

**Application for Enrolment**

Type of Child Care Required: □ Full-time □ Part-time

Hours / days of Care:

| MON | TUES | WED | THURS | FRI |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

During the year, parents can request a modification or cancellation of the type of attendance. The request must be sent to management 2 weeks before the proposed change comes into force. Management has 5 working days to decide whether the change request is made or not. **Initial of the parent:** \_\_\_\_\_\_\_\_\_\_\_\_

**Starting date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location**: □ 1799 Ottawa St □ 2520 Cabana Rd W

The fees must be paid for the days provided for in your contract even if the child is absent or sick. Regular fees are also paid for public holidays.

**Initial of the parent:** \_\_\_\_\_\_\_\_\_\_\_\_

**Child Information**

| **Full Legal Name:** | **Preferred Name:** |
| --- | --- |
| **Health Card Number:** | **Date of Birth:** |
| **Address:** |
| **Language(s) Spoken at Home:** |

**Parent Information**

| **Full Legal Name:** | **Relationship to Child:** |
| --- | --- |
| **Home phone number:** | **Email address:** |
| **Cell phone number:** | **Work (phone):** |
| **Address: Work (address):**□ Same as Child |

| **Full Legal Name:** | **Relationship to Child:** |
| --- | --- |
| **Home phone number:** | **Email address:** |
| **Cell phone number:** | **Work (phone):** |
| **Address: Work (address):**□ Same as Child |

**Custody Arrangements (if applicable)**

Are there custody arrangements pertaining to legal right of access to your child? YES NO

If YES, please provide a copy of the appropriate legal documentation (e.g., court order).

Name(s) of custodial parent(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of individuals prohibited from accessing/picking up your child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contacts**

In the event of an emergency, if a parent cannot be reached, the following individual(s) may be contacted. Please list in order of preference.

| **Emergency Contact #1** | **Emergency Contact #2** | **Emergency Contact #3** |
| --- | --- | --- |
| Full Legal Name:Relationship to Child:Primary Phone Number:Alternate Phone Number: Address:□ Authorized to pick-up child | Full Legal Name:Relationship to Child:Primary Phone Number:Alternate Phone Number: Address:□ Authorized to pick-up child | Full Legal Name:Relationship to Child:Primary Phone Number:Alternate Phone Number: Address:□ Authorized to pick-up child |

**Additional Emergency Information**

Please provide any special medical or additional information about your child that could be helpful in an emergency (e.g., known medical conditions, skin conditions, vision/hearing difficulties):

**Health Information**

| **Doctor :** | **Phone Number:** |
| --- | --- |
| **Address :** | **Fax :** |

Does your child have any medical need(s) that requires additional support (e.g., Diabetes)?

YES NO

If yes, an individualized plan for children with medical needs must be developed between the parent and the childcare centre prior to the child’s first day of care.

I authorize the person in charge to administer over the counter and non-prescription products to my child provided by the parent (e.g.  Sunscreen,  Diaper cream,  Lip balm,  Hand sanitizer,  Insect repellent,  Moisturizing skin lotion)

**Initial of the parent:** \_\_\_\_\_\_\_\_\_\_\_\_

Meals and snacks are prepared by our cook.

If the child has dietary needs caused by a particular medical condition, or for any other reason, the parents, after taking the authorization of the management, may bring their child's food to the Centre. This food should meet the recommendations set out in the food guide published by Health Canada. The container should be labeled and put in the fridge located in the kitchen if parents have not provided ice in the lunch bag.

On special holidays, parents will not be allowed to offer sweets to their child's group. If they wish, they can contact management for recommendations.

**Initial of the parent:** \_\_\_\_\_\_\_\_\_\_\_\_

**Immunization Records**

Please provide a copy of your child’s immunization record (e.g., yellow card) to the centre prior to your child’s first day of care.

If you have chosen not to immunize your child, a [Statement of Medical Exemption](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=1&ENV=WWE&TIT=medical+exemption&NO=010-3041E) form or a [Statement of Conscious or Religious Belief](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=1&ENV=WWE&TIT=religious+belief&NO=010-3042E) form must be completed and provided to the centre. These forms are available on the Ministry of Education’s website.

**Allergy Information**

Does your child have a life-threatening allergy (e.g., anaphylactic to peanuts or bee stings)?

YES NO

If yes, an individualized plan for an anaphylactic allergy that includes emergency procedures must be developed between the parent and the childcare centre prior to the child’s start date.

Does your child have any allergies that are not life-threatening (food or other substance [e.g., latex])?

YES NO

If yes, please provide relevant details, including what your child is allergic to, symptoms of a reaction, and treatment required:

**Dietary and Feeding Arrangements**

\*For children under 12 months, supplementary Information for Children Under 12 Months.

Does your child have any special feeding arrangements (e.g., no sippy cups, mashed/pureed food)?

YES NO

If yes, please provide relevant details:

Does your child have any special dietary requirements or restrictions (e.g., vegetarian, kosher, halal)?

YES NO

If yes, please provide relevant details:

**Sleep Arrangements**

\*For children under 12 months:

How many naps does your child typically have each day?

At what times does your child typically nap?

How long does your child usually nap?

Does your child have any special sleep requirements (e.g., specific comfort item, soother)?

YES NO

If yes, please provide relevant details below:

According to the recommendations set out in the Health Canada document, children 12 months of age and younger are placed on their backs when sleeping.

I authorize the person in charge to offer a cot for my child.

**Initial of the parent :** \_\_\_\_\_\_\_\_\_\_\_\_

**Physical Requirements**

Does your child use diapers? YES NO

If no, my child:
□ Uses the washroom independently □ Requires some assistance □ Requires full support

Please provide relevant details:

Does your child require any additional support or accommodation with respect to physical activity?

YES NO

If yes, please provide relevant details:

**POSITIVE DISCIPLINARY**

Please explain the effective positive discipline measures used at home:

**Late Fee:** The daycare closes precisely at 6:00 PM; A fee of $5 will be charged for every 5 minutes of delay. After 15 minutes, an additional $1.50 will be charged for each extra minute, payable to the educator.

Payment Deadlines:
 - Weekly payments are due IN FULL on the Friday before the week begins.
 - Monthly payments are due IN FULL on the Friday one week before the start of the next month.

Late Fees:

A late fee of $25 will be applied if payment is not received by the specified deadline.
 If payment remains unpaid after the initial late fee, an additional charge of $5 per day (including weekends) will be assessed until payment is received. This additional fee will continue for a maximum of 5 days, culminating on the following Wednesday.

Payment in Full Requirement:

All payments, including any late fees, must be received IN FULL by 6 PM on the Wednesday following the missed payment deadline. If payment is not received by this time, the child will be removed from the program immediately.

**Parent's initials:** \_\_\_\_\_\_\_

I understand that any updated policies from the daycare will be communicated to us via SMS and email. I acknowledge that it is my sole responsibility to read the updated policies and stay informed about all communications sent by the daycare.

**Parent's initials:** \_\_\_\_\_\_\_

In the event of an accident, I authorize the employees of the Daycare to provide my child with the necessary care. If the condition of my child so requires, I also authorize transportation by ambulance or otherwise, to a hospital or health facility. It is understood that in an emergency, I authorize the Daycare to disclose the information contained in my child's health record.

**Parent's initials:** \_\_\_\_\_\_\_

I will not keep the Daycare or Daycare staff responsible for the breakage or loss of a personal item of my child while at the Daycare.

**Parent's initials:** \_\_\_\_\_\_\_

Hereby, as a registered parent of the Daycare programs, I declare that I have read the Daycare Parent Policies (Guide du parent) and agree to abide by them.

**Parent's initials:** \_\_\_\_\_\_\_

I accept that my child is photographed by the Daycare for purposes of advertising or publications: newspapers, website, promotion, ....

**Parent's initials:** \_\_\_\_\_\_\_

I authorize the nursery educators to collect and share information (written and verbal) with and with the school that my child(ren) attend, in order to allow a good integration and an optimal development. Shared information can include, but is not limited to, topics such as absences, illnesses, transportation, and behavior.

**Parent's initials:** \_\_\_\_\_\_\_

In case of neglect of payment for childcare fees, temporary or permanent withdrawal may be required. Consequently, permanent exclusion could occur if payments remain outstanding despite three written notices. Payment must be made in advance for the child to continue in our program.

**Parent initials:** \_\_\_\_\_\_\_

I am aware that a daily observation will take place for each child enrolled in childcare before they interact with other children, in order to detect potential illness symptoms. If the child appears to be sick, they will be isolated from others and the symptoms of the illness will be recorded in the daily journal. In this case:

a) a parent must take the child home;

b) If the staff cannot reach the parents, the emergency contacts listed in the service agreement will be contacted. If parents, emergency contacts, or any alternative contacts cannot be reached, or if the child is not picked up after a reasonable period, the supervisor will contact child welfare services.

{(Ontario Reg. 137/15, par. 36(1))} and {(Ontario Reg. 137/15, par. 36(2))}

**Parent initials:** \_\_\_\_\_\_\_

I am aware that I have to notify the daycare by 9:00 AM if my child will not be attending the program for the day. This notification should also include any anticipated delays in arrival. If my child will be arriving late, I must provide the daycare with the expected arrival time.

If the daycare has not received communication from me by 10:30 AM, or if they're unable to reach me by phone, my child will be marked as absent for the day, and they will not be able to attend the daycare for that day. This day will still need to be paid for.

Furthermore, drop-off times will remain between 7:30 AM and 12:00 PM. due to lunch and nap time, as it can disturb the children's rest.

**Parent initials:** \_\_\_\_\_\_\_

**Code of Conduct**

La Garderie les petites mains aims to provide a violence-free environment where all children, parents, and staff members are safe and secure. For this reason, violent and aggressive behaviors (including verbal aggression) will not be tolerated in any of the centers, and the daycare reserves the right to terminate the agreement.

**ZERO TOLERANCE FOR VIOLENCE**

The daycare is a proactive organization that seeks to understand the needs and expectations of its families to promote an environment where each child can grow, learn, and thrive. Unfortunately, we may sometimes find ourselves in situations where the safety of the child, other children in the group, or daycare employees is compromised, and it is important that we have measures in place for such situations. Therefore, we aim to provide clear and precise communication upon signing the service agreement, so that parents understand what they can expect from us in such circumstances. In an exceptional situation where a child INTENTIONALLY:

• inflicts serious harm on themselves

• seriously injures another child or staff member

• damages daycare or school property

**The daycare reserves the right to immediately terminate the service agreement and call the parent to pick up the child earlier than planned.**

A supported child may still lose their place at the daycare if their behavior compromises the health and safety of the group (threats, hitting, restraining, choking, leaving the premises, etc.) If the service agreement is terminated, THE DAYCARE will refund the paid childcare fees. In a situation where a preschool-aged child (0 to 4 years old) behaves INAPPROPRIATELY ACCORDING TO THE AGE of the group (biting, hitting, using vulgar language, engaging in vandalism, showing disrespect, or any other violent behavior that does not compromise the safety of the rest of the group), and this happens repeatedly despite warnings and discussions between the family and the daycare, the following progressive measures will be implemented:

1. The supervisor will request a meeting with the child's parent and the classroom educator to discuss the situation and determine the steps to be taken. The educator will provide documentation and observations to demonstrate the need for support to the parents (frequency/severity of the behavior). Information will be shared about:
* The family context
* Frequency of updates with the daycare
* Preferred means of communication
* Available external resources with healthcare professionals
* Descriptions of support devices or aid
* Adaptation measures or other modifications to the physical, social, and educational environment that will be necessary to prevent such situations from recurring, etc.

The child will then be placed on a minimum 20-day probation period due to a serious situation. The parent must give permission to take steps to support the child and follow up with support services. If the parent intentionally avoids meeting, the supervisor will follow up with a phone call. If unsuccessful in reaching the parent, a letter will be sent with acknowledgment of receipt, indicating that the child is on a 20-day probation period due to a serious situation and that follow-ups must be conducted. If nothing is implemented after 4 weeks, termination of the service agreement will be considered.

2. If there are no further incidents during the probation period: follow-up will be conducted with the parent, and the program will continue with the child's support plan.

3. In the first incident during the probation period: the director meets with the parent and the educator to help implement all possible measures for the child to remain in the program.

**In the second incident during the probation period**: the child will no longer be accepted into the program, and the service agreement will be terminated with, if possible (and in all cases for subsidized children), a written notice of two weeks. \* If the safety of a child or staff member is compromised, the daycare reserves the right to immediately terminate the agreement.

In a situation where a school-aged child (4 to 12 years old) behaves INAPPROPRIATELY ACCORDING TO THE AGE of the group (biting, hitting, using vulgar language, engaging in vandalism, showing disrespect, or any other violent behavior that does not compromise the safety of the rest of the group), and this happens repeatedly despite warnings and discussions between the family and the daycare, the following progressive measures will be implemented:

1. First step: the supervisor will request a meeting with the child's parent and the group educator to discuss the situation and determine the steps to be taken. The educator will provide documentation and observations to demonstrate the need for support to the parents (frequency/severity of the behavior). Information will be shared about:
* The family and school context
* Frequency of updates with the daycare
* Preferred means of communication
* Available external resources with healthcare professionals
* Descriptions of support devices or aid
* Adaptation measures or other modifications to the physical, social, and educational environment that will be necessary to prevent such situations from recurring, etc.

The child will be placed on a minimum 20-day probation period due to a serious situation. The parent must give permission to take steps to support the child. A meeting between the school and the daycare will be suggested to implement similar measures. If the parent intentionally avoids meeting the supervisor, a follow-up phone call will be made. If unsuccessful in reaching the parent, a letter will be sent with acknowledgment of receipt, indicating that the child is on a 20-day probation period due to a serious situation and that follow-ups must be conducted. If nothing is implemented after 4 weeks, termination of the service agreement will be considered.

1. If there are no further incidents during the probation period: follow-up will be conducted with the parent, and the program will continue with the child's support plan.
2. **In the first incident during the probation period**: the director meets with the parent and the educator to help implement all possible measures for the child to remain in the program (e.g., reduced hours or a part-time program).
3. **In the second incident during the probation period**: the child will no longer be accepted into the program, and the service agreement will be terminated with, if possible (and in all cases for subsidized children), a written notice of two weeks.

**Note**: If a school-aged child is suspended from school, they will not be allowed to attend the program before or after school. As stated in the service agreement, if the safety of a child or staff member is compromised, La Garderie les petites mains reserves the right to immediately terminate the agreement.

**Our Partners:**

Children First (519) 250-1850 – This organization provides services to families with children aged 6 or younger who are at risk of or are experiencing mental health issues or developmental disorders.

The ON Y Va centers are places where parents and individuals responsible for children:

o Can participate in a wide range of programs and activities with the children;

o Can get answers to their questions;

o Can receive information about programs and services for young children and their families;

o Can engage in discussions with early childhood professionals, as well as with other parents and child caregivers in the community.

811 Dougall Ave (519) 971-9332, 795 Gile Blvd E (519) 252-9696, 820 California (519) 253-5235

**Parent’s name Signature Date**