

Registration Form



Creative Beginnings Childcare

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: _____

PERSONS AUTHORIZED TO PICK UP CHILD

Include the names of all persons authorized to pick up child: (should include emergency contacts)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

EMERGENCY CONTACTS – OTHER THAN PARENTS

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Days of Care Required: _____

Hours of Care Required: _____

Registration fee paid?: _____

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

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: _____

Does the child take any special medications? _____

Child's Dentist: _____ Phone: _____

Other Specialists: _____ Phone: _____

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:

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

General Information

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? _____

Is your child toilet trained? _____

Describe assistance needed and words used: _____

Does your child get rashes easily? _____

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

Please explain napping patterns: _____

Does your child have any special fears? _____

Please explain feeding or eating habits: _____

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

Is your child involved with Children's Therapy for developmental delays or behaviors?: _____

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? _____

What are your child's favourite activities? _____

Does your child accept correction easily? _____

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

Has your child been cared for by someone besides family? _____

If so, please describe: _____

Has your child gone to daycare before? _____

Please describe previous experiences: _____

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

What is your child's reaction to separation? _____

Parent/Guardian Signature

Date

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Payments

The package you have obtained is for registration in our daycare facility, which we offer a variety of services to meet the needs of families. This particular package is for the Multi-Age program. Payments are to be made out for the first of each month prior to receiving care in the form of post-dated cheques and should include up to the following July of the year you register or a full year July through to June along with your annual registration fee on July 1st in the amount of \$50.00 per space. I understand that if my child is under the age of 3 years that there is a deposit of \$500.00 which is non-refundable, is due upon registration and will be credited towards the first month of care. The deposit is separate from the registration fee. We are closed during the Christmas holidays between Christmas and New Years as well as any Stat holidays (which we include Easter Monday). 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. A new registration form must be filled out once your child is old enough or ready to move into our 3-5 daycare room. We are open Monday to Friday from 7:30-5:30pm, with your daily/monthly fee you are provided a **maximum 9 hour time frame** of care unless pre-arranged with staff based on work schedule.

Fees are as follows and made out to: Creative Beginnings

AGES	Mthly – Full-time Base Rate *before any childcare reduction fees/subsidy provided by the government:
3-5 years	\$750.00 - \$100.00 childcare reduction fee
25-36 Months	\$1000.00 - \$350.00 childcare reduction fee
0-24 Months	\$1100.00 - \$350.00 childcare reduction fee

Fee rate changes take place the month after the child's third birthday. (ie. Child is 3 on June 7 then rate change takes place as of July 1)

There is also an annual \$50.00 fee per child payable on the date of registration and then the 1st of July annually for as long as my child attends this facility. This fee is non-refundable and is considered a registration fee, which is partially also used towards extra curricular crafts and special occasion gifts.

I, _____ will adhere to ensuring that I have given post dated 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, or the daycare facility will need to give one "full" months written notice. I understand that if I give notice on or after the first of the month, that I will be responsible for two months payments (ie. Notice given May 1 will result in being billed for both May and June). The daycare reserves the right to terminate the contract immediately should there be grounds for dismissal at the owners 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, etc.) at the owner's discretion, classes will either be refunded or rescheduled. This does not include Christmas Break or any other closures such as Sick Days, Inservice Days or Statutory Holidays. I am also aware that should the centre decide to change the rates, there will be two month's notice provided. 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 immediately. 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 as explained in the policy and procedure manual.

Signature

Date

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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

Staff 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.

Parent/Guardian Signature

Staff Signature

Date