

# REGISTRATION PACKAGE



REGISTRATION FORM	
Date of enrolment:	Date ended:
Child's Name:	Gender (Circle):      Male      Female
Date of Birth:	Current Age:
1. Siblings Name & Age:	2. Siblings Name & Age:
Immunized (Circle):      Yes      No	If no, then why?
<b>Parent/Guardian #1 Contact Details:</b>	Name:
Home Phone:	Cell Phone:
Place of Work:	Work Phone:
Email Address:	
Home Address:	
<b>Parent/Guardian #2 Contact Details:</b>	Name:
Home Phone:	Cell Phone:
Place of Work:	Work Phone:
Email Address:	
Home Address (if different to Mother's):	
Is there a custody agreement we need to be aware of?	(Circle)    Yes    No
Is there an order of restraint against either parent?	(Circle)    Yes    No
<b>Medical Details:</b>	
Medical Insurance #:	Doctor:
Doctor's Address:	Doctors Phone:
Illness or Disability:	
Allergies:	
Emergency Medication:	
<b>Emergency Contacts (other than the Parents):</b>	
1. Name:	Relationship:
Home Phone:	Cell Phone:
2. Name:	Relationship:
Home Phone:	Cell Phone:

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REGISTRATION CHECKLIST	SIGN OFF	
	PARENT	MANAGER
Child's Name:		
<b>The following documents have been completed, signed (if applicable) &amp; returned to the Manager:</b>		
• Registration Form		
• Registration Checklist (this document)		
• "All about me"		
• Consent Form		
• Signature Page of Daycare Policies and Procedures		
• Subsidy Form (if applicable)		
<b>The following have been provided to the Manager:</b>		
• Membership Fee		
• 2 x Printed Colour Photo of Child		
• Copy of Birth Certificate		
• Copy of Immunization Records (if applicable)		
• Copy of Custody Agreement (if applicable)		
• Copy of Order of Restraint (if applicable)		
<b>The following has been completed:</b>		
• 2 x 1.5 hr parent attended orientation sessions		

By signing below, you are confirming that all of the required documentation has been received and orientation completed for the above named child, and they can now attend the Daycare.

Parent/Guardian #1 \_\_\_\_\_  
 (Name)  
 \_\_\_\_\_  
 (Signature) \_\_\_\_\_ (Date)

Parent/Guardian #2 \_\_\_\_\_  
 (Name)  
 \_\_\_\_\_  
 (Signature) \_\_\_\_\_ (Date)

Daycare Manager \_\_\_\_\_  
 (Name)  
 \_\_\_\_\_  
 (Signature) \_\_\_\_\_ (Date)

# REGISTRATION PACKAGE



## ALL ABOUT ME

Child's name

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What name do you call your child by?

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Describe a typical day for your child

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What foods does your child like to eat?

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What foods doesn't your child like to eat?

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Is your child potty trained?

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What name does your child use to indicate they need to use the toilet?

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Will your child need a nap during the day?

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# REGISTRATION PACKAGE



How do you currently help your child to fall asleep or to settle when they are upset or tired?

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What are your child's favorite things?

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What are your child's fears?

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Please tell us anything else you think we should know about your child to make the transition to daycare easier

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Parent/Guardian #1

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(Name)

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(Signature) (Date)

Parent/Guardian #2

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(Name)

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(Signature) (Date)

Daycare Manager

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(Name)

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(Signature) (Date)

# REGISTRATION PACKAGE



CONSENT FORM	PARENT/ GUARDIAN INITIALS	
	CONSENT	NO CONSENT
Child's Name:		
Date:		
<b>PAGE 1 OF 2</b>		
<b>Daily Field Trip Consent</b>		
Daily outings may include: <ul style="list-style-type: none"> <li>• James White Park</li> <li>• Splash Park</li> <li>• Library</li> <li>• Rocky Mountain Village</li> <li>• Rotary Park</li> <li>• Duck Pond</li> <li>• IDES School Ground</li> <li>• All other field trips will require specific consent (Separate Form)</li> </ul>		
<b>Photo/ Video Consent</b>		
We sometimes take photos of the children on staff cell phones for the following purposes: <ul style="list-style-type: none"> <li>• Display in our Daycare</li> <li>• Newspapers</li> <li>• FCCS Facebook Page</li> <li>• FCCS Website</li> </ul>		
<b>Media</b>		
I give permission for members of the media, at the discretion of the Manager of the Daycare, to take pictures/video of my child.		
<b>Sunscreen</b>		
Fernie Child Care Society will take necessary precautions to protect your children from the harmful effects of the sun and UV rays. I give permission to the staff to apply a sunscreen product that is broad spectrum with SPF 30 or higher to my child, when he/she will be playing outside, especially during the months of March through October and between the daily time of 10 am and 4 pm.		
<b>Call Medical Practitioner / Ambulance</b>		
Per Licensing Regulations, in the event a parent cannot immediately be reached, we require written consent to call: <ul style="list-style-type: none"> <li>• Medical Practitioner</li> <li>• Ambulance</li> </ul> In the case of: <ul style="list-style-type: none"> <li>• Accident</li> <li>• Illness</li> </ul>		
<b>Privacy Policy</b>		
We hereby request your consent to disclose the collected information to Vari Tech Systems Inc. for the purpose of managing the software childcarepro on behalf of the Fernie Child Care Society and in accordance with the Vari Tech Privacy Code. I understand that Vari Tech Systems Inc. will not disclose such personal information without my further consent unless required or permitted by law. For additional information about the Vari Tech Privacy Code, please visit <a href="http://www.varitechsystems.com">www.varitechsystems.com</a> or contact the Vari Tech Privacy Officer at 204-231-7068 or by email at <a href="mailto:admin@childcarepro.ca">admin@childcarepro.ca</a>		

# REGISTRATION PACKAGE



CONSENT FORM	PARENT/ GUARDIAN INITIALS	
	CONSENT	NO CONSENT
Child's Name:		
Date:		
<b>PAGE 2 OF 2</b>		
<b>Release of Child</b>		
Per Licensing Regulations, we require written consent to release a child to someone other than the parent:		
1. Name:	Relationship:	
Home Phone:	Cell Phone:	
2. Name:	Relationship:	
Home Phone:	Cell Phone:	
3. Name:	Relationship:	
Home Phone:	Cell Phone:	

I give my permissions, as identified above by my initials in the 'Consent' box, on Pages 1 and 2, as Parents/ Guardians of the above named child.

Parent/Guardian #1 \_\_\_\_\_  
(Name)

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

  

Parent/Guardian #2 \_\_\_\_\_  
(Name)

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

  

Daycare Manager \_\_\_\_\_  
(Name)

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

# REGISTRATION PACKAGE



CHECKLIST FOR PARENTS TO DETACH AND KEEP	PARENT ONLY
Please be sure to LABEL clothing, lunch bags, containers, bottles and cups.	
<b>What to bring your first day and leave at the daycare</b>	
<ul style="list-style-type: none"> <li>• Diapers; cloth or disposable (Infant Toddler Program) (You can leave bulk diapers at the daycare. Staff will leave a note for you when they run out)</li> </ul>	
<ul style="list-style-type: none"> <li>• Change of clothing x 2 (weather appropriate)</li> </ul>	
<ul style="list-style-type: none"> <li>• Indoor Shoes (suitable for running in the gym)</li> </ul>	
<ul style="list-style-type: none"> <li>• Blanket or Sleep Sack for Napping x 2</li> </ul>	
<ul style="list-style-type: none"> <li>• Comfort Item for Napping, if needed</li> </ul>	
<ul style="list-style-type: none"> <li>• Drink Bottle (to stay onsite for water. It will be washed daily)</li> </ul>	
<ul style="list-style-type: none"> <li>• Sunscreen (in summer)</li> </ul>	
<b>What to bring everyday</b>	
<ul style="list-style-type: none"> <li>• Lunch and Snacks (Morning &amp; Afternoon)                             <ul style="list-style-type: none"> <li>○ Food should be healthy</li> <li>○ Be enough for the amount of time spent at the Daycare</li> <li>○ Packed in a <b>lunch bag</b> that will be put in the fridge</li> <li>○ Hot food should be served in a thermos. When not possible, microwave is available</li> </ul>                             Note: In the summer, lunch is sometimes eaten on an excursion outside of the daycare                         </li> </ul>	
<ul style="list-style-type: none"> <li>• Outdoor clothing appropriate for the weather                             <ul style="list-style-type: none"> <li>○ Raining; Rain Coat, Rain pants, Rain boots</li> <li>○ Snowing/ Snow on the Ground; Waterproof Snow jacket, Snow pants, Snow boots, Mitts/ Gloves, Toque</li> <li>○ Sun Shining; Hat, Long sleeve shirt if you don't want sunscreen, Running shoes</li> </ul>                             We will go outside everyday (except for days with the most extreme weather – e.g. thunderstorms, temperatures below -15C)  Children's cubbies are not secure, so please don't leave anything of value in them.                         </li> </ul>	
<b>Drop-off</b>	
<ul style="list-style-type: none"> <li>• Check the door for notices to parents</li> </ul>	
<ul style="list-style-type: none"> <li>• Sign in your child on the attendance sheet</li> </ul>	
<ul style="list-style-type: none"> <li>• Change your child into their indoor shoes (Children must wear indoor shoes in the event they have an emergency evacuation)</li> </ul>	
<ul style="list-style-type: none"> <li>• Put sunscreen on your child (if it's summer)</li> </ul>	
<ul style="list-style-type: none"> <li>• If you come in to the rooms, please remove your outside shoes</li> </ul>	
<ul style="list-style-type: none"> <li>• Tell staff how your child's night/ morning were, so they not what to expect from they for the day</li> </ul>	
<b>Pick-up</b>	
<ul style="list-style-type: none"> <li>• Sign out your child on the attendance sheet</li> </ul>	
<ul style="list-style-type: none"> <li>• Take all belongings home</li> </ul>	
<ul style="list-style-type: none"> <li>• Ask staff how your child's day was</li> </ul>	