

Registration Form



Creative Beginnings Schoolage Care

1440 Hugh Allan Drive, Kamloops, BC V1S 1L8 Ph.(250) 377-8700 Cel: (250) 319-8586

START DATE: _____

WITHDRAW DATE: _____

Child's Last Name: _____

Child's First Name: _____

Name Child responds to: _____ Home Phone: _____ Cel: _____

Address: _____

Nationality: _____ Sex: _____ Date of Birth: Year _____ Month _____ Day _____

PARENT/GUARDIAN INFORMATION

Name of Mother or Guardian: _____ Home Phone: _____

Address if different from child's: _____

Occupation: _____ Work Phone: _____

Name of Father or Guardian: _____ Home Phone: _____

Address if different from child's: _____

Occupation: _____ Work Phone: _____

List siblings and their ages: _____

Family email address: _____

EMERGENCY CONTACTS AND PERSONS AUTHORIZED TO PICK UP CHILD

Include the names of all persons authorized to pick up child: (must be at least one contact other than parents)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

If there is a custody agreement in effect, please give details as they relate to the child in care and attach a copy to this form: _____

Is there anyone that you know specifically who should not have access to your child? (If so, please provide names and what you would like us to do if they come to the center?) _____

Days of Care Required: _____

Hours of Care Required: _____

Registration fee paid: _____

SCHOOL INFORMATION

School Name: _____

School Address: _____

Grade: _____

Teacher: _____

Will you be utilizing drop off ? Y or N (Circle one)

Does your child require Pick-up from School between 2:40-3:10? Y or N (Circle one)

Which School: South Sahali, Dufferin, McGowan, Summit, Pacific Way or Aberdeen? (Circle one)

EMERGENCY HEALTH INFORMATION

Child's Doctor: _____ Phone: _____

If no Family Doctor is the Clinic used instead? Yes No ***If yes – please also write “clinic used” where Dr’s name goes**

Please specify Clinic name and location if one is mainly used: _____

Child's Medical Number: _____

Is your child's immunization up to date? Yes No Will Update

Please list any known health problems: Aids Allergies Asthma Epilepsy Hearing Speech or Language

Vision Other Explain: _____

Is your child subject to: (If yes, explain)

Ear/Throat Infections: _____

Urinary Tract Infections: _____

Bleeding Nose: _____

Stomachaches: _____

Fevers: _____

Rashes: _____

Does the child take any special medications? _____

Child's Dentist: _____ Phone: _____

Other Specialists: _____ Phone: _____

Has your child had any major accidents, illnesses, or operations? If so, please describe and give dates:

General Information

What time does your child go to bed at night? _____ Wake up? _____

Does your child have any special fears? _____

Do you have any concerns about any aspect of your child's development? _____

Is your child currently involved in Children's Therapy for developmental delays or behaviors? (explain)

Are there any concerns regarding food that the staff should be aware of (i.e., special diet due to health, religion, ethnicity, etc.)? If so, please describe:

Is any language other than English used in the home? _____

Are there any special physical or emotional needs that the staff should be aware of? _____

How much television does your child generally watch each day? _____

What are your child's favourite activities? _____

Does your child play well alone? _____ In groups? _____

If so, how old are the children your child usually plays with? _____

Does your child accept correction easily? _____

What is the method of behaviour correction used in your home? _____

Please describe your child's typical behaviour/personality: _____

Has your child gone to daycare or after school care before? _____ Please describe previous experiences:

What do you hope will be included in your child's program? _____

Parent/Guardian Signature

Date

Creative Beginnings Schoolage Care

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Payments

The package you have obtained is for registration in our Childcare facility, which we offer a variety of services to meet the needs of families. Payments are to be made out for the first of each month prior to receiving care in the form of post-dated cheques. We are closed annually for 4 weeks on top of stat holidays and these dates will be posted every April. If you are registering your child in our School age Care program, please be aware that we are not offering extended care on early dismissal days due to a restriction in the number of children we can have on site at one time. The facility will provide full-day care to these children on In-service Days, during any of the days we are open during Christmas Break (except between Christmas and New Years) and one week of Spring Break only and only if staffing/ratio permits, however, it will be an additional rate of \$20.00/day above the regular monthly school fees listed below depending on the age of your child. There are no pro-rated fees based on closures. Please note that you will be required to pay for your space throughout the year if you wish to take holidays at anytime and wish to maintain your space. This includes the summer months and you will be billed based on the full-time monthly fee listed below and includes a max of 9 hours care per day. If your child is transferring from the daycare program to the school age care program within our facility (please check space availability to do so as it's not a space guarantee), you will be required to maintain your current space throughout the summer months in the daycare prior to transferring programs to ensure you have a space in the fall in the new program. Program transfers occur September 1st annually. Kindergarten children may be placed in the 3-5 daycare room or school age room at staff's discretion. Please note that registering for the schoolage before and afterschool program **does not guarantee transportation, as there are times when the vehicles need repairs and inspections, staffing and/or the weather sometimes does not cooperate. The vehicles will not be used if "The Weather Network app" says "Feels like -15 or colder or in slippery conditions as at the owners discretion. This is based on safety of the children and keeping the repairs/damage at minimal on the vehicles from cold starts.** We will try our best to cancel the night before so you have time to make alternate arrangements for the transportation of your children, however, this is not always possible and short notice may be required. Monthly fees do not include the drop off or pickups, these are a benefit to the program and are free of use when vehicles are in operation. Drop-off's and Pick-up's will be provided for McGowan, Aberdeen, South Sahali, Dufferin, Pacific Way and Summit between 2:40-3:15pm only. We cannot be at all of the schools at the same time for drop-offs and pick-ups and therefore there may be unsupervised times between the time that school is dismissed and when we arrive to pick-up the children from our meeting place or the time that we drop-off the children before school (drop-offs start about 8:00am at the first school). The Bus and Car leave the center at 7:55am for Drop-off's. I understand that if I do not call the center or text 250-319-8586 before 2:15 on the day of care and notify them that either a parent or someone else will be picking up my child or that my child is absent from school or away for any other purpose that I will be charged a \$15.00 pick up fee. This fee is only due to ensuring that we are not waiting for a child and holding up all other pickups at the other schools when I child does not need pickup.

I, _____ will adhere to ensuring that I have given postdated cheques (unless other arrangements are made) for the appropriate space I am booking for my child, _____ to attend daycare. In the event that the registration needs to be terminated by either party, I understand that I will need to give **TWO "full" months** written notice (prior to the first of the month that you want to end care...eg: if you no longer need care for March then you would give notice before January 1st). I understand that if I give notice after the first of the month, that I will be responsible for three months payments (using the example above if you give notice on January 1st or later you would pay for February and March). However, the daycare reserves the right to terminate the contract immediately should there be grounds for dismissal at the owner's discretion. In the event that the facility cannot provide service for more than two consecutive weeks due to an extreme nature (ie. gas, water, sewer or hydro problems, flood, relocation, pandemic outbreak, etc.) at the owner's discretion, classes will either be refunded or rescheduled. This does not include the 4 weeks closures per year, Sick Days, Emergency Closures due to service interruption, In-service Days or Statutory Holidays. I am also aware that should the centre decide to change the rates, there will be one month's notice provided or effective immediately if the government changes or cancels funding which reduces parents fees either under the ACCB or CCFRI funding. I understand that there is a charge of \$30.00 in the event of an NSF cheque and it will need to be paid in cash along with the monthly fee and \$20.00/day for everyday after the 1st of the month as it will then also be calculated as a late fee and is due immediately otherwise a \$20.00/day late fee will continue to accumulate. I am aware that if my payment is paid after the 1st of the month, it is considered a late payment and I will be charged \$20.00 in

addition for every calendar day it is late after the first of the month. I also understand that a late fee of \$20.00 will be billed for every quarter hour past opening or past the 9 hour max of daily care as explained in the policy and procedure manual.

*Upon signing this contract you are aware that if the government removes or stalls CCFRI or ACCB funding for any reason that you are responsible for the full fees pre reduction fee. **There is also an annual \$50.00 fee per child payable on the date of registration and then the 1st of April annually for as long as my child attends this facility. This fee is non-refundable and is considered a annual registration fee.**

There will be a \$300.00 non-refundable deposit collected for any space that will not be occupied immediately. This deposit will be credited towards the first month's care. Again, this is non-refundable and is separate from the annual non-refundable deposit of \$50.00.

Fees are as follows and made out to: Creative Beginnings

AGE GROUP	MONTHLY FEE	EXTENDED DAY FEE (per day)	Pick up fee if we are not notified before 2:15 that parent is picking up or child not at school	SUMMER CARE Monthly Fulltime or Monthly Holding fee - not using spot in the summer months at all
Kindergarten Before and Afterschool Care	\$567.00 -less reduction fee while approved (roughly \$160/mth)	\$20.00	\$15.00	\$789.00 -less reduction fee while approved (roughly \$320/mth)
Grade 1-6 Before and Afterschool Care	\$617.00 -less reduction fee while approved (roughly \$57.50/mth)	\$20.00	\$15.00	\$788.00 -less reduction fee while approved (roughly \$115/mth)

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Post-dated cheques will be collected from April 1st of the current year to March 31st the following year, annually.

Signature

Date

Parent Name

Creative Beginnings Preschool/Childcare

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This waiver is in effect from _____ to _____

CONSENT TO PHOTOGRAPH FORM

There will be times when the staff at Creative Beginnings Preschool/Childcare will want to take photographs of my child. I _____ hereby give my consent for the Creative Beginnings Preschool/Childcare to take photographs of my child _____. These photographs may be used for display purposes within the facility, craft projects, newspaper or for advertising. Last names will not be used to correspond with photographs. I understand that pictures at special events and field trips may be taken without notice. If you have any concerns or do not wish your child to have their photograph taken please inform the teacher.

Parent/Guardian Signature

Date

TRANSPORTATION CONSENT

From time to time we do field trips with the children in our center. We also use the use our van/car and facility bus for transportation during the school year. The method of transportation we use here within our center is either walking, using the city transportation or our facility bus/van/car. By signing this form you give Creative Beginnings permission to take your child on our bus/van/car and/or the city bus on field trips or for drop offs and pickups before or after school. Only those holding a class 4 driver's license will drive our facility bus and those with a full class 5 will drive the van/car. Just as on city buses, car seats are not permitted; however, children on the bus will be riding with the correct staffing ratio as required by licensing. Children transported in the van/car, will use either your car seat or ones we have depending on availability. I, _____, give my permission for my child, _____ to ride the facility bus/van/car or city bus for drop off and/or pickup from school or on field trips and understand that car seats/seatbelts are not permitted on buses but will be used in the van/car as the law states.

Parent/Guardian Signature

Date

POLICY AND PROCEDURE AGREEMENT

I have read and understand the Creative Beginnings Preschool/Childcare's Policies and Procedures. I am in agreement and understand all of policies in the guide and have a thorough understanding of my responsibilities and the centers responsibilities. Policies are found on our website at www.creativebeginningspreschool.ca

Parent/Guardian Signature

Date

Staff Signature

Date