

# Trochu Early Learning and Child Care Centre Registration Form

~Document last updated JULY 2023~

(Any information requested with a \* in front of it is required information to complete the enrollment process)

\*Child's Last Name: \_\_\_\_\_ \*Child's First Name: \_\_\_\_\_

\*Child's Street Address: \_\_\_\_\_

Start Date: \_\_\_\_\_ Days attending: \_\_\_\_\_ Expected Time: \_\_\_\_\_

\*Child's Date of Birth: \_\_\_\_\_ Sex: ( ) Male ( ) Female **TRANSFER FROM THCCC YES / NO**  
Day Month Year

\*Mother's Last Name: \_\_\_\_\_

\*Father's Last Name: \_\_\_\_\_

\*Mother's First Name: \_\_\_\_\_

\*Father's First Name: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

\*Street Address: \_\_\_\_\_

\*Street Address: \_\_\_\_\_

\*City & Province: \_\_\_\_\_

\*City & Province: \_\_\_\_\_

\*Postal Code: \_\_\_\_\_

\*Postal Code: \_\_\_\_\_

\*Home Phone: \_\_\_\_\_

\*Home Phone: \_\_\_\_\_

\*Cell Phone: \_\_\_\_\_

\*Cell Phone: \_\_\_\_\_

\*Work Phone: \_\_\_\_\_

\*Work Phone: \_\_\_\_\_

\*Work Location: \_\_\_\_\_

\*Work Location: \_\_\_\_\_

\*Email address: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

**Names of all persons authorized to pick child up from the child care centre.** (Please note that any persons unknown to child care staff will be asked to produce picture id.) Child care staff **MUST** be informed if someone other than the parents will be collecting the child. Please see our parent handbook for more details on pick up policies. Don't forget to name mom and dad.

\*1. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

\*2. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

\*3. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**\*Emergency Contact (someone other than a parent or guardian):**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**\*Phone:** \_\_\_\_\_

**\*Address:** \_\_\_\_\_

**Persons not authorized to pick child up from the child care centre** (Please note that in order to enforce any custody orders the child care centre must be provided with court documentation and any other legal arrangements.) Please provide as much detail as possible.

**\*Immunization** (please check one)

My child's immunization is up to date and current \_\_\_\_\_ I am choosing not to immunize my child: \_\_\_\_\_

**\*Health regulations require that children who are not immunized must be removed from the Child Care Centre when there is an outbreak of communicable disease.**

\_\_\_\_\_  
Signature

**\*Medical Information**

Doctor: \_\_\_\_\_ Doctor's Phone Number: \_\_\_\_\_

Alberta Health Care Number: \_\_\_\_\_

Does your child have any allergies: (please list) \_\_\_\_\_

Please indicate if your child has had any of the following illnesses and provide the dates.

Measles (Red) _____	Head Injury _____
Rubella _____	Accidental Poisoning _____
Chicken Pox _____	Fracture _____
Mumps _____	Ear Infection _____
Convulsions _____	Bronchitis _____
Whooping Cough _____	Other _____

Has your child ever been hospitalized? If yes, please give details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your child had any medical or emotional condition requiring or receiving treatment or supervision? If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child require any medication on an on-going basis? If yes, please provide details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby give my consent for a child care staff member to call a medical practitioner or ambulance for my child in the event of an illness or accident if I cannot be immediately contacted. I understand I will be contacted as soon as possible. In case of minor and major emergency I hereby give consent for any first aid treatments and CPR if need be by a qualified staff member trained in first aid and CPR.

\*Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Child Profile**

Dear Parents: We ask these questions about your child so that we may begin to know him or her and meet his/her needs. We encourage you to talk with your child's caregivers to elaborate on any information you feel will be helpful. Thank you.

Who lives in your home with you and your child? (Spouse, siblings, relatives, other children, friends and pets)

\_\_\_\_\_

Is any language other than English spoken in your home?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what language? \_\_\_\_\_

What is your child's ethnic background? \_\_\_\_\_

What religious or cultural events are important to your family? \_\_\_\_\_

What is your child's favorite food? \_\_\_\_\_

What foods does your child dislike? \_\_\_\_\_

What sounds or words does your child use?

If your child is using the toilet, please describe how you approach him/her at the necessary times: and tell us what words he/she uses when he/she needs to use the toilet.

If your child is in diapers, do you use:

Powder \_\_\_\_\_

Ointment \_\_\_\_\_

Other \_\_\_\_\_

How do you help your child sleep at naptime? Does he/she have any special "cuddly" or blanket?

What time does your child usually nap? \_\_\_\_\_

Approximately how long is your child's nap? \_\_\_\_\_

Does your child have any strong fears, such as fear of animals or storms and how can we help your child through these fears? (Please describe)

What approach to guiding behavior or discipline do you find effective?

How does your child react to behavior management?

What are some of your child's favorite activities?

In a few sentences, please describe your child.

What developmental goals would you like to see your child to achieve while enrolled in this program?

Please describe any other information concerning your child that would be helpful to us.

### **Ages and Stages Questionnaire**

As an accredited program, our goal is to provide the highest quality of care for you and your children. One of the ways we can monitor healthy growth and development for your children is to document the development of each child through observations by trained staff and discussing each evaluation with the parents. We will be using daily observational records as well as Ages and Stages Questionnaire to track your child's development and for early detection of any developmental issues. This will enable us also as caregivers the ability to meet your child's interests, and developmental needs and work alongside you as their primary caregiver.

The steps are as follows:

1. Assess your child through the ASQ (these will be done at 12months, 15months, 18months, 2years, 30months, 3 years, 4 years, 5 years, and 6years.)

2. Set a meeting with the director and the primary caregiver of your child to discuss the results of the assessment and develop goals in which to meet the child's developmental needs.
3. Carry out the goals distinguished and continue to document developmental progress.

In order for the assessments to proceed, we need your permission to proceed with this process.

- a. I give the Three Hills Child Care Centre Staff permission to assess the development of my child
- b. I would not like my child to participate in this assessment

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*

### **Parent Handbook to Policies and Procedures**

**I have received a copy of have read and understand the policies and procedures described in the Trochu Early Learning and Child Care Centre Parent Handbook to Policies and Procedures.**

Signature \_\_\_\_\_

#### **Payment Policy**

The Parent User(s) agrees to cooperate fully with the requirements of the program outlined in the parent handbook.

- Fees will be paid in full on the 1<sup>st</sup> of the month or half on the 1<sup>st</sup> of the month and the remaining balance on the 15<sup>th</sup> of the month. A 2% interest charge will be applied to the balance owing past 30 days.
  - Child Care Services will be suspended immediately if payment of the full amount or a portion of the fees is not made by the 5<sup>th</sup> of every month, or you have a balance owing past 30 days with no arrangements made with the director to make payments.
- NSF Cheques must be replaced within five days and must include an additional \$25.00 NSF fee. Repeated NSF cheques may result in termination of child care services.

Subsidized parents are responsible for maintaining their eligibility. Failure to do so can result in loss of subsidy, and the Parent User will be responsible to pay the Child Care Centre for any user fees that are not subsidized.

On leaving the program, the Parent User will give two weeks' notice of termination or payment in lieu of the same.

The Parent User releases the Society and staff from liability for injury or illness occurring while their child is in the provider's care, on the understanding that all reasonable precaution is taken to guard against such an event.

In the event of an emergency when the Parent User cannot be reached, the Parent User gives his/her permission for medical treatment deemed necessary by the Parent User's doctor, or his/her designate.

#### **Field Trips**

Frequent walks and/or excursions in the community are part of the regular program. The Parent User consents to the child participating in any walk or excursion in the community under the supervision of the Child Care Centre staff.

The Parent User consents to the child participating in any field trips or excursions that may be arranged by the centre. The centre will advise the Parent User in writing of the particulars of the field trip at least three (3) days prior to the intended date of the field trip.

#### **Photo Authorization**

The Parent User gives consent for Trochu Early Learning and Child Care Centre staff to take photos of their child to be used for programming and documentation purposes in the child care centre or for publicity (e.g. newspaper photo to accompany an article or story) Child Care staff will inform parents of any media event as soon as possible.

In all cases where the Parent User does not pick up their child, and sends another responsible adult to collect them from the Child Care program, parent users understand that they are responsible for their child's welfare when he or she leaves the facility. Parent Users will inform child care staff in advance of authorizing another adult to collect their child and will ensure that that adult has photo id for the staff to view.

Parent Users understand that the Trochu Early Learning and Child Care Centre is closed on the following statutory holidays: (New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday in August, Labor Day, Thanksgiving, Remembrance Day, Christmas Day). Fees for child care will not be affected by any of these holidays. Should a statutory holiday fall on a Saturday or Sunday, the day designated by the Federal Government will be taken.

**Parent Users understand that fees are not affected by holidays, sick days, and statutory holidays or absent days.**

## **Parent Involvement**

**Mission Statement:** We work with the family and community to provide quality child care opportunities for personal growth in a nurturing atmosphere of activity and fun!

**The Value of Parent Involvement:** The Trochu Early Learning and Child Care Centre is owned and operated by the Three Hills Early Childhood Society, a non-profit society whose members are made up of parent users and interested community members. We seek the involvement of all parents in order to successfully offer an affordable and quality child care experience for your child. We encourage all parents to become a board member during your child's stay at the centre. Your voice makes a difference.

The following list contains opportunities for parents to be involved in your child's centre. Please check off the opportunities in which you would like to participate in:

Please check a minimum of one:

- Management       Board of Directors Membership
- Committee Membership
- Fundraising/Event Organizing
- Education       Attend the Annual General Meeting
- Grant Writing and Proposals
- Political Action/Advocacy
- Communication       Phone Tree (Phoning for events/volunteers)
- Talk to your child's caregiver. Ask about your child's day
- Event               Parent of the Day (spend a morning or afternoon in your child's room)
- Family Event Organizing (Potluck, BBQ, Christmas Party, etc)
- Trip                 Attendance/assistance on field trips (swimming, zoo, children's fest, etc.)
- Other               Indoor Maintenance
- Outdoor Maintenance
- Donations (toys, books, dress up clothes, art, crafts, equipment, etc.)
- Toy & equipment repairs.
- Drop in for lunch with your child
- Sharing circles-skills (music, dance, languages, art, professions, etc.)
- Baking and cooking for functions and events
- Spring Yard Clean Up
- Fall Yard Clean Up
- Read a story
- wash and disinfect toys once week
- other (please specify)

**Three Hills Early Childhood Society Parent Contract**

\*This agreement made as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Between: Three Hills Early Childhood Society at the Town of Trochu, in the Province of Alberta,  
(hereinafter referred to as the "Provider"):

OF THE FIRST PART

-and-

\_\_\_\_\_, at the Town of Trochu in the Province of Alberta (hereinafter referred to as the "Parent User")

OF THE SECOND PART

IN WITNESS WHERE OF the parties here to have executed this Agreement as of the day and year first written above.

Parent User Signature \_\_\_\_\_ Program Director Signature \_\_\_\_\_

Date child to start \_\_\_\_\_ Termination Date: \_\_\_\_\_