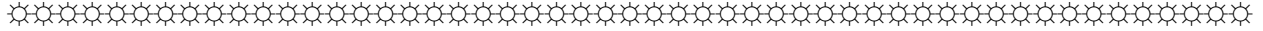
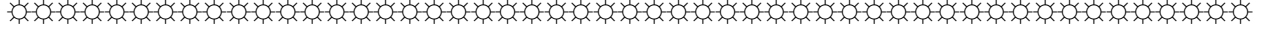


**Menisa Day Care and Out of School Care  
Registration Package**



Welcome to Menisa Day Care and Out of School Care. We hope your involvement with our program will be a happy and pleasant growing experience for you and your child. If you have any questions and concerns, do not hesitate to ask us. We appreciate any suggestions or recommendations you may have.



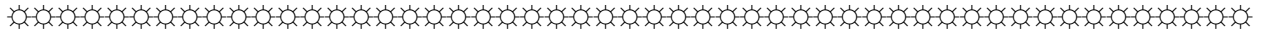
Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

MM/DD/YY

Time of Arrival: \_\_\_\_\_ Pick Up Time: \_\_\_\_\_



**Office Use Only**

Start Date: \_\_\_\_\_

MM/DD/YY

End Date: \_\_\_\_\_

MM/DD/YY

Full Time:

Part Time:

File Update: \_\_\_\_\_

\_\_\_\_\_

Child Assessments: \_\_\_\_\_

\_\_\_\_\_

**Menisa Day Care and Out of School Care  
Emergency Information**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
MM/DD/YY

Full Address: \_\_\_\_\_  
Street Address City Province Postal Code

Health Care No.: \_\_\_\_\_

**Parent's Information:**

Mothers Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Address: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Phone (Work): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Emergency Contacts:**

**Only persons who are 18 years old or older (should not live at the same address as parents).**

1. Name and Relationship to Child \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_

2. Name and Relationship to Child \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_

**Authorizations**

**Person(s) to whom the child MAY be released, other than Emergency Contacts (must be 18 years or older):**

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Person(s) to whom the child MAY NOT be released:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

Family's Physicians Name: \_\_\_\_\_ Phone: \_\_\_\_\_

List any allergies or recurring medical problems: \_\_\_\_\_

Immunization up to date: Yes  No  Last date of immunization: \_\_\_\_\_

Is your child on an ongoing medication(s): Yes  No

Any custodial arrangements between the parents? (Please provide copies of any Orders): \_\_\_\_\_

Start Date: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

## Child's Personality and Other Information

Please answer the following questions to help us understand your child's needs and interests.

1. Favourite Activities: \_\_\_\_\_
2. Fears (if any): \_\_\_\_\_
3. Dislikes: \_\_\_\_\_
4. Reaction to Stress: \_\_\_\_\_
5. Previous Day Care/Day Home (if any): \_\_\_\_\_
6. How was the experience? \_\_\_\_\_
7. Sleep Pattern: \_\_\_\_\_
8. Physical Goal: \_\_\_\_\_
9. Personal Goal: \_\_\_\_\_
10. Pets (if any): \_\_\_\_\_
11. Let us know what you expect from our centre: \_\_\_\_\_
12. Eating habits and food preference(s): \_\_\_\_\_
13. Describe your child's day: \_\_\_\_\_
14. Self-Care Skills: \_\_\_\_\_
15. What is your family's ethnic, cultural, religious background? How do you identify yourself? \_\_\_\_\_  
\_\_\_\_\_
16. What languages are spoken in your household?: \_\_\_\_\_
17. What holidays and traditions are celebrated in your household? How do you celebrate them? \_\_\_\_\_  
\_\_\_\_\_
18. Why are these holidays and traditions important to you? What do they represent to your family? \_\_\_\_\_  
\_\_\_\_\_
19. What experiences has your child had in celebrating holidays? \_\_\_\_\_  
\_\_\_\_\_
20. What do you want to see happen within your child's program during the holidays seasons and special days, such as Christmas, Easter, Mother's Day, etc? \_\_\_\_\_  
\_\_\_\_\_
21. How can we validate and support your family's lifestyle here at the centre? \_\_\_\_\_  
\_\_\_\_\_
22. What songs, languages, food, books, art materials and toys could we include in our program to represent and support your family? \_\_\_\_\_
23. Would you be willing to come into the centre and share your tradition/celebration with the staff and/or children? \_\_\_\_\_  
\_\_\_\_\_

## **Menisa Day Care and Out of School Care Parent Agreement**

1. Child's Name: \_\_\_\_\_
2. Full time fees are \$ \_\_\_\_\_ per month
  - a) Fees are due on the 1<sup>st</sup> day of the month, with a grace period of 5 days. Payments made after the 5<sup>th</sup> day of the month will be subject to a late penalty of \$10.00 per day, per child.
  - b) Parents on subsidy are responsible for ensuring that their subsidy is valid at all times. If your child's subsidy expires, you will be responsible for the full fees for the month until subsidy is in place. If you are granted backdated subsidy to the expiry date and have paid full fees for the month, you will be given a credit in the amount paid over and above the non-subsidized portion of your fees, to be applied to the following month(s). To avoid disappointment, you must send your renewal and all applicable documents one month before the expiry date.
  - c) If you pay by cheque and the cheque is returned for lack of funds, you will be charged a NSF fee of \$5.00 for the cost of handling, and you will no longer be permitted to pay by cheque.
3. The centre is open from 6:30 a.m. to 6:00 p.m. Children are required to be picked up by 5:45 p.m. with staff remaining at the centre until 6:00 p.m. to clean and get ready for the following day. Parents must sign children in and out at the time of arrival and departure. Late fees of \$1.00 per minute per child will be charged for pick-ups after 6:00 p.m.
4. Staff will administer emergency first aid, or obtain medical assistance, for any child in their care when necessary. Parents are responsible for the costs of any medical assistance.

If a child requires medical assistance:

  - a) The child's parents will be contacted.
  - b) If the parents are unavailable, a listed emergency contact will be contacted.
  - c) If necessary, the child will be transported to the Grey Nun's Hospital. An ambulance will be called to transport your child in the event of an emergency. The cost of the ambulance will be the responsibility of the parent(s).
5. Children may be out of the centre at any given time for any of the following reasons:
  - a) The children may be on walks in the neighbourhood, and to area school parks with designated staff;
  - b) The children may be on a field trip (prior written consent for each trip/event will be obtained).
6. We will not permit your child to leave the centre with anyone other than those individuals who are listed as emergency contacts or authorized persons. Exceptions will be made only if the Director or Staff are personally notified by the parent(s). If the individual picking up your child is not known to the Staff, they will be asked to produce photo identification.

**PLEASE NOTE:** In case of a separated (formally or informally), or divorced family situation, we cannot prevent either parent from taking the child unless there is a legal custody agreement or a restraining order on file at the centre. In order for any Court Order to be enforced, the parent must provide a copy of the Court Order to the centre to be kept on the child's file.
7. Please initial the following statements and initial those that apply to your family:
  - a) \_\_\_\_\_ I authorize the use of my child's image and art works for displays located within the centre, showing activities and experiences within the centre.
  - b) \_\_\_\_\_ I authorize the collection of images and art works of my child to be included in my child's personal development portfolio. (The contents of this folder are released to the parent at the end of the child's enrolment).

c) \_\_\_\_\_ I authorize the centre to take pictures of my child to be used as keepsake mementos by parents/guardians of my child's friends in the centre.

d) \_\_\_\_\_ I authorize the centre to use images taken of my child, along with their group, for use on the centre's website (e.g. pictures of the children partaking in activities or field trips).

e) \_\_\_\_\_ I authorize Menisa Day Care and Out of School Care to transport my child to and from \_\_\_\_\_ school by walking or driving in the day care van.

f) \_\_\_\_\_ I authorize Menisa Day Care and Out of School Care to take my child on walks in the neighbourhood and/or to area parks with designated staff.

g) \_\_\_\_\_ I acknowledge and understand that any outstanding amounts owing to Menisa Day Care and Out of School Care after child care services have ended (including, but not limited to, outstanding fees owing, late penalty fees as stated in paragraph 2(a), unpaid subsidy, NSF fees, fees in lieu of one month's notice as stated in paragraph 10, and late pick up fees) will be referred to a designated credit agency for collection.

9. The centre agrees to use all care and diligence in caring for children and their personal belongings. The centre will not be responsible for any loss or damage to clothing or other effects of the children, nor for any accident, sickness or diseases that may occur to a child while in the care of the centre, with the exception of those resulting from gross negligence.
10. The centre reserves the right to cancel this agreement at any time it deems necessary, with the amount of notice depending on the situation.
10. **Parents must provide one (1) calendar month's written notice of an intention to withdraw a child from the centre or full fees (e.g. non-subsidized fees) in lieu of one month's notice.** Notice MUST be given on the 1<sup>st</sup> of the month (e.g. If the child's last day will be June 30, notice must be given on or before June 1). Notice given after the month has started will not be accepted and will be treated as if given on the first of the *following* month (e.g. If notice is given on May 15 for attendance to end on June 15 the notice period will be considered as starting June 1 and full fees will be required for the month of June).
12. Parents must pick up their child from the centre if that child has a fever, diarrhea, an unexplained rash or cough, or is otherwise unable to participate in the program, unless a written note is provided by a doctor indicating that the child does not pose a health risk to other persons on the centre's premises.
13. Children will only be released to designated individuals over the age of 18. Any individual listed as an Emergency Contact is also considered an authorized person to whom a child may be released.

I hereby certify that the information in this registration form is true, correct and complete in every respect.

I, the undersigned, in consideration of Menisa Day Care and Out of School Care accepting my child, agree to pay the fee above and agree to the above terms and conditions.

I acknowledge that I have reviewed Menisa Day Care and Out of School Care's Parent Handbook located on the centre's website at [www.menisadaycare.com](http://www.menisadaycare.com) and have discussed any concerns with the Director and/or her designate and that I understand and agree to follow the policies and procedures outlined therein.

NAME OF PARENT/GUARDIAN: \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_

DATE: \_\_\_\_\_

**Menisa Day Care and Out of School Care  
Sunscreen and Bug Spray Permission Form**

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 sunscreen before going outside to protect their skin from the damaging rays of the sun.

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

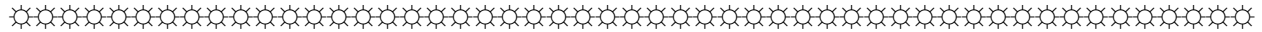
Parents will be responsible to provide sunscreen and bug spray for their child(ren). Please label any bottles with your child(ren)'s name(s).

I acknowledge that I have read the Sunscreen and Bug Spray Permission Form and authorize the Staff of Menisa Day care and Out of School Care to apply sunscreen and bug spray to my child, which I have provided for my child.

NAME OF PARENT/GUARDIAN: \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_

DATE: \_\_\_\_\_



**Permission for Walks, Neighbourhood Outings, and Transportation of Children to  
and from School**

I hereby give my permission for my child to attend neighbourhood outings and walks within the centre's neighbourhood, which are within a reasonable distance of the centre's premises and under normal day care and out of school care supervision standards.

Neighbourhood outings include trips to neighbouring schools.

I hereby give my permission to have my Kindergarten child transported by the day care van/bus to neighbouring schools under normal day care standards.

NAME OF PARENT/GUARDIAN: \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_

DATE: \_\_\_\_\_

**Menisa Day Care and Out of School Care  
Transportation Policy of Children to and from School**

Name of Child: \_\_\_\_\_  
Child's School Name: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Phone No. of School: \_\_\_\_\_  
Grade: \_\_\_\_\_ Room No.: \_\_\_\_\_  
Teacher's Name: \_\_\_\_\_  
Mode of Transportation: Day Care Van/Bus  
Time of Drop Off: \_\_\_\_\_ Location of Drop Off: \_\_\_\_\_  
Time of Pick Up: \_\_\_\_\_ Location of Pick Up: \_\_\_\_\_

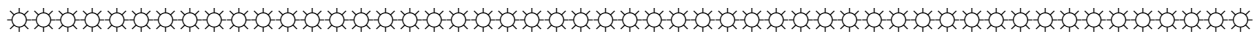
- Designated Out of School Care staff are responsible for taking children to and from school by day care van/bus.
- Parents must inform the Out of School Care Director or Staff if their child(ren) will not be going to school.
- If parents drop their child(ren) off at school in the morning, they are responsible for letting the Out of School Care Director or Staff know whether the child(ren) needs to be picked up after school.
- If a child does not show up at the arranged Pick Up Location at the arranged Pick Up Time, staff will check the school and also call the centre to inquire whether the parent have called the centre. If the whereabouts of the child are still unknown, the Parents and/or Emergency Contacts will be contacted.
- If a child's whereabouts are still unknown fifteen (15) minutes after school has ended, the police will be called. Once the police have been notified, we will contact the child's Parents and/or Emergency Contacts.
- If your child needs to arrive early to school, or stay after school for special activities (e.g. patrolling), it is your responsibility to make alternate arrangements for your child's drop off or pick up and Staff will not be responsible for your child.
- In case of an emergency (e.g. an accident), or if Staff are late to pick up children from school, the school will be contacted by the centre and the children will be asked to wait in the office (a list of the children attending the centre is provided to each school). Under no circumstances will a child be allowed to walk to the centre unsupervised.

I hereby give permission for my child to be transported to and from school by Day Care Van/Bus in accordance with the aforementioned regulations:

NAME OF PARENT/GUARDIAN: \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_

DATE: \_\_\_\_\_



**Parent Acknowledgment**

I, \_\_\_\_\_, acknowledge that I have reviewed the Menisa Day Care and Out of School Care Parent's Handbook and have discussed any concerns with the Director and/or her designate and that I understand and agree to follow the policies and procedures as outlined therein.

NAME OF PARENT/GUARDIAN: \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_

DATE: \_\_\_\_\_