



REGISTRATION FORM 2018



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## HISTORY

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In 1998, after graduating from Douglas college with diploma's in Early Childhood Education, Jeanette and Chantelle Henderson opened Red Apple Preschool in Coquitlam. In 2006 the community and their families were in need of a daycare so the girls expanded the school and opened Green Apple Daycare-Coquitlam. In 2008 Green Apple Daycare expanded to include a Port Moody location on Ioco Road. Both locations have proved to be an invaluable part of their communities. Green Apple Daycare recieved "The Readers Choice Award" and "The A-List Award" in 2011, 2013, 2014, 2015, 2017 for the #1 daycare in the Tri-cities. Green Apple is very proud of these awards and continue to work hard to provide the community with quality childcare.

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## PHILOSOPHY

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Welcome to Green Apple Daycare. We understand the importance of shaping your child's young life. We have carefully chosen our ECE certified staff to provide a loving, caring home like setting. We realize that every child learns in their own unique way and we're here to help provide the children with the building blocks that will mold their future.

We have created a well rounded program of learning and playing. We hope to build a strong foundation in all areas of development for his/her most important years. We focus on these important skills.

- LANGUAGE** Learning to communicate.
- SOCIAL** Sharing, taking turns, solving problems, working and playing in groups and on their own.
- PHYSICAL** Practicing the use of gross and fine motor skills.
- EMOTIONAL** Expressing their feelings, giving and receiving empathy, gaining positive self-esteem.
- COGNITIVE** Incorporating a full Preschool Program. This includes weekly themed topics, pre-reading and pre-writing skills, phonics, science experiments, simple math, letter and number recognition, creative and fun interactive activities that the children enjoy.

Our doors are always open for your viewing or participation. Our teachers are here to make you feel comfortable and to answer any questions you may have at any time. Our goal is to keep things simple and intimate and to provide your child with good role models and a positive influence. We're here to earn trust and love and to form a bond with your growing child.



## AGES / HOURS / MEALS / REQUIREMENTS

Green Apple Daycare is licensed with the Ministry of Health and under the Community Care Facility Licensing Act.

**AGES:** 30 months to 5 years of age.

**HOURS OF OPERATION:** 6:30am to 6:00pm (coquitlam) and 6:30am to 6:00pm (Port moody)  
(Green Apple Daycare is closed on weekends and all statutory holidays)

**MEALS:** Healthy morning and afternoon snack with beverages for the children, based on the Canada Food Guide. With the exception of a special occasions, junk foods will not be served. Parents are asked to refrain from sending such foods as chocolate bars, candies or gum with their child.

**REQUIREMENTS:** As the children will be going outside every day, all children must have an extra set of clothing to be kept at the daycare. This should include a pair of pants, shirt, socks and underwear. Clothing and outside wear should be appropriate for the weather. Summer essentials include a sun hat and sunscreen lotion. Winter essentials include mittens/gloves, hat, scarf, warm boots and snowsuit.  
*Please label all your child's clothing.*

Items children are required to bring to daycare:

- Water Bottle to be left at daycare (labelled)
- Lunch
- Slippers or indoor shoes
- One complete change of clothing
- Diapers, pull ups and wipes (if applicable)
- Blanket and crib sheet for nap time (if applicable)
- Rain Pants (waterproof if possible) and Rain Boots (to be left at daycare)

## FEES

### FULL TIME:

5 DAYS PER WEEK

3 years old > \$835.00 per month

2.5 years old > \$890.00 per month

- Flexible scheduling available depending on space availability.

- Government subsidy is available to those that are eligible.

### PART TIME:

3 DAYS PER WEEK

3 years old > \$625.00 per month

2.5 years old > \$695.00 per month

2 DAYS PER WEEK (the 2 days are set days)

3 years old > \$55.00 per day

2 years old > \$65.00 per day

## DAILY ACTIVITIES AND SCHEDULE



### **6:30 - 9:30**

*Breakfast , Indoor Free Play ( puzzles, cars, blocks, dress up, sand/water table etc ...)*

### **8:30 - 9:30**

*Arts and Crafts*

### **9:30 - 9:45**

*Transition Circle time: Phonics, Letters, singing, story, games, music and movement etc ...*

### **9:45 - 10:10**

*Wash Hands and Snack Time*

### **10:10 - 11:20**

*Outside Play Time*

### **11:20**

*Come inside , wash hands before circle time*

### **11:20 - 11:50**

*Circle Time - stories, songs, learning themes*

### **11:30 - 12:00**

*Circle Time ( learning time) weekly preschool themes, themed story, felt board stories, songs, interactive learning and games, music and movement ... Learn calander (days of week, months),and much, much more...*

### **12:00**

*Lunch*

### **1:00**

*Washroom, Wash hands, toilet time*

### **1:00 - 3:00**

*Nap Time / Quiet free- Playtime for Non-Napers*

### **\*\* 2:00 - 3:00\*\***

*Science Experiments, Yoga, Special Art Projects, Freeplay time, small group activites , etc ...*

### **3:00**

*Wash Hands / Snack Time*

### **3:30 - 6:00**

*Indoor/Outdoor Free Play ( Length of outdoor play time depends on weather and time of year )  
Schedule is Flexible \*\* Extra monthly activities\*\*  
walking fieldtrips to library, local playgrounds*





## POLICIES

- Illness / Sick
- Medications
- Discipline and Guidance
- Child Abuse Reporting
- Pets / Smoking
- Releasing a Child from Care
- Custody Arrangements
- Health and Safety Plan
- Emergency Procedures
- Fire Drills

### ILLNESS / SICK

Green Apple Daycare is under strict guidelines with regards to disease control. There may be times when we are forced to either send an ill child home, or not to accept an ill child into care. Parents should have a plan for alternate care. If a child becomes ill while at daycare, we will do everything possible to comfort the child until the parent(s)/guardian or emergency contact person has been notified and has arrived to pick up the child. The child will be isolated from the other children.

Parent(s)/guardian will be notified and required to remove the child immediately if any of the following symptoms appear/occur:

- Fever of 101° F (38.5°C)
- Persistent diarrhea
- Severe coughing
- Difficult or rapid breathing
- Conjunctivitis
- Vomiting
- Yellowish colour or tint to the eyes or skin (jaundice)
- Difficulty in swallowing
- Any complaints of unexplained or undiagnosed pain
- Headache
- Pink Eye
- Abdominal cramps
- Known or suspected communicable disease.
- Green or coloured discharge from nose.
- When on antibiotics for an infection, the child is not permitted to return to daycare until the child has been on the medication for minimum 24 hours and has no other symptoms.

Parent(s)/guardian will be notified of contagious diseases affecting the children at the daycare. A child with a communicable disease will NOT be re-admitted into care until the period of contamination is passed or until the child is fully recovered from his or her illness. Parent(s)/guardian are required to inform the daycare within 24 hours, a diagnosis of a contagious/communicable disease in their home.

Green Apple Daycare is required to report any communicable diseases to the Health Unit. >>>



### **MEDICATIONS:**

When medication, either prescription or over the counter is to be given to your child while in care at daycare, the parent/guardian **MUST** fill out, sign, and date a **MEDICATION PERMISSION FORM**. These are to be filled out for each and every medication. Medication must be in the original container and have an original label. If any reaction occurs, the medication will be stopped immediately and the parent/guardian will be notified.

\* This medication will be kept in a locked location

### **DISCIPLINE AND GUIDANCE:**

We believe discipline should be done in a positive and respectful manner. Giving positive verbal rewards encourages acceptable behaviour. This reinforces a child's good feelings about his/her behaviour and serves as excellent role modeling. Asking a child to stop and think about his/her unpleasant behaviour enables that child to work at self control.

Our daycare policy helps children to use their words to talk out problems or to use re-direction to diffuse a conflict situation. We encourage children to speak about their feelings and to work with each other to help each other feel good.

Problem solving is accomplished quietly and in a respectful manner. As caregivers, we will model respect and problem solving to the children.

Under **NO** circumstances will corporal punishment be used. **NO** child will be subject to ridicule, sarcasm, labeling or demoralizing.

Time away is given after appropriate warnings have failed; the child is then put on a chair for 1 to 4 minutes for inappropriate behaviour. The next step is, the child is asked :

Why are you on a time away?  
What do you need to do next time?

The child is then re-directed.

### **CHILD ABUSE REPORTING:**

As a licensed daycare we are required to report suspected or disclosed abuse to the Ministry of Social Services.

All child care staff is legally bound to notify the proper authorities if they have any concerns regarding a child's well being.

Any educator who has reasonable grounds to suspect a child may be abused or neglected has a legal obligation to report the matter to the Superintendent of Family and Child Services or their delegate.

### **PETS:**

No animals are allowed on the premises or in the daycare unless prearranged with staff.

### **SMOKING:**

Due to health risks to children Green Apple Daycare has a **NO SMOKING** policy that is strictly enforced at the daycare. >>>



### **RELEASING A CHILD FROM CARE:**

Unless instructed in writing to do otherwise, Green Apple Daycare will only release a child to the following person(s):

- the child's custodial parent/guardian
- the emergency contact person(s)
- designated person(s) on our child's enrollment/registration forms
- any other person(s) with whom the parent/guardian has given written authorization or permission over the telephone (with permission over the phone, Green Apple Group Daycare will ask the person(s) for picture I.D.)

Green Apple Daycare reserves the right to keep a child at the daycare if we are not completely certain about any person who has come to pick up the child. The parent(s)/guardian will be contacted immediately if this should happen.

If a child has not been picked up or the parent/guardian has not contacted anyone at the daycare after one hour of arranged pick up time and the above procedures have not resulted in finding an approved alternative or emergency contact, the staff person will call the Ministry of Social Services at 1.800.663.9122. \*a note will be left on the door to explain where the child is\*

STAFF PERSONS ARE NOT PERMITTED TO REMOVE A CHILD FROM THE CHILD CARE FACILITY OR TAKE A CHILD TO THEIR HOME.

### **CUSTODY ARRANGEMENTS:**

If a family has specific custody agreements or court orders, a copy must be provided to our staff and will be kept in that child's file. If the parents or guardians live separately, staff accepts the information given by enrolling parent/guardian to be accurate. For without custody agreements or court orders on file, we cannot deny access to the non-enrolling parent or guardian. A copy of pick up and access schedules should be authorized and signed by both parents and kept in the child's file.

### **HEALTH AND SAFETY PLAN:**

All staff is required to sign a Health and Safety Plan for both "Playground Use" and "Washroom Use." These plans are to ensure that staff will abide and uphold all safety measures to ensure the safety of the children during outside play, as well as during their trips to and from the Daycare's washrooms.

### **EMERGENCY PROCEDURES:**

When children are in our care, their health and safety is our main focus. To promote health and safety, we ensure a clean, safe and well-maintained environment. All First Aid Kits, Emergency contact information, allergy and medical alerts are kept in the daycare, and taken with us on all field trips. Please keep us informed and updated of any and all changes in your information, including your current phone numbers. All our staff members are familiar with the Emergency Procedure Manual. Fire and earthquake drills will be scheduled and practiced on a regular basis. All drills are kept dated and posted in the daycare office.

### **FIRE AND EARTHQUAKE DRILLS:**

Fire and earthquake drills will be scheduled and practiced on a monthly basis. All drills are kept dated and posted in the daycare office. We will be going outside, so all children must have slippers or inside shoes.





## PARENT INVOLVEMENT

Parents or guardians are free to come by and observe or interact with their child at any time.

Newsletters are sent out monthly, or as necessary to keep you informed on our monthly themes, field trips, daycare changes, upcoming events, etc.

If your child cries when left at the daycare, please do not prolong good-byes. Feel free to call the daycare upon arriving at your destination to find out how your child is doing.

We encourage families to discuss any and all concerns they may have regarding any aspects of our program. It is important that we know all of our families' needs and requests. Your opinions and comments are valuable to our program. We are committed to reaching appropriate and amicable solutions in a timely manner. If you have any questions or concerns, please speak to the Staff Supervisor or email.

## STAFF

Green Apple Daycare staff are licensed Early Childhood Educators. All staff have undergone criminal record checks and hold a valid First Aid Certificate.

### *Substitute Caregivers*

To help staff through illness, holidays and training sessions, we may need to rely on substitute caregivers. These caregivers will have:

- Valid First Aid/CPR Certificate, approved by the Community Care Facility Licensing Branch
- Doctor's letter ensuring their suitability for providing care to children
- Criminal record check

## FOR QUESTIONS OR MORE INFORMATION



1790 IOCO Rd  
Port Moody BC  
V3H 3A6  
**604.461.8662**

*Owners*  
Jeanette - 604.218.3417  
Chantelle - 778.772.2080



1504 Spruce Ave  
Coquitlam, BC  
V3J 2P6  
**604.931.5595**

*Web*  
**greenappledaycare.ca**

*Email*  
jeanettemilan@hotmail.com



## REGISTRATION

NAME OF CHILD		NAME CHILD RESPONDS TO	
MALE / FEMALE	BIRTH DATE	ENROLLMENT DATE	
ADDRESS			POSTAL CODE
MOTHER'S NAME		HOME #	CELL/WORK #
FATHER'S NAME		HOME #	CELL/WORK #
PERSON(S) WHOM THE CHILD LIVES WITH		HOME #	CELL/WORK #
LANGUAGES SPOKEN IN THE HOME			
DOCTOR'S NAME			PHONE #
CARE CARD NUMBER			
ALLERGIES/ REACTIONS/ TREATMENT			
ILLNESSES OR MEDICAL CONDITIONS/ SYMPTOMS/ TREATMENT			

### EMERGENCY CONTACTS OTHER THAN PARENT/GUARDIAN:

NAME	RELATIONSHIP TO CHILD	HOME #	CELL / WORK #

### PERSONS AUTHORIZED TO PICK UP CHILD FROM CARE FACILITY:

NAME	RELATIONSHIP TO CHILD	HOME #	CELL / WORK #

If there is a custody agreement, please give details. A copy of the custody order must be left with the facility manger.



## PARENTAL AGREEMENT

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Please read through and sign agreement. If you have any questions, feel free to discuss them with the staff.

### REGISTRATION/FINANCIAL

- (1) Registration - There is a \$65.00 registration fee. You will also be charged a deposit of half a months fee that will be refunded when you leave the daycare with 60 days of notice. If you do not give the 60 days notice, the deposit will NOT be returned.
  - (2) Pre-registration - There is a \$65.00 registration fee. You will also be charged a deposit of half a months fee that will be refunded when you leave the daycare with 60 days of notice. If you do not give the 60 days notice, or decide not to attend the daycare, the deposit will NOT be returned.
- Days per week \_\_\_\_\_ Fee \$\_\_\_\_\_
- (3) Fees can be paid by cheque, e-transfer, or cash.  
There will be a \$25.00 charge for any cheque returned by the bank.
  - (4) If fees have not been paid by the 5th of the month (without contact of the Daycare as to why); we reserve the right to refuse service and charge a \$25.00 late fee.
  - (5) It is my responsibility to know when fees need to be paid, and subsidy forms renewed.
  - (6) In order to reserve my child's child care space, the full fee must be paid for any period of time in which my child is away from the center, including vacation, sickness, statutory holidays or other absences.
  - (7) If I am to decrease my child's attendance or withdraw from the daycare for any reason, I must give 60 days written notice prior to their departure.
  - (8) At Green Apple Daycare, we are unable to give out refunds, this clause applies to: child's absence, any kind of school closures (i.e. weather (snow), power outages...). Our staffing and operational expenses are arranged on the basis of our enrollment levels and must be met on a continuing basis. To make sure that we can provide the best service, we are always prepared for each child each day, whether the child attends or not.

*Due to the "HERITAGE" of the church in which Green Apple Daycare Port Moody is located:*

- 1) I agree to abide by the NO SMOKING restriction that is required by all person(s) to not smoke on, near and/or around loco United Church, which includes the building itself and all surrounding property.



### CHILD'S FILE

- (1) I give consent to the collection, use and disclosure of personal information on a "need to know" basis for the sole purpose of the operation of Green Apple Daycare.
- (2) I have completed and will keep up to date on the following forms:
  - **Registration Form** • **Immunization Form**
- (3) I have listed all names of persons who are legally restricted in access/contact with my child due to a Court Order/Separation Agreement.

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

A copy of the most recent Court Order or Separation Agreement must be attached and any changes filed with Green Apple Daycare immediately.

### HEALTH AND SAFETY

- (1) That to attend the Facility, my child must be well enough to participate in all aspects of the program including outdoor play.
- (2) That only medication, provided in its original package with full instructions and precautions, will be administered to my child by Green Apple Daycare. The facility Staff will only administer the medication once I have completed a "Permission to Administer Medication" form and have provided this form to the staff.
- (3) That I will sign my child in and out each day on the Sign In/Out sheet posted in the doorway.
- (4) That I will notify staff by phone or in writing if someone other than those persons authorized by me on the emergency consent card will be picking up my child.
- (5) That I will phone and notify staff when my child will be absent from the facility.

### EXTRA AGREEMENTS

- (1) That if after an hour from the Daycare's closing time, the staff has been unable to reach me or the designated emergency contacts; in accordance with licensing regulations, the Ministry of Children and Families will be notified. They will deal with the situation accordingly.
- (2) That photos and video recordings may be taken of my child as they take part in field trips and events at the Daycare throughout the year.
- (3) That I will abide by the Daycare's hours of operation and if I exceed the hours that the Daycare is open, I will pay and overtime fee of \$1.00 for every minute late. This amount is due that night and payable to the staff person who is on duty. This includes winter snow storms, please plan ahead for the weather.
- (4) That Green Apple Daycare is closed: Days between Christmas Day and New Years Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labor Day, Family Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and the days between Christmas Eve and New Years Day and all other stat holidays. All regular monthly fees will still apply.
- (5) If your child presents a health or safety concern to the staff, the other children, or the facility, they will be dismissed immediately from the program.
- (6) Inform the staff if your child has been seen by a doctor for any delay diagnosis or if there has been a concern for development or behavior.

\_\_\_\_\_  
SIGNATURE of Green Apple Daycare

\_\_\_\_\_  
SIGNATURE of Parent(s)/Guardian(s)

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

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

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



## IMMUNIZATION

The Child Care Licensing Regulations require that children's immunization records are maintained. Please ensure that children's immunizations are up-to-date and on record at the child care facility. By the start of kindergarten, children should have completed the following series of immunizations. Please write in the dates immunizations were given, or attach a photocopy of the immunization record.

	2 months	4 months OR 2 MONTHS AFTER DOSE #1	6 months OR 2 MONTHS AFTER DOSE #2	12 months	18 months OR 1 YEAR AFTER DOSE #3	4-6 years
<b>PLEASE WRITE THE IMMUNIZATION DATE IN YEAR/MONTH/DAY FORMAT</b>						
* DIPHTHERIA	1	2	3		4	5
* PERTUSSIS	1	2	3		4	5
* TETANUS	1	2	3		4	5
* POLIOMYELITIS	1	2	3		4	5
* HIB (MENINGITIS)	1	2	3		4	
MEASLES MUMPS OR MMR RUBELLA				1	2	

\* At fifteen months of age and older, a single dose of any HIB product is all that is required. The vaccines may be given in various combinations

SPECIAL DIET (EXPLAIN)
SPECIAL INSTRUCTIONS FOR CAREGIVER

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

SIGNATURE of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE of Green Apple Daycare \_\_\_\_\_ Date \_\_\_\_\_





# ILLNESS CONSENT



1790 IOCO Rd  
Port Moody BC  
V3H 3A6  
**604.461.5555**

## CONSENT FOR ILL CHILD TO BE TAKEN TO EMERGENCY WHEN PARENT CANNOT BE CONTACTED

Dear Parent,  
It is our policy that we notify a parent when a child is ill or needs medical attention. If we cannot contact parents, and we need to get immediate help for the child, we will take the child to the nearest emergency service. Please sign the consent below so that we can take appropriate action on behalf of your child. We will take this consent with us to the emergency centre.

I Hereby give consent for my child \_\_\_\_\_ when ill, to be taken to the nearest emergency centre by the Green Apple Daycare staff when I cannot be contacted.

I consent to an ambulance being called to take the child, if necessary,

\_\_\_\_\_  
PRINT NAME Parent/ Guardian

\_\_\_\_\_  
SIGNATURE of Parent/ Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

Home #                      Cell #                      Work #

\_\_\_\_\_  
Allergies

\_\_\_\_\_  
Care Card Number

Family Doctor    Phone #

\_\_\_\_\_  
Which hospital does your doctor use ?



# QUESTIONNAIRE

## BEHAVIOUR

Has your child had any previous play group experience? YES / NO

If yes, how did he/she adapt? \_\_\_\_\_

How does your child behave towards other children (seeks out friends, feels shy)? \_\_\_\_\_

\_\_\_\_\_

What is/are your child's favourite toys/activities? \_\_\_\_\_

How does your child react when left with unfamiliar people and/or in unfamiliar places?

\_\_\_\_\_

Does your child have any particular fears? Please describe: \_\_\_\_\_

\_\_\_\_\_

If your child is upset, what usually calms him/her down? \_\_\_\_\_

\_\_\_\_\_

## FAMILY AND GENERAL HOUSEHOLD INFORMATION

*Other children living at home:*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Birth date: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Birth date: \_\_\_\_\_

*Other adults living at home:*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Birth date: \_\_\_\_\_

Please describe guidance/discipline methods used at home: \_\_\_\_\_

\_\_\_\_\_

Languages spoken at home: \_\_\_\_\_

Name and phone number of English-speaking person (if needed): \_\_\_\_\_

Are there any religious or ethnic observances in your family? \_\_\_\_\_





## TOILET

Is your child toilet-trained? YES / NO / PARTIALLY

Does your child need reminders for the washroom? YES / NO

In the washroom, what does your child need help with? \_\_\_\_\_  
\_\_\_\_\_

## NAP TIME

What time is bedtime at home? \_\_\_\_\_ p.m.

What time is awake up time at home? \_\_\_\_\_ a.m.

Does your child usually nap? YES / NO

If yes, for how long? \_\_\_\_\_ hours

What does your child need/use to fall asleep? \_\_\_\_\_

## WALKING TRIPS

At Green Apple Daycare, we sometimes go on walking trips to parks within the neighbourhood. I hereby give the staff of Green Apple Daycare permission to take my child on walking trips.

\_\_\_\_\_  
PRINT NAME Parent/ Guardian

\_\_\_\_\_  
SIGNATURE Parent/ Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

As a fully licensed childcare facility, we are required to inform all families that our facility, being located within a Heritage building, was exempt from a third toilet usually required by childcare regulations. Green Apple Daycare is taking all steps to ensure we always have two fully function able washrooms and will make any arrangements under the rare or obsolete occasion a problem should arise.