

- Children will **NOT** be released to anyone who has not been authorized by the parent
- A phone call from a parent to change/add an authorized person will be allowed **only** if the parent can answer security (personal and/or centre related) questions to confirm their identity
- Anyone picking up a child must have authorization and government issued picture identification
- Rise 'N Shine Early Learning Centre reserves the right to refuse access to **ANYONE** who does not appear to be in a responsible condition

The Following Named Are NOT Allowed Access To My Child

Name	Relationship To Child
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Name	Relationship To Child
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Child Care Information

Has your child been in childcare before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Day Home, Daycare or in the care of Family? If previous Daycare, name of centre	Day Home <input type="checkbox"/>	Daycare <input type="checkbox"/>	Family Care <input type="checkbox"/>
Estimated Arrival Time at our centre	Estimated Departure Time from our centre		

Tell us about your child

The reason we collect Family information is to help us get to know your child and their family. The more acquainted we are the better care we can provide. Additionally, we strive to provide a multicultural program and we believe this information may help us to enrich that programming.

Family Heritage

Where was the child born?	
Where was the child's mother born?	
Where was the child's father born?	
Child's First Language:	Other Languages:
What is the family's cultural heritage?	
Are there any faith based food or activity restrictions? If so please explain	
Are there any faith based holidays/celebrations that you would like to see represented in our programming?	
Is there anything you feel we should know regarding your family situation or personal beliefs? If so please explain	

How would you describe your child's personality?
Is there any special thing that your child needs to go to sleep? (e.g. doll, Stuffy toy, blanket, etc.,)
Child's reaction when he/she is in stress
What are your child's favourite foods?
What foods are refused?
Please list again foods not permitted due to allergies/personal reasons
Describe your child's personality, disposition, likes and dislikes
Please describe any relevant events pertaining to your child's development that the centre needs to know about

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What can we do to help support your child's development?

What can we do to help support your child's family?

The following sections require parent signatures to make the registration valid.
Reading the Parent Handbook and our Policies & Procedures Manual is also required.
If filling out the application on-line, your typed name will be accepted as your signature.
Your signature is confirmation of your understanding and agreement of the information on the Registration Form, in the Parent Handbook and the Policies & Procedures Manual.

Parental Consent and Confirmation

Emergency Agreement

I/we give Rise 'N Shine Early Learning Centre permission to take whatever steps are necessary to provide emergency medical treatment for my/our child as warranted.

If an ambulance is required I/we understand that it will be at my/our expense.

Parent(s) Initials

Date

Documentation Agreement

I/we give Rise 'N Shine Early Learning Centre permission to take photographs of my/our child in their daily activities and post them on display in the centre. Photos will not be used for advertising, publication or telecast without explicit permission for that specific event.

Parent(s) Initials

Date

Outdoor Policy

I/we give Rise 'N Shine Early Learning Centre permission to take my/our child off the centre premises for neighbourhood walks, park outings and other such related activities while in the care of staff. For all other field trip outings, a permission form will be distributed and parent's signatures will be required for child participation.

Parent(s) Initials

Date

Behaviour Policy

I/we understand Rise 'N Shine Early Learning Centre aims to provide quality care for all children and families in a safe and comfortable environment. I/we understand that Rise 'N Shine Early Learning Centre reserves the right to refuse or discontinue enrolment at their discretion should they feel my/our child poses a health or safety concern, displays unmanageable behaviour issues or is not suited for the program.

Parent(s) Initials

Date

Parent Handbook & Policies and Procedure Manual Policy

I/we confirm that I/we have read and agree to the terms as laid out in the Parent Handbook and Policies & Procedures Manual. Further I/we understand that these rules and regulations are subject to change and I/we will be notified of any changes within a reasonable time. I/we will confirm in writing to adhere to the changes in order for my/our child/ren to continue to participate in the program.

Parent(s) Initials

Date

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Drop-Off and Late Pick Up Policy

I/ we confirm that child must be dropped-off no later than 10:00 AM and will be picked-up before 6:00 PM. A fee of \$ 10 for first fifteen (15) minutes & then \$ 5 per minute will be charged.

Parent(s) Initials

Date

Registration Fees, Deposit and Monthly Fee Agreement

I/we confirm to pay the Registration Fee (\$100) to secure the spot for my child. Such fee is **NON- REFUNDABLE**

I/we confirm to pay full month's fee regardless of sickness or holidays

I/we understand that fees are due on or before first of every month. Failure to pay by first week of the month will result in \$ 30 late pay and the child will not be accepted till all the fees have been fully paid.

I/we confirm that in the event of Subsidy Application Refusal, the parents/guardians are obliged to pay the full amount of child care fees and services.

I/we confirm that I/we understand that a minimum of 30 days WRITTEN notice of withdrawal provided **DIRECTLY** to the owners/directors is required or I/we are required to pay the next months fees in full.

I/we understand that is my/our responsibility to keep my/our subsidy up-to-date. I/we further understand that if coverage is cancelled or suspended for any reason I/we are responsible for fees due in full.

I/we confirm that if we have opted for part time daycare services, I/we need to pay the days opted regardless of holidays or sickness.

Parent(s) Initials

Date

Sunscreen and Insect Repellent Application Agreement

I/we give permission to Rise `N Shine Staff to apply Sunscreen and Insect Repellent spray that I/we provided. These skin Protection agents are labelled with my child's name and expiry date; and are in their original packaging. In the occurrence of any allergic reaction, I will be notified immediately, and the staff will discontinue using these products.

Parent(s) Initials

Date

Print Parent Name(s)

Parent Signature(s)

Date

Health Care and Essential Items

The Parents are expected to provide the following essential items:

- o One extra clothing for emergency use (labelled with child's name)
- o One inside and outside shoes- weather appropriate (labelled with child's name)
- o Water bottle (labelled with child's name)
- o In Summers: Hat, Glasses, Sunscreen & Bug Spray
- o In Winters: Snow Pants, Snow Jackets, Mittens & Winter Cap

For Office use only:

Paid Registration Fee: _____ Date: _____ Signature: _____

Rise `N Shine Early Learning Centre



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