

Child Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex  M  F  F

(Last, First)

Start Date \_\_\_\_\_

Address \_\_\_\_\_

Street Apt# City Province Postal Code

Telephone (Home) \_\_\_\_\_ Legal Land Description \_\_\_\_\_

Daycare Program Choice: Full Time Part Time Drop In

Siblings & Date of Birth:

Mother/Guardian \_\_\_\_\_ , \_\_\_\_\_

(Last) (First)

Address \_\_\_\_\_

(If different from child) Street Apt# City Province Postal Code

Telephone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

(Email) \_\_\_\_\_

Work \_\_\_\_\_ Work # \_\_\_\_\_

(Indicate Business Name, street address and City)

Father/Guardian \_\_\_\_\_ , \_\_\_\_\_

(Last) (First)

Address \_\_\_\_\_

(If different from child) Street Apt# City Province Postal Code

Telephone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

(Email) \_\_\_\_\_

Work \_\_\_\_\_ Work # \_\_\_\_\_

(Indicate Business Name, street address and City)

**Health Information**

Physician's Name \_\_\_\_\_ Tel # \_\_\_\_\_

Physician's Address \_\_\_\_\_

Street City Province Postal Code

Allergies/Medical Condition\* \_\_\_\_\_

Health Care # \_\_\_\_\_ AB SK

Are your child's immunizations up to date? YES NO

**Emergency Contact Information 1**

Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Street Address \_\_\_\_\_

Legal Land Description \_\_\_\_\_

Cell or Daytime # \_\_\_\_\_

**Emergency Contact Information 2**

Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Street Address \_\_\_\_\_

Legal Land Description \_\_\_\_\_

Cell or Daytime # \_\_\_\_\_

**Authorization for Pick Up**

Your child will only be released to an authorized person listed on this form (parent/guardian and/or emergency contact). In case of an emergency or an unforeseen circumstance, please indicate the name, address and phone number of any other person/s who you authorize to pick up your child on your behalf. Please also provide us with a picture of each individual. We will only release the child to individuals listed who can give us the safe word as provided below.

Name	Address/Legal Land Description	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Safe Word (2<sup>nd</sup> step for us to release child to someone other than the parents/guardian):

**EMERGENCY CONSENT**

It is our policy to notify a parent when a child is ill or needs medical attention. Occasionally, we cannot contact a parent and we need to get immediate help for the child. Our procedure is to take the child to the nearest emergency service.

Please sign below so that we can take appropriate action on behalf of your child.

I HEREBY GIVE MY/OUR CONSENT FOR MY/OUR CHILD \_\_\_\_\_ WHEN ILL/INJURED, TO BE TAKEN TO THE NEAREST EMERGENCY CENTER BY THE STAFF OF MY CHILD'S DAYCARE WHEN I/WE CANNOT BE CONTACTED. I CONSENT TO AN AMBULANCE BEING CALLED TO TRANSPORT THE CHILD, IF NECESSARY. I FURTHER AGREE TO PAY ALL COSTS INCURRED FOR TRANSPORT.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Parent Handbook**

*I/We have received, read, understand and agree to abide by the policies and procedures outlined in the Kitscoty Community Cabin 4 Kids Parent Handbook*

**YES NO**

**Neighbourhood Excursions**

*I give consent for Cabin 4 Kids to take my child on neighbourhood walking excursions which include the local school playgrounds and walking paths within a 5 block radius of the center. Minimum staff to child ratios will be upheld and all excursions will be by foot.*

**YES NO**

**Center Program/Pictures**

*I/We hereby grant permission for my child and its work to be included in evaluations, pictures and videos connected with the Center Program.*

**YES NO**

**Sunscreen Lotion Application**

*I/We hereby grant permission for the staff at the Center to apply sunscreen lotion to my child.*

**YES NO**

**Bug Spray**

*I/We hereby grant permission for the staff at the Center to apply bug spray to my child.*

**YES NO**

**Afterbite/Polysporin**

*I hereby consent and authorize Kitscoty Community Cabin 4 Kids staff to administer Afterbite and/or Polysporin to my child's scrapes and/or bug bites as they deem necessary.*

**YES NO**

### Terms of Agreement

It is hereby agreed that the parents will:

1. The word "Center" as used in this agreement shall be deemed to refer to Kitscoty Community Cabin 4 Kids.
2. The word "Parents" as used in this agreement shall be deemed to refer to the signatures on the first page hereof and applied to those signatories no matter what relationship to the child.
3. The "Child" as used in this agreement shall be deemed to refer to the person named on the first page hereof and enrolled in the Center pursuant to this agreement.
4. Pay all the fees, at all times, as applicable, in advance, according to the schedule of fees and policies current or may be declared by the Center from time to time.
5. Provide the Center with notice in writing of their intention to withdraw the child not less than two weeks prior to such withdrawal. Failure to give such notice can result in a charge of two weeks' fees in lieu of notice and full charge for fees until such notice is received and period of notice is passed.
6. Notify the Center immediately should the child contact any infectious disease.
7. Notify the Center immediately should any change of address, employment or other enrollment information occur for either parent.
8. It is further agreed as follows:
9. The parents will be responsible for all bank and collection charges plus all legal fees and disbursements on a solicitor and his own client basis incurred by the Center in the collection of fees or the enforcement of any of the terms of this agreement.
10. The Center shall not be responsible for any loss or damage to the clothing or the property of the child while such child is in attendance at the Center or participating in its programs.
11. The Center must be informed of any special requirements (including food, life-threatening allergic and other dietary restrictions) arising from any ethnic or religious customs to prevent infringement due to lack of such knowledge.
12. No amendment of the terms of this agreement shall be binding upon the Center unless consented to by the Center in writing.
13. Breach of any terms of this agreement may result in immediate cancellation of enrollment and forfeiture of any fees paid.
14. The parents will also abide by any allergic restrictions imposed by the Center due to any other enrolled child.
15. The parents will abide by the current Center Policies and Procedures and the Parent Handbook, or any changes to policies that may be declared by the Center from time to time.

This form contains **Terms of Agreement** and forms a binding contract once signed.  
I/We acknowledge that we have read the terms of agreement and consent to the same and warrant the information set out above is correct.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Supervisor/Witness Signature

**Clothing and Personal Items Form**

***Kitscoty Community Cabin 4 Kids***

Please ensure that all the items required for your child are provided for, right from the first day of enrolment.

Please ensure that all of your child's belongings are labelled with the Child's Name (First name, Last name Initial); a black permanent marker works best.

Labelling ensures that items meant for your child are not inadvertently used by/for someone else, and ensures items can easily be collected and identified if left at the centre and put in the child's basket/locker.

Please check all the items you will be bringing to the Center and provide them and this list to the Director or Supervisor.

Child Name: \_\_\_\_\_

Program Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

**Infants**

- Diapers (whole bag)
- Box of Wipes
- Diaper Cream/powder (if used)
- Soother with clip (if required)
- Bottles (with formula already made if using, otherwise two empty bottles to leave at the center)
- Jar food (enough for the week)
- Pabulum (whole box)
- \_\_\_\_\_
- \_\_\_\_\_

**Children (All age groups)**

- Complete change of clothing (at least one complete set and weather appropriate)
- Summer hat
- Shoes / a pair of slippers (without slipper soles) for rainy days
- Small blanket/stuffy for quiet time/comfort
- \_\_\_\_\_
- \_\_\_\_\_

## Tell Us About Your Child!

*We want to ensure that we provide you and your family with the greatest experience possible at the Cabin 4 Kids. By sharing these important details with us we can provide the personal attention that your child deserves and maintain continuity between home and care.*

What activities does your child enjoy?

Does your child nap, if so, for how long and at what time?

What are your child's favourite foods? (Healthy so that we may include them in our meal plans)

Is your child in the toileting stage of development? How can we assist you in this milestone?

Are there health issues/concerns around toileting that we can help support your child with? (Wiping, Constipation)

What are the best ways to soothe or comfort your child?

Do you have any developmental (social, emotional or other) concerns for your child?

Does your child require ongoing medication?

Does your family speak any other languages at home? If so, how can we incorporate this into our programming?

Any other tidbits of information you would like to share with us...

*Thank You!*