

KIDCARE DAYCARE

HEALTH AND MEDICAL INFORMATION:

Child (1) medical number: _____

Child (2) medical number: _____

Child's Doctor: _____ Telephone Number: _____

Is your child/ren immunizations up to date? YES ___ NO ___

Has your child/ren had any early childhood diseases? (ie: chicken pox, measles)

(1) _____ (2): _____

Does your child/ren have any special medical conditions? (ie: poor hearing, diabetes, asthma)

(1) _____ (2): _____

Does your child/ren have any distinguishing marks? (ie: birthmark, scar, Mongolian spot)

(1) _____ (2): _____

Does your child/ren have any allergies to food, medication, or insects?

(1) _____ (2): _____

What are your child/ren's symptoms of this allergic reaction?

(1) _____ (2): _____

HEALTH POLICY (please refer to parent handbook for full details of Health Policy)

1. **All health history, medical forms, immunization record and emergency cards must be completed prior to attending the centre.**
2. A child who is perceived to be ill or a source of a contagious infection will be sent home.
3. A child must be fully able to participate in all aspects of daily routine in order to be considered healthy enough to be attending.
4. The staff can only give prescription/non-prescription drugs to children **only** if we receive proper written authorization and medication is in its original container. Authorization forms are available from daycare staff.
5. The centre shall maintain on its premises an approved and complete First Aid Kit. All staff shall maintain a current First Aid Certificate.
6. At least two alternative and available contact people must be listed on the emergency card.
7. Any incident of serious illness, infectious disease, or serious accident, will be reported to the Interior Health Authority and Community Care Facilities Licensing.
8. Sick children are not accepted at the daycare. Acceptance or non-acceptance for care of children who appear ill is at the discretion of the child care provider.
9. If a child has to be given a non-prescription medication in order to attend daycare, they are too sick to attend (i.e. Tylenol, Gravol, Benadryl, etc.) These medications mask symptoms of illness. (if staff and parent are in agreement exceptions may be made for teething children)
10. If a child becomes sick at daycare, the parent will be called to pick up their child and the child will be isolated from other children.

KIDCARE DAYCARE

HEALTH POLICY AGREEMENT

I have read and agreed with the health policy of the daycare. I understand that the staff has the authority to send a child home, should the staff deem the child is not well. Should a disagreement result, the parent may take their complaint to the Program Manager and if not satisfied with the complaint resolution then they can take their complaint to the Executive Director the Women's Contact Society.

CHILD ABUSE: STAFF RESPONSIBILITIES

- We are required by law to report suspected or disclosed abuse.
- Our responsibility is to report suspicions/disclosures, NOT determine if abuse has occurred.
- Failure to report abuse can result in prosecution under the Family and Child Service Act.
- We are NOT permitted to contact the parent, unless specifically directed to do so by Ministry of Children and Family Development and the RCMP.
- Reporting procedures are designed to protect the child.
- Our concern is the safety and well being of the child.

EMERGENCY TRANSPORTATION/MEDICAL ATTENTION POLICY

Staff at Kidcare Daycare will phone for emergency transportation and/or medical attention when they deem it necessary for a child or children in their care. The staff at Kidcare Daycare will then call parents or emergency contacts to inform them.

WALK WAIVER

I understand that the Daycare staff will be taking the children on walks off the daycare premises. I also understand that they will not be taking my child in any cars or buses without my written permission.

PHOTOGRAPHING WAIVER

I understand that my child's picture may be taken for the enjoyment of the program, or for promotion of our program as needed. I understand that this waiver authorizes the daycare to use these photos for promotion of the daycare program as well as program enhancement.

SUNSCREEN WAIVER

I agree to have Kidcare Daycare staff apply sunscreen lotion on my child that has a valid date of expiry. If you do not agree then ask staff for the Sunscreen Waiver form.

Parent Signature/Legal Guardian

Staff Signature

Date

Date

May 1, 2017

Parent Initials _____ | Staff Initials _____

KIDCARE DAYCARE

FEE SCHEDULE

Start Date: _____ Payment by: Subsidy _____ Parent _____
 Child/ren's Names: 1. _____ 2. _____
 Child/ren's Birthdate: 1. _____ 2. _____
 Parent's Name: _____ Phone Number: _____

Age of Child	KCDC 1 or 2	# of days per week	Scheduled Days & Hours	Monthly Fees	Parent Initial	Staff Initial
0 - 36 months			M T W TH F From: _____ To: _____			
3 – 5 years			M T W TH F From: _____ To: _____			
age 5 +			M T W TH F From: _____ To: _____			

Initial: I understand and agree that Kidcare Daycare:

- _____ There will be a \$25 administration fee for registration and for every administrative change (ie. scheduling changes).
- _____ Fees are to be paid by the first day of each month for the upcoming month **or** I need to complete the required documents for Child Care Subsidy
- _____ A \$25 late payment fee will be charged for all late payments and if the payment has not been received within 7 days, care will no longer be provided for your child.
- _____ is closed for all statutory holidays (**NO** fee decreases for these scheduled childcare closures)
- _____ requires **2 weeks' notice for a child to be withdrawn** from the daycare.
- _____ fees are based on **enrollment** not **attendance** (**NO** fee decreases for sick/missed days).
- _____ parents are responsible for the parent portion of fees that is not covered by subsidy and will be billed monthly for these fees.
- _____ no fee deductions for closure for staff training and professional development.
- _____ if parents wish to start their child before subsidy acceptance a cheque for the month will be needed.
- _____ The parent will be reimbursed their fees when subsidy is received
- _____ has a \$10.00 fee for every 15 minutes late pick-up, if I am late picking up my child without prior notice to staff.
- _____ It is my responsibility to keep my information current with the Child Care Subsidy and Kidcare Daycare. **** Refer to policies in the Parent Handbook****
<http://www.womenscontact.org/kidcare-day-care/>

KIDCARE DAYCARE

AS A USER OF KIDCARE DAYCARE, I AGREE TO ALL REQUIREMENTS:

1. To complete registration forms, supply immunization records, and participate in orientation procedures.
2. To complete necessary childcare subsidy application forms before leaving my children at the daycare.
3. To supply a change of clothing (labeled).
4. To bring a weeks supply of diapers and baby wipes at the beginning of each week.
5. To use the daily intake form and to communicate with childcare staff.
6. To make alternate arrangements when my child is not well enough to be at the daycare.
7. To **phone the daycare before 9:30 am** if my child is **not** going to be coming.
8. I will give written notice to staff if anyone other than those identified on the registration form will be picking up the child.
9. To not use abusive (physical, mental, or emotional) punishment in the daycare.
10. To confirm schedule and hours with the daycare staff regularly
11. To pay a **late fee** of \$10.00 for every 15 minutes I am late, if I have not given prior notice to daycare staff.

Please note: If you are more than 30 minutes late and no contact has been made with the childcare, staff will try to contact the parent, then the emergency contact, if staff is unable to reach a representative for your child, the Ministry for Children and Family Development will be called (398-4220) to pick up the child.

PARENT AGREEMENT

I, _____, have carefully read and understood the **Parent Agreement of Kidcare Daycare**, and agree to follow it to the best of my ability. I acknowledge that _____, staff member of Kidcare Daycare, has fully and completely reviewed this Parent Agreement in its entirety. I recognize that failure to abide by this agreement may result in my child being unregistered from the daycare.

I _____, have received and read the Kidcare Daycare staff and Parents handbook

Signature of Parent/Legal Guardian

Signature of Kidcare Representative

Date

Date

May 1, 2017

Parent Initials _____ | Staff Initials _____

KIDCARE DAYCARE

WITHDRAW NOTICE

Date: _____

I _____ will be withdrawing _____
(parent's name) (child's name)
from the Kidcare Daycare on _____.
(Withdrawal date)

Please accept this as my **TWO WEEKS NOTICE** for withdrawal of my child as required by the Kidcare Daycare Policy¹.

Signature of Enrolling Parent: _____

Staff Signature: _____

OFFICE USE ONLY:

Amount Owing (if less than two weeks notice given) \$ _____

Refund Owing (if prepaid) \$ _____

Post-Dated Cheques Returned Yes No

1. How has your child benefited from his or her experience at the Kidcare Daycare?

2. In what ways could we improve the program to better meet your child's needs?

¹ See Kidcare Daycare Parent Handbook for complete list of policies