

REGISTRATION FORM



Name of Child _____

Name child responds to _____

Sex M/F Birth Date (dd/mm//yy) ____/____/____ Enrolment Date: _____

Termination Date: _____

Address: _____

Mother's Name: _____

Home Phone: _____ Work Phone: _____ Cell: _____

Alternate Number: _____ Email: _____

Father's Name: _____

Home Phone: _____ Work Phone: _____ Cell: _____

Alternate Number: _____ Email: _____

Legal Guardian(s): _____

Person(s) whom the child lives with _____

Languages spoken in the home _____

Doctor's Name: _____ Doctor's Phone: _____

Dentist's Name: _____ Dentist's Phone: _____

Care Card Personal Health Number _____

Allergies/Reaction Treatment _____

Illnesses or Medical Conditions/Symptoms/Treatment _____

EMERGENCY CONTACTS OTHER THAN PARENT/GUARDIAN

Name _____ Relationship to child _____

Home Phone: _____ Work Phone: _____ Cell: _____

Name _____ Relationship to child _____

Home Phone: _____ Work Phone: _____ Cell: _____

Name _____ Relationship to child _____

Home Phone: _____ Work Phone: _____ Cell: _____

Name _____ Relationship to child _____

Home Phone: _____ Work Phone: _____ Cell: _____



CHILD HISTORY

Name of previous childcare provider _____

Dates of attendance _____

Reason for leaving _____

Special instructions/comments for the caregiver _____

Other children at home _____

ADDITIONAL INFORMATION ABOUT CHILD

Favourite activities _____

Food dislikes _____

Sleeping Pattern(s) _____

Toileting Practices _____

Religious or Cultural Beliefs _____

IS YOUR CHILD PRONE TO ANY OF THE FOLLOWING. IF SO, PLEASE EXPLAIN

1. Ear/Nose/Throat Infections _____

2. Nose Bleeds _____

3. Skin Problems _____

4. Seizures _____

5. Other Medical Conditions _____

6. Emotional Challenges _____

7. Learning Disabilities _____

ADDITIONAL PERSONAL INFORMATION ABOUT YOUR CHILD (please provide any information that can help us better understand your child in these following circumstances)

1. Previous experiences away from home _____

2. Reactions to separation _____

3. Significant events in the last year _____



PERSONS AUTHORIZED TO PICK UP CHILD FROM THE FACILITY

Name _____ Relationship to child _____ Tel: _____

Name _____ Relationship to child _____ Tel: _____

Name _____ Relationship to child _____ Tel: _____

Name _____ Relationship to child _____ Tel: _____

If there are any custody agreement(s), please list details here: _____

MEDICAL HISTORY

Immunization History

Immunization Dates

	DATE:	DATE:	DATE:	DATE:
1. Diphtheria/Pertussis/Tatanus	___/___/___	___/___/___	___/___/___	___/___/___
2. Poliomyelitis	___/___/___	___/___/___	___/___/___	___/___/___
3. HIB (Meningitis)	___/___/___	___/___/___	___/___/___	___/___/___
4. Measles/Mumps/Rubella	___/___/___	___/___/___	___/___/___	___/___/___

Please indicate where original records can be located or attach a copy to this registration package:

Special Diet (explain) _____

I authorize the staff to our daycare centre to call a medical practitioner or ambulance in the case of an accident or illness of my child, if the parent cannot immediately be reached.

Signature of Parent/Guardian _____ Date _____

Manager of Facility _____ Date _____

Name of Facility _____

NEVERLAND CHILDREN'S CENTRE PARENT CONTRACT



We, the Undersigned, have read carefully the philosophy, Parent Handbook, and parent involvement, and agree to follow them.

I agree to help my child settle into activities before leaving until they are familiar with the daycare, or until the staff advise you otherwise.

I agree to sign my child in and out daily on our daily Enrolment Form, prepared by the Caregiver.

I will not send my child to the facility if there is any question of illness and I agree to inform the centre of any contact with communicable diseases.

I authorize my child to be seen by the Pubic Health Personnel on their visits.

I will keep the teachers informed of any event or change that might affect my child's attendance, and/or their behaviour.

I agree to notify the staff in writing, of any changes of address, phone number, employment, or of any change in status of any person authorized to be contacted in case of an emergency.

I agree to pick up my child immediately if they become ill and it's requested by the staff.

I agree that in case of a medical emergency, where the parent or emergency contact person cannot be reached, that a staff member is authorized to transport my child to the nearest hospital or call for an ambulance.

I understand communication is of great importance and I will direct queries or suggestions to the staff.

I understand participation in the centre by parents enriches your child(ren)'s experiences with us and I will try to share any talents, hobbies or interests with the group as time permits.

I understand that the staff of Neverland Children's Centre can only administer medication of any kind, prescribed, over-the-counter, or otherwise, with the doctor's note pertaining to that medication and specifically directing any person to administer that medication only to the particular child named in the doctor's letter. All medication that is administered needs to also still be in it's original packaging.

I/WE, the undersigned, have read this Parent Contract thoroughly and agree to follow it to the best of my/our ability.

Parent(s)/Guardian(s) signature _____ Date _____

Manager of Facility _____ Date _____

Name of Facility _____



NEVERLAND CHILDREN'S CENTRE PARENTAL AGREEMENT

The Parent(s) or Guardian(s) _____
Hereinafter referred to as the "Parents", agree to the following conditions:

1. To pay the monthly/daily fee of \$_____ by method of post dated cheque. A minimum of one school-year (Sept - June) supply is required.
2. Cheques are to be dated for either the 1st or the 15th of each month, as determined at the time of registration with the Director.
3. To pay the full \$_____ fee monthly or calculated at a day rate regardless of the number of days the child attends in the month.
4. Late payments (payments received after the 15th of the month) or NSF cheques will be penalized with a \$20.00 charge for delinquent payment.
5. All families are responsible to keep payments up-to-date, including those receiving subsidy from a ministry or governing funding. Those receiving subsidy or funding are responsible to keep any claim current to avoid full payment being directly billed to the family, as the family is responsible for the difference in funds between their subsidy and the current fees for our childcare services.
6. All receipts for payment (including Income Tax receipts) are issued automatically.
7. Neverland Children's Centre is open Monday to Friday, excluding all Statutory Holidays including Easter Monday and Boxing Day. Please Note: The Director has considered these closures in the Fee Schedule which has been set for the year. As a result, no additional discounts will be offered and regular fees will apply.
8. Group Daycare Hours are from 6:30am to 5:45pm daily.
9. OOSC (Out Of School Care) Hours are from 7:00am to 9:00am and 2:30pm to 5:45pm daily from Monday to Friday.
10. The OOSC is open for extended services on early dismissals, non-instructional days, and Spring and Winter Breaks, for an additional charge. Summer registration will follow a separate document and fees, highlighting our schedule and special Summer Camps.
11. Please call to notify staff of agreed upon time changes or if you will be late. There will be a late charge of \$10.00 per family for pick ups that occur more than 3 times per year after 6:05pm. \$10.00 will be charged for every additional 15 minutes after 6:00pm. The staff on duty will request this late charge at departure time.
12. OOSC Programs: July and August are FLEX months. You may withdraw your child for these months without a fee penalty or compromising September's enrolment, or have the option of only registering your child for the days that you require care over this time period. This will need to be booked by June 1st with no refunds given after this date.
13. Daycare Program: August is FLEX month. You may withdraw your child for the month of August with no fee penalty or only register your child for the days that you require care. This will need to be booked by June 1st with no refunds given after this date.
14. If for any reason the facility should have to close on any particular day/days, the pro-rated fee will be credited to the parents. Our procedure would be to confirm this with all parents before closing the centre, and notice would be given.

15. The caregiver and/or the parents reserve the right to request that the child is withdrawn if the child is unable to adapt or adjust within the first month, or in the caregiver's opinion, has social, emotional, or physical needs that the caregiver feels they are unable to provide for that child. During this period, either the caregiver or the parents will require only one week's notice. After this period, the caregiver or parents will be required to give one month's notice in writing to request that the child be withdrawn to ensure that your deposit will be refunded.
16. If your child is leaving the program, one calendar month of notice must be given in writing to ensure that your deposit will be refunded.
17. One month's written notice is also required if your child requires more or less daycare than their regularly scheduled days.
18. A deposit for two weeks of fees is required upon registration to secure your space. This deposit is refundable, less a \$20.00 registration fee which is due and non-refundable upon time of registration.

I, _____ have read the above and accept the conditions outlined in this Agreement.

Parent/Guardian _____ Date _____

Manager of Facility _____ Date _____

Name of Facility _____

NEVERLAND CHILDREN'S CENTRE CONSENT FORM



CONSENT FOR PLANNED OUTINGS

Children enrolled in childcare facilities are ordinarily included in activities which take place outside of the facility, such as annual visits to the pumpkin patch, visits to local parks and playgrounds, and additional outings on activities such as skating, swimming, to name a few. Please initial below to indicate that you give the staff of Neverland Children's Centre, your written consent to take the child(ren) on such outings either by foot, by car, or by public transit. If your child(ren) is/are authorized to be included in such events, our understanding would be that:

1. Normal safety precautions would be taken at all times.
2. Parents will be notified of any upcoming outings planned by The Centre, and permission will be requested before your child attend any one of these outings.

Initial X _____

CONSENT FOR SPONTANEOUS OUTINGS

It is our policy at Neverland Children's Centre, that we notify parents when we plan field trips and outings of any kind. However, we go on spontaneous field trips to the park, library and on other local outings from time to time. We do this to provide our children with a stimulating program and wish to obtain your support and consent.

I, _____ hereby give my written consent for my child to be taken for short field trips without prior notification.

Initial X _____

CONSENT TO TRANSPORT CHILD

I hereby give my permission for the staff of Neverland Children's Centre to transport my child, _____, for drop off and pick up from school, field trips, and routine outings in his/her vehicle, or one of our facility vehicles. Upon your authorization, our understanding would be that:

1. All of the required safety precautions would be taken at all times.
2. All children would be wearing a seat belt at all times.
3. All children would be supervised at all times.
4. Staff will not leave Kindergarten aged children unsupervised at schools.

Initial X _____

I have read the above and agree to accept the outlined terms.

Parent/Guardian Signature _____ Date _____

Manager of Facility _____ Date _____

Name of Facility _____

CONSENT FOR RELEASE OF CHILD



The Staff of Neverland Children's Centre are NOT permitted to release your child to anyone other than yourselves as the Parent(s) or Guardian(s) as outlined in this package, without your written or verbal permission. In addition, we request that your family come up with a code word that will only be used when someone is sent to pick up your child(ren) in place of the parent(s) or guardian(s).

Your Code Word is _____.

If you would like to give permission to any individual(s) to pick up your child on a regular basis, you will need to provide the Facility with a letter written and signed by yourself, stating that you are requesting this. This letter will need to provide full names of any person(s) whom you are requesting this permission for.

Please give the names of anyone who may pick up your child regularly or occasionally.

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

WINTER TRANSPORTATION POLICY

In the event of a snowfall, it is our policy that due to unsafe road and driving conditions, and in consideration of the safety of your children, we at Neverland Children's Centre will use our discretion regarding the Pick Up and Drop Off of your child(ren) to their designated school. We ask that you telephone the Facility in the evening (before 5:45pm) prior or the morning in question, at 604.940.4131, to determine whether or not alternate arrangements need to be made for that day. Please enquire early to ensure that you leave yourself enough time to make appropriate alternate arrangements if required. In the event that we are unable to transport your child to or from school, the Facility will remain open for extended hours. In this case, your child is welcome to remain at the Facility for the entirety of the day at no additional charge.

ILLNESS POLICY

We require that all parents inform the Facility within 24 hours of a diagnosis of any serious illness or contagious disease or infection. Please report the suspected cause of the infection in order to warn others in the community and other families using the Facility. The following are symptoms that will require your child to be excluded from the Facility:

1. Fever (100°F/38.3°C or more)
2. Undiagnosed rash or infected eyes or skin
3. Unexplained diarrhea
4. Nausea and/or vomiting
5. Any known or suspected communicable diseases (See attached list).
6. Child cannot perform regular daily routine activities.

Initial X _____

July 26th, 2017



HEALTH & NUTRITION POLICY

Neverland Children's Centre follows the Canadian Food Guidelines to encourage healthy eating habits. Each classroom has the Canadian Food Guide posted on their wall for reference. Our goal is to encourage staff, parents, and the children to be aware of healthy eating and the healthy benefits of good nutrition. In addition to healthy eating, children enrolled at Neverland are expected to drink water throughout the day. To further the consumption of the recommended daily allowance of water as our fluid of choice, we now insist that children bring water in their bottles. We no longer accept milk, juice, or any other beverage at Neverland.

In support of these healthy guidelines, each child is expected to bring a variety of healthy foods following those of the Canada Food Guide. Examples include food choices such as fresh vegetables, fruits, cheese, meat, yogurt, and water as the only beverage we offer to our children. There is no refrigeration available and therefore lunches are expected to be packaged with a small icepack.

Unacceptable food choices in our Facility include 'junk food' in the form of candy, gum, pop, and other sugary snacks. These items will not be accepted as appropriate food choices and will consequently be sent home and not consumed in our Facility.

Shared snacks are only permitted on special, pre-planned, Shared Snack Days. On these occasions, families may sign up to bring healthy, allergy-free snacks.

Some of the children in our centre have severe allergies to nuts and other food products. The staff will inform parents if a food allergy is present in their classroom. Sharing food among the children and staff is not permitted for these reasons. In addition, we stress that our Facility does NOT invite parents(s) or guardian(s) or any other visiting adult, to bring in snacks or treats of any kind, to hand out to our children. If you are wanting to share any sort of snack or treat for any special occasion, you would need to receive permission from our staff ahead of time, BEFORE bringing any food items into our Facility.

Food Guidelines to follow for preparing snacks to bring to our Facility include:

Group Daycare Program:

1. Morning Snack
2. Full Lunch
3. Afternoon Snack
4. Bottle of Water

Out of School Care Program:

1. Afternoon Snack
2. Bottle of Water
3. If the child is attending for the full day, refer to Group Daycare Guidelines.

Our Facility has a microwave for re-heating food only. For safety reasons, staff are not permitted to use high temperatures to cook food. Please ensure your child has appropriate eating utensils and dishes for their meals as our Facility does not provide these.

If you have any questions or wish to discuss our Centre's Health & Nutrition Policy, please do not hesitate to contact our Director, Ana Cassidy, at 604.940.4131. You may also talk to the staff in your child's classroom.



EMERGENCY PREPAREDNESS AT NEVERLAND CHILDREN'S CENTRE

In order to complete our Emergency Preparedness Kits, we are asking parents to put together a Comfort Kit for their child(ren). The purpose of the Comfort Kit is to provide each child with a few comforts from home in the event of an emergency. The kit is intended for short-term use only.

In a large, sealed, Zip-Lock bag, please include the following items:

1. A brief letter written by yourself (handwritten please), to comfort your child
2. A small, cuddly toy or favourite book or game
3. Pencil and paper
4. Family photo
5. An item belonging to one of the parents
6. Medication if required, with instructions and a Dr's note for administering (medication needs to be in its original packaging).

NOTE: Be sure to clearly mark your child's name with a permanent marker on the front of the bag.

Sacred Heart School, located adjacent to the Sacred Heart Church, has generously included us in its Emergency Supplies. However, we do require 72 hours worth of non-perishable food supplies to accompany your child(ren)'s comfort kit(s).

In case of an emergency, our Out-Of-Town Contact Name and Contact Number are as follows:

This information and the Comfort Kits will be safely stored for use in the event of an emergency. The Comfort Kits will be returned in September for updates as necessary or as enrolment at Neverland is terminated.

Please return by _____

Thank you!

Neverland Children's Centre



NEVERLAND CHILDREN'S CENTRE ACTIVE PLAY POLICY

According to the Director of Licensing Standard of Practice - Active Play

This Standard of Practice is made under the authority of section (4) (1) (e) of the *Community Care and Assisted Living Act*, which provides that the Director of Licensing may specify policies and standards of practice for all community care facilities.

The new Standard of Practice for Active Play promotes children's health and wellness by requiring licensed child care operators to meet a more defined set of requirements regarding physical activity.

What is ACTIVE PLAY?

Active play is play that raises the child's heart rate and may make them 'huff and puff' through the use of moderate to vigorous bursts of energy in activities such as running and jumping.

Commencing September 2017, this policy will be put in place in all Neverland Programs.

STANDARDS OF PRACTICE

Includes use of our full sized gym, school aged playground, and group daycare playground.

TIME FRAME FOR PHYSICAL ACTIVITY

GROUP DAYCARE

Minimum of 60 minutes per day

SCHOOL AGED PROGRAMS

Before & After School Days - min. 40 minutes per day

All school closures- min. 60 minutes per day



NEVERLAND CHILDREN'S CENTRE SCREEN TIME POLICY

STANDARDS OF PRACTICE

According to Director of Licensing Standard of Practice - Active Play, Fraser Health

The new Standard of Practice of Active Play promotes children's health and wellness by requiring licensed child care operators to meet a more defined set of requirements regarding physical activity. The newest standard recognizes that getting children physically active and reducing the time they spend in front of screens is important in establishing healthy habits in life. The standard further supports the legislative standards set out in the *Child Care Licensing Regulation* connected to nutrition and programming.

Commencing September 2017, this policy will be put in place in all Neverland Programs.

TIME FRAME FOR SCREEN TIME

Group Daycare - screen time is not part of daily program planning. We will occasionally offer the children minimal screen time of no more than 30 minutes per day for educational purposes or for Wind-Down Time for all of our non-nappers during quiet time.

Before & After School Days (in our care for 3 hours or less) No screen time permitted.

All school closures for 3.5 hours or more of care - a maximum of 30 minutes per day for individual screen time on days without movie screenings.

When in our care for 6 hours or more, we may offer the children a movie screening as part of our Wind-Down Time.

NEVERLAND CHILDREN'S CENTRE PHOTO WAIVER



I/WE hereby consent to allow the use of voice, video, image, or likeness in photographs and/or video of my child(ren):

1. _____
2. _____
3. _____

By NEVERLAND CHILDREN'S CENTRE

The permission for use of any of the media above is allowed for (Circle all that apply):

- * Website
- * Blogs and Articles
- * Facebook
- * YouTube Videos
- * Early Learning Training Products (books, blogs, courses & workshops)

I understand this Waiver is in effect until I provide, in writing, a cease order.

I/WE also agree to forego any right of entitlement I/WE might have to any compensation of fees.

Finally, I agree that I/WE are the legal guardian(s) of the above named child(ren).

PARENT(S)/GUARDIAN(S) PRINT NAME(S)

PARENT(S)/GUARDIAN(S) SIGNATURE(S)

SIGNATURE DATE

CHILD IMMUNIZATION STATUS DECLARATION



Community Care Facilities that are licensed to provide care to children are required to have a copy of the Immunization Status on file for each child in care, in the event that an outbreak of a communicable disease should occur. This information will assist in identifying those that may require exclusion because they are not immunized.

This form has been provided to:

- *Assist in identifying those children who are not fully immunized and
- *Assist licensee's in meeting Section 57(2)(a) of the Child Care Licensing Regulation.

To be completed by Parent/Guardian:

Child's Name Date of Birth

Complete Immunization:

- ___ Record on vaccinations attached
- ___ Record on vaccinations unavailable

Received immunization in:

Year of last Vaccine City Province (If not in Canada, include country)

Incomplete Immunization:

- ___ My child has had some vaccinations
- ___ My child has no vaccinations
- ___ I do not know

Parent(s)/Guardian(s) Printed Name(s) Date

Parent(s)/Guardian(s) Signatures(s)