

Little Munchkin Registration

Dear Parents,

Please read this document thoroughly and you may want to make a copy for your records. There is registration fee of \$45.00 associated with the completion of this application. Please provide a **printed** copy of the registration form (no electronic submissions). You will also receive an email about Bright Wheels (our online platform used to share activity pictures) in a couple of weeks, please ensure to enroll into that.

This agreement is between:

Parent(s) name(s): _____

Address: _____

Phone number: _____

And

Daycare Name: Little Munchkin Daycare Ltd

For the provision of child care for:

Child's name: _____

Child's name: _____ (if applicable)

The terms of the agreement are as follows:

Hours of care: 7:45 am to 5:30 pm

Days of care: _____

Fees for care: _____

Please notify the daycare immediately if there is a change to the agreed upon hours and days.

Payment is due whether the child attends care on the agreed upon days or not. In the case of withdrawal from daycare* - a 45 day notice must be provided.

*Daycare is used in this document interchangeably and refers to Little Munchkin Daycare Ltd. **Parent Initials** _____

Deposit (Refundable)

A refundable deposit fee of \$450.00 is required to hold the child's space between the time of registration and the date when care commences. This deposit fee will be fully refunded during the last month of attendance at the daycare.

The following conditions will render the deposit to be non-refundable:

- Contract is terminated before care starts.
- 6 month probation period of withdrawal (i.e. child leaves daycare before 6 months of care from the start date)
- Failure to provide 45 day advance notice before termination of care.
- Meet termination conditions (see below)

Payment Plans

All our payment plans are on a fixed schedule system (i.e. same schedule each week throughout the course of the month) ranging from 1 day/week to 5 days/week depending on what is available. Payment is collected through Pre-Authorized Debit (PAD) (see 'payment collection' section below for more details).

If parents are seeking to drop-in on a day outside their regular schedule – we cannot guarantee spot availability but you can check with your corresponding centre staff (either a few days prior or calling in the morning on the day of attendance). If you are dropping-in, our charge is \$90/day (cash only) and can be delivered to any staff on the floor. Payments for drop-in must be made on the day of attendance.

Termination/Change of Service:

We require a 45 day notice prior to modification or termination of service. Additionally, services can only be modified/cancelled at the **end of the monthly billing cycle** (for example, if 45 day notice is provided on May 15 (or prior), than full payment must be made until June [end of monthly cycle]. However, if notice is given after May 15, end of billing cycle month would July and thus payment for June and July is required).

Long-term Absence/Vacation

In the case of short-term absence/vacations (less than 3 months) taken by parents', it is required that full payment for those months be paid. However, if the vacation is for an extended period (3 months or longer) – half of the monthly charge is required to reserve/hold the child's registration.

Tax Receipts

We issue childcare tax receipts for the previous calendar year (i.e. December 31) on February of the following year. At this time, we do not provide monthly invoices/receipts.

Potty Training

We will work with you at the centre if you have started potty training at home to help assist in potty training. We require that parents use training pants (see link below). These are specifically designed to not have a diaper feel (a more cloth like sensation), yet prevent leaks due to accidents. Alternatively, you may also use Pull-Ups.

Training Pants: <http://www.pottytrainingconcepts.com/Waterproof-Potty-Training-Pants.html> (company also ships to Canada)

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Important Contact Information (please save this information to your cellular device)

Below is the contact information for our different programs. We highly recommend saving the contact details to your phone for the program that you are registered. Please note that these numbers are not publicly available and are meant only for registered parents. Please email the admin as well as the corresponding centre's email to inform of absence. If you need to reach staff during hours of operation, please call the centre's number directly....if we are unavailable, please leave a voice message and staff will return your call promptly.

Granville Centre (1319 W 52 Avenue)Email: granville@littlemunchkindaycare.ca

Ph: 604-781-4543

Dunbar Centre (3969 W 29 Avenue)Email: dunbar@littlemunchkindaycare.ca

Ph: 604-781-4351

Oak Centre (1068 W 29 Avenue)Email: oak@littlemunchkindaycare.ca

Ph: 604-781-4340

Kerrisdale Centre (3750 W 29 Avenue)Email: kerrisdale@littlemunchkindaycare.ca

Ph: 604-781-4350

Holland Centre (5981 Holland Street)Email: holland@littlemunchkindaycare.ca

Ph: 604-781-4357

Shaughnessy Centre (1469 Balfour Avenue, Vancouver)Email: shaughnessy@littlemunchkindaycare.ca

Ph: 604-781-4341

Administrator:

Name: Mohammad

Email Contact: info@littlemunchkindaycare.caRole: Payment, registration, parent vacation notification, etc. as well as any serious concerns (responding to parent concerns/emails).

Phone: 604-655-1895

Site Manager:

Name: Julia Yoon

Email: julia@littlemunchkindaycare.ca

Role: Formulating activities, staff management and scheduling, etc.

Payment Collection:

We collect payment through pre-authorized debit in partnership with Rotessa (third party payment solutions) for our group programs. Please click the link below and complete the pre-authorized debit agreement (PAD). This needs to be completed as part of the registration process. There will be a \$50 fee for any NSF charges.

https://client.rotessa.com/auth_signups/customer_info?auth_form_url=b8dde169d1b4fb95

Drop-in rate is \$90/day (cash only) – feel free to hand it off to any staff (please see Payment Plan section above).

Integration

We usually recommend a 3 day integration schedule [i.e. first 3 days of attendance] before commencing care full-time:

1st day = 1.5 hours

2nd day = 3 hours

3rd day = 5 hours

However, please note that this is *flexible* and you can adjust it accordingly with staff at the centre. Our policy with regards to nap integration is that generally a child's nap schedule at home will differ from the schedule posted at the centre when they start....hence, we take more of a gradual adaptive process by following the child's nap time at home initially and over time adjusting them to our routine.

The following items will be supplied by the parents:

- 1) Diaper and Wipes
- 2) Daily Lunch (microwave safe containers, etc.)
- 3) Muddy-Buddy (waterproof coverall for outdoor activities)
- 4) Extra pair of clothes
- 5) Blanket
- 6) Boots
- 7) Bedding (cover for sleeping)
- 8) Water bottle (microwave safe)
- 9) Milk bottle (microwave safe)
- 10) Bibs

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Snacks/Lunch

The daycare will provide snacks two times a day and parents are responsible for providing lunches.

Sickness/Absence

Our sickness policy was formulated based on guidelines as prescribed by Vancouver Coastal Health (VCH) to ensure health and well-being of both staff and children. Please refer to sickness policy (i.e. page 13) for more information.

[Important] If your child will not be able to attend (sickness or otherwise) - please send an email to the admin (info@littlemunchkindaycare.ca) as well as to your corresponding registered centre's email (see page 3) before 8:45 am on that day.

Holiday Closures

The daycare will be closed 12 business days in a calendar year as well as on all statutory holidays. Please refer to the 'schedule' section for more details. Please note that this a paid closure and fees are not pro-rated for daycare closures.

Emergency Closures

We may have to close the facility due to extenuating circumstances such as earthquakes, floods, snowstorms, etc. where the safety of parents, children and staff could be at risk. In the event the closure is longer than 2 business days, parents will be refunded in full for all days beyond the initial 2 business days.

Parent Vacations

In the case of vacations taken by parents', full payment is required to reserve child's registration for that duration.

[Important] Please email admin (info@littlemunchkindaycare.ca) to inform when you will be going away on vacation ahead of time - we need to know this ahead of time as we plan different activities and themes as part of our learning program for each child.

Pick-up/Drop-off Policy

Late pick-up policy – we will allow for late pick-up (10 min max) for the first 2 times without penalty. However, after the third time and onwards – you will be charged \$15.00 for every 15 minutes – children must be picked up with-in 30 minutes after closure.

All children should be at the centre no later than 9:30 am as it affects our daily schedule and activities. If you are arriving late, please inform the centre. If you require alternative arrangement, please contact the administrator.

Fees

Daycare charges are available on our website: <http://www.komelsdaycare.com/fees-enrollment-list.html>. End of each fiscal year (in our case, end of March is our year end date) - fees may be incremented by up to maximum of 10% to adjust for increased costs (labor, equipment, etc.)

Immunization Records

Child’s **immunization records** (see immunization for childcare section below) must be included with this document (all children must be immunized and have the full immunization history to attend at the centre).

Daily Routine/ Monthly Activities/Snack Schedule

Daily routine and snack schedule will be posted at the centre. We have different themes planned for each month and a set of varying daily activities that build towards the theme of the month. We use an application called BrightWheels [available for download from the Google Play Store or Apple App Store (iOS)] on which pictures of varying activities done by your child will be sent and can be viewed on your mobile smartphone. You should receive an email to join BrightWheels about one week after your start date. If you do not receive an email, please ask the manager of the program to setup your profile on BrightWheels.

Allergies

[Important] If you suspect your child may have allergies (food, plants, etc.), please have it confirmed by a medical professional before submitting the registration package. If confirmed, ensure that is listed in the ‘Health Information’ section on page 9. Certain allergies can pose serious risks and may require immediate medical attention (epi-pen, inhaler, etc.). If your child has a diagnosed allergy that requires medical intervention (epi-pen, etc.), please complete section ‘Anaphylaxis/Care plan’ on page 17. Please ensure that all staff are aware so that we can provide prompt medical attention should it be required. As a precaution, we ask parents not to package any food items that have nuts (or traces of nuts) of any kind.

Food Preparation

Staff will prepare meals (snacks, lunches) which will include warming/heating meals (using a microwave), serving and assisting in feeding should it be required. The centre will provide the forks, spoons, plates, etc.

Little Munchkin Daycare Ltd. and parent(s) agree to provide 45 day notice if this agreement is to be terminated.

We have read and agree to the terms of this agreement.

Parent Name

Signature

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Schedule

Policies:

Days and Hours of Operation

Monday to Friday

7:45am - 5:30pm

The childcare will also be closed in the statutory Holidays:

New Year's Day

Good Friday

Easter Monday

Victoria

Canada Day

Civic Holiday

Labour Day

Thanksgiving Day

Remembrance Day

Christmas Day

BC Family Day

Daycare Holiday Closure:

We will be closed for six (6) business days for winter holidays and six (6) business days for summer holidays. Please see our website under the 'Daycare Closure' section for exact closure dates and terms.

Website: www.komelsdaycare.com

Fees

Fee is applicable as per age and duration of hours/days (please visit www.komelsdaycare.com).

Attendance

Parents are responsible for informing the centre (prior to 8:45 am) if the child will not be attending by emailing both the administrator (info@littlemunchkindaycare.ca) and the corresponding centre's email address to which they are registered.

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CHILD'S STARTING DATE:

SEX:

DATE OF BIRTH:

____/____/____
YY MM DD

M ____ F ____ ____/____/____
YY MM DD

NAME OF CHILD: _____
(Surname) (Given Names) (Also Known As)

Name the Child responds to: _____

Address: _____

Postal code: _____ Phone: _____

Person(s) with whom the child lives (adults and children): _____

Child's first language: _____ Other languages: _____

Parent(s) / Guardian(s) / Authorized Person(s):

Name: _____ Home phone: _____ Cell phone: _____

Work phone: _____ Days/hours of work: _____ E-mail: _____

Name: _____ Home phone: _____ Cell phone: _____

Work phone: _____ Days/hours of work: _____ E-mail: _____

Emergency Contacts – please ensure it is different than contact person(s) listed in the previous section. Emergency contacts are to be reached if we cannot reach parents/guardians in the event of an emergency.

Name: _____ Relationship to child: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Name: _____ Relationship to child: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Name: _____ Relationship to child: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Name: _____ Relationship to child: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Has the child previously attended daycare/preschool?

YES ___ NO ___ Comments: _____

Comments/instructions to help us care for your child. (Please feel free to add additional pages.):

Toileting/Diapering (special words): _____

Rest Time (special comfort – toy/blanket): _____

Eating/Mealtime (include food likes/dislikes): _____

Fears: _____

Please tell us anything else you think will help us provide an enriching experience for your child:

HEALTH INFORMATION

Health professionals involved with your child (other than doctor and dentist):

NAME	PROFESSION/AGENCY	Phone:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Does your child have:

A medical condition/concern? YES ___ NO ___

If yes, please provide further information: _____

Allergies? YES ___ NO ___

If yes, please provide further information: _____

Asthma? YES ___ NO ___

If yes, please provide further information(**Important: ask manager to have a care program for your child allergies**)

Has your child had a seizure in the past year? YES ___ NO ___

If yes, please provide further information: _____

Does your child require a special diet related to a medical condition? YES ___ NO ___

If yes, please provide further information: _____

Food sensitivities? YES ___ NO ___

If yes, please provide further information: _____

List all prescription and "over the counter" medications your child receives:

Medication	Times Given	Reason for Medication
_____	_____	_____
_____	_____	_____

You may be asked to complete additional forms if you answered yes to any of the above.

This health information may be made available to the staff of Vancouver Coastal Health.

Custody Agreement YES N/A Provided to Facility YES NO N/A

Immunization Documents Returned to Facility YES NO

Information Provided By: _____

Print Name

Signature

DATE: ____/____/____
 YY MM DD

Office Use Only

Date Child Leaves the Facility: DATE: ____/____/____
 YY MM DD

Immunization Information

Does your child have:

Complete Immunization? YES ___ NO ___

If no, please provide further information: _____

Complete Record for Immunization? YES ___ NO ___

If no, please provide further information: _____

If available, please attach a photocopy of your child's vaccination record to this form on the next page

For example: BC Child Health Passport OR immunization record either in English or any language. Ensure your child's name and date of birth are written on each page.

If none of the above is available, please have a medical practitioner complete the immunization record template in the next page.

Immunization Record Template (complete if applicable)

All childcare facilities in BC are required by law under the *Community Care and Assisted Living Act* to keep a record of each child's immunization history. These records are required to be made available to Vancouver Coastal Health Authority (VCH) medical health officers for public health programs. The information you provide on this form will be used to update your child's health record at VCH in order that: medical health officers may respond if a disease outbreak occurs in your childcare facility; public health staff can recommend immunizations which your child may be missing; and VCH is able to provide better care to your child as part of its public health programs. **Please complete and return this form to your childcare facility.**

PART A: CHILD AND FAMILY INFORMATION
PLEASE PRINT CLEARLY

Childcare facility _____

Child's name _____
Surname Given Name Preferred Name

Sex: M F Birthdate: dd / mm / yyyy _____
dd mm yyyy Place of birth: _____

Child's personal health number (Care Card) _____

Home address: _____ Postal code: _____ Home phone: _____

Father's Name: _____ Daytime phone: _____
Surname Given Name

Mother's Name: _____ Daytime phone: _____
Surname Given Name

Guardian's Name: _____ Daytime phone: _____
Surname Given Name

Doctor's name: _____ Doctor's phone: _____

PART B: CHILD'S VACCINATION INFORMATION
Attach a photocopy of your child's vaccination record OR complete the following record.

Has your child had chickenpox disease after one year of age? Yes No
 Children who have not had the chickenpox vaccine or disease after 1 year of age need the vaccine.

VACCINES	DATES GIVEN							
	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy
DIPHTHERIA								
TETANUS								
PERTUSSIS (WHOOPIING COUGH)								
HEPATITIS B								
POLIO								
HAEMOPHILUS INFLUENZAE TYPE B (HIB)								
MENINGOCOCCAL CONJUGATE								
PNEUMOCOCCAL CONJUGATE								
MMR (MEASLES, MUMPS, RUBELLA)								
MEASLES (RUBEOLA)								
RUBELLA (GERMAN MEASLES)								
MUMPS								
HPV (HUMAN PAPILLOMAVIRUS)								
VARICELLA (CHICKENPOX)								
LIST OTHER VACCINES								

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Sickness & Administration of Medication Policy

Parents/ guardians are strongly advised to keep children home who are sick to prevent the spread of illness/disease at the centre [please send an email to the admin (info@littlemunchkindaycare.ca) as well as the centre (see page 3) if your child will be absent]. If a child comes to the centre ill, parents will be asked to find alternate care for that day. According to Vancouver Coastal Health, a child is considered too sick to attend when he/she has any of the following symptoms:

- Difficulty in breathing –wheezing or a persistent cough
- Fever of 100 degrees Fahrenheit (38.3 degrees Celsius or higher)
- Sore throat, trouble swallowing or excessive coughing
- Infected skin or eyes, or an undiagnosed rash
- Severe headache or stiff neck (should see a physician)
- Diarrhea, nausea or vomiting
- Severe itching, dry skin of either body or scalp caused by head or body lice or scabies
- Infectious or communicable diseases (including but limited to the list below):
 - Chickenpox and Shingles(Varicella)
 - Cold Sores (Herpes Simplex type 1,2)
 - Croup
 - Ear Infections
 - Fifty Disease (Parvovirus B19)
 - Hand, Foot and Mouth Disease
 - Impetigo
 - Influenza(Flu)
 - Measles
 - Meningitis (Bacterial & Viral)
 - Methicillin-Resistant Staphylococcus aureus (MRSA)
 - Molluscum Contagiosum
 - Mononucleosis (Mono)
 - Mumps
 - Norovirus
 - Pneumonia
 - Roseola
 - Rotavirus
 - Rubella (German Measles)
 - Streptococcal Infections
 - Thrush and Candida Diaper Rash (Yeast Infection)

The child may not return to the centre until the above symptoms subside for **minimum period of 24 hours** and is well enough to participate in all areas of the program including outdoor play.

If your child becomes ill during the day, you will be notified to pick up your child immediately. If we cannot contact you, we will call the emergency contacts. Your child may be given a quiet area to rest, away from the other children, but within supervision of staffs, until an authorized person arrives to pick up your child.

Dispensation of Medication [check only if you would like staff to administrate medication on your behalf (i.e. antibiotic course, etc)]

It is preferred that parents administer medications at home; however, staff will administer medication if your child is on a medication schedule, providing the following procedures are followed:

- Prescription medications require a parent to provide a completed 'Request for Administration of Medication Form' (see section below – this excludes inhalers and epi-pens). Medication must be in the original container stating child's name, dosage and time to be given.
- Parents must hand deliver their child's medication to Little Munchkin staff.
- If your child has an inhaler - it must be with the child/staff at all time. Please coordinate with the centre manager.

If your child is receiving medication for a communicable disease, he or she must be on medication for a **minimum 24 hour period** and symptoms must subside during that period (i.e. **symptom free for minimum of 24 hours**) prior to returning to the centre.

The centre, staff or any of its affiliations is not liable/responsible for any adverse effects caused resulting from dispensation of medication to the child.

We agree to the terms of the sickness and medication policy outlined above.

Parant(s) Name: _____

Signature: _____

Parent(s) Name: _____

Signature: _____

Child(s) Name: _____

Date Signed: _____

Request for Administration of Medication Form

(Complete only when providing prescribed medication to staff – detach this section and complete when required)

Name of Facility: _____ Date: _____

Child's Name: _____ Birthdate: ____/____/____

Medication to be prescribed by a physician and/or non-prescription medication provided by the parent – in the original container labelled with the child's name/dosage/time.

Parent or Guardian: _____ Phone #'s: _____

Physician's Name: _____ Phone: _____

Name of Medication: _____ Prescription Number: _____

(located on vial or bottle for prescription medications)

Medication is in the form of: Pills Drops Cream Other _____

Dosage: _____ Time: _____

Reason for Medication: _____

Additional Comments: (possible reactions, consequences of missing medication, medication to be given with, etc.)

I hereby give permission for the staff to administer the above named medication to my child according to the orders and instructions I have provided. I agree to notify the staff and complete a new request form if there are any changes to the medication or instructions. The centre, staff or any of its affiliations is not liable/responsible for any adverse effects caused resulting from dispensation of medication to the child.

Signature of Parent/Guardian _____ Date: _____

RECORD OF MEDICATION ADMINISTERED (STAFF ONLY)

Date Commenced: _____ Date Stopped: _____

DATE	TIME	DOSAGE	COMMENTS	STAFF SIGNATURE

*Please use a separate form for each medication or refill.

*Please ensure unused medication is returned to the parent/guardian.

Anaphylaxis/Care Plan

(Complete only for diagnosed allergy that require medical intervention such as epi-pen, inhalers, etc)

Life Threatening Allergy Emergency Action Plan									
Child's Name: _____									
Child's Full Name: _____ Date of Birth: _____ Parent/Guardian: _____ _____ Phone (home): _____ Phone (work): _____ _____ Emergency Contact: _____ Phone (home): _____ Phone (work): _____ Primary Care Provider: _____ Office Phone: _____	<div style="border: 1px solid black; width: 100%; height: 100%; margin-bottom: 5px;"></div> Picture ID								
CHILD'S ANAPHYLAXIS TRIGGERS ARE:									
<input type="checkbox"/> Food (list): _____ <input type="checkbox"/> Insect stings (list): _____ <input type="checkbox"/> Other: _____									
ANYONE HAVING AN ANAPHYLACTIC REACTION MIGHT HAVE ANY OF THESE SYMPTOMS "F.A.S.T.":									
Face: Hives, itchy eyes, itchy nose, flushed/red face, swelling of face, lips or tongue									
Airway: Difficulty breathing, swallowing or speaking, coughing or choking, change of voice, sneezing, nasal congestion									
Stomach: Stomach pain, vomiting, diarrhea									
Total Body: Hives, itching, swelling, weakness, dizziness, lightheadedness, loss of consciousness, anxiety, feeling of doom									
CHILD'S EMERGENCY TREATMENT:									
<input type="checkbox"/> Medication is stored where?									
<input type="checkbox"/> Epinephrine auto-injector – <u>expiry date</u> :									
<input type="checkbox"/> Field Trip Plans:									
<div style="text-align: right;"> <p>DO NOT WAIT FOR SYMPTOMS TO GET WORSE OR NEW SYMPTOMS TO BEGIN</p> <ul style="list-style-type: none"> • GIVE EPINEPHRINE • CALL 911 <ul style="list-style-type: none"> • Specify "allergic reaction" & that <u>epinephrine</u> has been given by <u>auto-injector</u> • Provide location & telephone number • Centre name: _____ • Centre address: _____ • Centre phone #: _____ • Keep child lying down with feet elevated; if unconscious or vomiting, put in side-lying position. • CALL PARENTS • Always send child to hospital after receiving <u>epinephrine</u> <p><u>Epinephrine</u> is the <u>first line</u> medication which should be used for the emergency management of a person having a potentially life threatening allergic reaction.</p> <p><u>Antihistamines</u> (e.g. Benadryl™) and <u>asthma</u> medications should not be used instead of epinephrine for treating anaphylaxis.</p> <p><i>It is the parent's responsibility to notify the facility of any change in the child's condition.</i></p> <p style="text-align: right;">Sign below if you agree with above information & plan:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">_____</td> <td style="width: 30%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Parent/Guardian</td> <td style="border: none;">Date</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Child Care Staff</td> <td style="border: none;">Date</td> </tr> </table> </div>		_____	_____	Parent/Guardian	Date	_____	_____	Child Care Staff	Date
_____	_____								
Parent/Guardian	Date								
_____	_____								
Child Care Staff	Date								

Permission for Transition

Most of our programs are split between infant and toddler age groups (i.e. between different floors). Generally, as infants grow into the toddler age group – we offer the parents the option of starting an early transition program where children can join the other age group if we have availability (a child in the other program is away for vacation, sickness, etc.) and will provide an opportunity for your child to acclimatize into that environment until we have a secured spot. The authorization below will allow staff to transition your child to the more age appropriate program if spaces are available.

Permit/Authorize Transition Yes No

