

South Okanagan Quality Childcare (OES Preschool)
REGISTRATION FORM

CHILD'S INFORMATION:

Date of Enrollment: _____ Date of Withdrawal: _____

Child's Name: _____ Gender: _____

Care Card #: _____ Date of Birth: _____

Doctor: _____ Doctor's Number: _____

Does your child identify as Indigenous? _____

Immunizations Up to Date: YES ___ NO ___ Not Immunized ___

Medical Problems or Concerns (Including Disabilities): _____

Allergies or Special Dietary Requests: _____

Significant Changes in the Last Year: _____

PARENT'S INFORMATION: Email: _____

Custody Agreement: YES ___ NO ___
(If yes, copy **MUST** be attached before child can attend)

Parent Name: _____ Address: _____

Home Phone: _____ Work: _____ Cell: _____

Parent Name: _____ Address: _____

Home Phone: _____ Work: _____ Cell: _____

EMERGENCY CONTACTS:

(Excluding parents of child. Called if parents are unavailable. Also authorized to pick up children.)

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

PEOPLE AUTHORIZED TO PICK-UP MY CHILD FROM THE PRESCHOOL:

(Excluding parents and emergency contacts if necessary.) IN ADDITION TO EMERGENCY CONTACTS

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Persons not permitted access to my child: _____

I give permission to the staff of OES Childcare to take a photograph or digital image of my child to comply with licensing regulations. I understand that this photo will be kept in my child's file or on their emergency card only.

YES **NO**

If "NO" you must submit a picture for their file in order for us to comply with licensing regulations.

In addition, I give permission to use photographs of my child for in class displays

YES **NO**

I also give permission to use photographs of my child for advertising or promotional purposes (ie. In the paper or on our website.)

YES **NO**

All information is kept confidential. Please use the bottom of this form to write down any special likes and dislikes, security items, fears, or anything at all you would like the caregiver to know about your child. This will help the caregiver better understand your child.

(Parent Signature)

(Date)

(Parent Signature)

(Date)

(Manager or Administrator Signature)

(Date)

OES Preschool Contract

Child's Name: _____ Date: _____

This contract is for the care of the above-mentioned child.

My child will attend for the duration of the school year (September – June) on the following days and hours, unless otherwise discussed with the caregiver:

Morning Class 8:40am - 11:10am Afternoon Class 12:10pm - 2:40pm

I have agreed to pay: Yearly Payment of **OR** Monthly Payments of

- Monday / Wednesday / Friday Class \$2250.00 \$225.00
- Tuesday / Thursday Class \$1500.00 \$150.00
- Monday – Friday Class \$3700.00 \$370.00

I understand that this registration is a commitment to the entirety of the school year and not a month-to-month basis. I will not be reimbursed for any day my child did not attend preschool that month. This includes Statutory holidays and school closures for that month, such as Christmas, Easter and Spring break.

No refunds are given for absences due to family Vacations, illness, or legal holidays, or school holidays (such as Christmas, Easter, spring break, etc.)

I agree to renew my subsidy contracts on time (if applicable). I also agree to pay in advance for care and if I receive subsidy, I understand that I will be reimbursed after the preschool receives the payment.

I have agreed to pay my total monthly fee, due on or before the first of each month. I understand that payment is by post dated cheques, e-transfer or cash. (Please make cheques payable to South Okanagan Quality Childcare.) I will receive a receipt upon payment of my bill. I also agree that if I do not pay in advance by the first of the month, then I forfeit the early payment discount and must pay the full amount. If I do not pay by the seventh of the month I will be assessed a 10 % late fee and my child will not be permitted to attend until my fees are paid. I further understand that if payment is not made in full by the 15th of the month, that my child will no longer be able to attend and his/her spot will be taken by a child on the Preschool waiting list.

Parent signature: _____

If my child is going to be absent for any reason during any time period, I agree to inform the Preschool in advance, giving as much notice as possible.

I understand that during the trial period of four (4) weeks, no notice is required to terminate care. I agree to give two (2) weeks notice after this trial period if I am going to terminate the service. I understand that this is the same procedure the Preschool will follow if they are to terminate care. If I have prepaid with post dated cheques, I will be reimbursed all except the current month.

If I realize I am going to be late on any day, I will call the Preschool as soon as possible. I understand that if I am in excess of 10 minutes late picking up, I will be charged \$1.00 for every minute or part thereof that my child is still at the Preschool. I also understand that if I am in excess of 30 minutes late, and I have not phoned, or could not be reached by the caregiver, he/she will phone my emergency contacts to come get my child. If they cannot be reached, I understand that the caregiver will phone the Ministry for Children and Families to come pickup my child.

I understand that the Preschool cannot allow my child to be sent home in a taxi, or to walk home. I understand that my child MUST be picked up by myself, the staff or an authorized person who is named on my child's registration form.

I understand that if I am under the influence of drugs or alcohol when picking up my child, the caregiver will offer to phone a taxi or find a designated driver to get the child and myself home safely. If I refuse, and insist on driving home, I understand that the caregiver is legally responsible to phone the local police and report my license plate number, direction of travel and also phone the Ministry for Children and Families. If an authorized pickup person is under the influence when coming to pick up my child, I understand that the caregiver will phone me and ask that I come pick up my child.

I understand that when I am dropping my child off, I am to be on time. If I am going to be late, I will call the Preschool to let them know. I understand that this is because the Preschool may have an activity or an outing planned for this day, and if I am late, it will inconvenience the Preschool and other children.

I understand that Oliver Elementary School is a non-smoking premise. All cigarettes must be put out before entering the school property.

I agree not to send my child to Preschool when he/she has anything contagious, until he/she has been on antibiotics for at least 24 hours. I also will not send him/her when he/she has had a fever, diarrhea, or has thrown up within the last 12 hours. I understand that I need to contact the Preschool as soon as possible if this happens and my child is supposed to be attending within the 12 hour time span. I will also inform the Preschool if he/she has come in contact with a communicable disease.

In case of emergency, such as a reportable accident or illness, I authorize the Preschool to contact my child's doctor and/or ambulance, if necessary, if I cannot be reached immediately. I will accept responsibility for the ambulance expense.

I understand that if my child receives an injury at preschool that requires medical attention, either during or after Preschool hours, the caregiver must complete and submit an Incident Report to the licensing officer. Therefore, I must contact the Preschool even if my child requires medical attention after Preschool from an injury that occurred that day while in care.

I authorize the Preschool to administer to my child, if I have signed the agreement, ONLY medication as prescribed by my child's physician or myself, and provided in the original container.

I give permission for my child to participate in spontaneous walks, trips to the park and/or library with the Preschool. I understand that if the caregiver is out with the children, there will be a sign on the door, and I may contact the caregiver on the program cell phone to find out where they are. If other outings are planned, such as field trips, a consent form will be provided by the caregiver for me to sign. I agree to make sure my child is dressed appropriately for the weather and/or field trips.

I understand my child must be potty trained before they can attend Preschool.

I have read and agree to this information, as well as the information in the Parent Handbook. I will notify the caregiver immediately if there are to be any changes.

(Parent Signature)

(Date)

(Parent Signature)

(Date)

(Manager or Administrator Signature)

(Date)

LOTION APPLICATION CONSENT FORM

SUNSCREEN

I hereby consent **OES Preschool** to apply _____
(Caregiver) (Name of Sunscreen)
to my child _____ as deemed necessary during my child's attendance
(Child's Name)
in the facility.

(Parent Signature) (Date)

In addition to the above consent, I further agree to supply my own lotion if I have chosen a specific brand. I will provide a brand that is clearly labeled with my child's/children's first and last name(s).

(Parent Signature) (Date)

No, I do not want sunscreen applied to my child

(Parent Signature) (Date)

(Manager or Administrator Signature) (Date)