



# Registration Bundle Checklist

INFORMATION	CHECKED BY MANAGER/OWNER	OBSERVATION
Child's Information		
Emergency Contacts Authorized Pick-up Contact		
Emergency Consent Form		
Facility Care Contract		
Agreement of Contract terms		
Permission Form		
Personal Emergency Preparedness Kit		
Family Photo and Child's Photo		
Copy of custody agreement (if applicable)		
Fees (E-transfer to <a href="mailto:lilclubhousechildcare@gmail.com">lilclubhousechildcare@gmail.com</a> <ul style="list-style-type: none"> <li>▪ \$100 non-refundable registration fee</li> <li>▪ \$500 non-refundable deposit (will be applied to the Child's last month's tuition)</li> </ul>		
Set recurring payment reminders on the 1st of every month to E-Transfer fees payment as the 1st of the month often falls on holidays and weekends. <ul style="list-style-type: none"> <li>▪ Infant/Toddler \$750</li> <li>▪ 3-5 years \$630</li> </ul>		



## CHILD'S INFORMATION

Child's Full Name (first, middle and last name):	
Name Child Responds to:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (mm/dd/yyyy):	
Child's First Language:	Second Language:

### Parents/Guardians:

Name:	Relationship:
Phone (cell): (    )	Work phone: (    )
Workplace:	Work hours:
Home Address:	
Email:	

Name:	Relationship:
Phone (cell): (    )	Work phone: (    )
Workplace:	Work hours:
Home Address:	
Email:	

Siblings:	
Custody Agreement: <i>If yes, please provide documentation</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### OFFICE USE ONLY

DATE RECEIVED:	DEPOSIT DATE:
CHILD'S START DATE:	DEPOSIT AMOUNT:
WITHDRAWAL DATE:	DEPOSIT PAID BY:
DEPOSIT APPLIED TO FINAL MONTH:	



## HEALTH INFORMATION

Family Physician:	Phone: (    )
Care Card Number:	

Allergies/Dietary Restrictions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide information		

Medications/Therapies:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Consent/Instructions regarding medications		

Do your child have a medical/developmental concern/diagnosis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide information		

Does your child have Asthma?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Has your child had a seizure in the past year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide information		

Immunization up to date:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Specific Religious observations
Dislike/Fears

Has your child been in Childcare before? (where/how long?)
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## EMERGENCY CONTACT

*(Please, provide at least one)*

Name:	Relationship:
Phone (cell): (    )	Work phone: (    )

Name:	Relationship:
Phone (cell): (    )	Work phone: (    )

Name:	Relationship:
Phone (cell): (    )	Work phone: (    )

## PERSON AUTHORIZED TO PICK UP

*(Other than parents)*

Name:	Relationship:
Phone (cell): (    )	Work phone: (    )

Name:	Relationship:
Phone (cell): (    )	Work phone: (    )

Name:	Relationship:
Phone (cell): (    )	Work phone: (    )

## OUT OF AREA CONTACT

*(Province not including BC or USA)*

Name:	Relationship:
Phone (cell): (    )	Work phone: (    )

Other information:
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## CHILDCARE EMERGENCY CONSENT FORM

Child's Name:	Birthdate:
Address:	

Parent's Name:	Home Phone:
Cell Phone	Work Phone:

Parent's Name:	Home Phone:
Cell Phone	Work Phone:

Emergency Contact:	Cell Phone:
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Out of Town Contact:	Phone:
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Child's Doctor:	Phone:
Date of most recent Tetanus shot:	Allergies/Medications

Child's Dentist:	Phone:
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Care Card Number
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- It is the policy of this facility to notify a parent when a child is ill or needs medical attention. Occasionally we cannot contact parents and need immediate help for the child. Our procedure is to call for an ambulance.
  - Please sign the consent below so that we can take the appropriate action on behalf of your child. Return the signed consent to the facility immediately. We will take this consent with us to the emergency center.
  - I hereby give consent for my child \_\_\_\_\_ to be taken to the nearest emergency center when I cannot be contacted.
- I hereby give consent for my child named above to receive medical treatment.

**WITNESS**

**PARENT SIGNATURE**

**DATE**



## FACILITY CARE CONTRACT

This contract is made between the parent(s)/guardians:

(parent's name) \_\_\_\_\_

(parent's name) \_\_\_\_\_

address of parents(s) and Lil Clubhouse Childcare for the care of the following child:

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

### 1. FEE PAYMENT

The payment for care shall be \$\_\_\_\_\_ per month (after govt fee reduction). Payment shall be paid on the 1st of each month in the form of regularly scheduled E-Transfers.

- Our fees are a year's worth of care broken down into 12 equal payments that include stat holidays and center closures.
- *If the government funding is taken away, parents will be required to pay the full price of daycare.*
- When a child is ill or on holidays, parents are expected to make every effort to give the provider as much notice as possible. Parents are expected to pay on child sick days and holidays, your reserved childcare space fees are based on enrolment not attendance.
- **The daycare reserves the right to fee increases January 1st of each year.**
- **This monthly fee may increase by 2 - 4% from the time of registration to the actual start date; the increased fee will be required.**

Note: Once accepted as a full-time child in the Infant Toddler group, we cannot adjust to part-time, full-time fees are required to maintain your spot. Changes may be reviewed in the 3-5-year-old group if space allows and if we can fill your other days up, notice needs to be given 8 weeks ahead of time.



Your fees reflect the schedule as follows:

ARRIVAL TIME				PICK UP TIME			
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	Monday		Tuesday		Wednesday		Thursday		Friday
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(\*Check days of care)

Our regular hours are:

- Infant Room - 8:00am to 5:00pm
- Preschool Room - 7:45am to 5:00pm

## 2. SCHEDULING

CHILD'S START DATE	CHILD'S END DATE
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## 3. LATE FEES

**FROM 5:00 PM THE FEE FOR LATE PICK UP IS \$20.00, FOR EACH 15 MINS.**

Late fees are required to be paid at the start of the following day and must not be considered as an option for parents. It constitutes, however, a penalty that in case of recurrence will lead to the termination of the contract.

**Note:** the daycare clock is the time used to determine the late payment. If a child has not been picked up by 5:45pm the manager will be notified and the Ministry of Children and Family Development, if attempts to reach parents/guardians or emergency contacts have failed.

## 4. TERMINATION

**Failure to adjust** - In the event that a new child is not adjusting to daycare, or an enrolled child develops and displays behavior that threatens the health and safety of the other children or staff, develops challenges where the child is causing the classroom to be strained with ratio putting others at risk and the provider has made every effort, termination of childcare will be exercised in the best interest of the child and center.

This contract may be terminated by the parent(s) with the required 2 calendar months' notice. If a child does not attend during the final 2 calendar months, payment is still required at the time of termination. The provider may immediately terminate this contract without any notice if payment is not made on time.



## MOVING TO THE NEXT AGE GROUP

1. Only to be completed by families who will be attending and registering their child under the age of 3 years old.
2. This form completion is a requirement of registration and securing your child's spot.

Children undergo huge brain development and growth in the first two years of life. The brain development of infants (as well as their social, emotional, and cognitive development) depends on a loving bond or attachment relationship with a parent and their childcare provider, with this in mind and our financial commitment the following document must be completed.

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

Date of Birth: \_\_\_\_\_

Date: \_\_\_\_\_

When your child reaches 2.5-3 years old and is moving into our Group Room (30 months to school age) this is how the process works.

If the above-named child started their care within our Infant Toddler Program (12 months to 2.5 years) we accept the financial burden of saving empty spot without payment to our Group Program while your child becomes of age to move into Group 3-5 program, because of this financial loss and commitment of saving a spot require the above-named child stays within our center until June 30th of the year they turn 5 years old, unless parents are no longer working, are on maternity leave or move out (proof may be required) this will be considered binding.

If there is a breach of contract the fee lost by the provider for holding a spot open will be due immediately including unclaimed CCFRI. If payment is late, it will be sent to collections (Government funding cannot be collected while holding a spot therefore full program fee would be due for the months the spot was held).

\_\_\_\_\_  
Parent's written name & signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's written name & signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider's signature

\_\_\_\_\_  
Date





## AGREEMENT OF CONTRACT TERMS

	Initial
1. Deposits are non-refundable and non-transferrable	
2. Once a child's registration package (including deposits) is collected, Lil Clubhouse will not be in contact with the family until 4-6 weeks before start date. If you have any questions prior to that time please contact us at <a href="mailto:lilclubhousechildcare@gmail.com">lilclubhousechildcare@gmail.com</a> .	
3. If a family decides not to start at our facility, the deposit will <b><u>not be refunded.</u></b>	
4. If 2 calendar months' notice <b><u>is not given before your start date</u></b> , the first month's payment is required via E-Transfer at the time of notice.	
5. If 2 calendar months' notice is <b><u>not given</u></b> for the withdrawal of care <b><u>after your start date</u></b> , you understand and agree that the next two month's fees are due at the time of withdrawal notice, you will be required to pay for the next 2 months before care the following day.	
6. If for any reason the child is not adjusting to our facility, we reserve the right to terminate with 2 weeks' notice. The relationship between provider and child needs to be the right fit for the child to thrive.	
7. If for any reason the child has behavioral challenges that cannot be resolved, we reserve the right to terminate without notice.	
8. The contract can be revised and changed at any time by the provider if necessary.	
9. I have read and understand the Parent Handbook.	
10. I have read, understand, and will follow without dispute the centers Illness Policy.	
11. I understand that staff are to be always treated with respect.	
12. I understand that if I have a concern, I will speak to the manager/director directly.	
13. You agree to these terms as it is a binding agreement.	
14. I give permission for my child to use all of the play equipment and to participate in all of the day-care activities.	
15. Leave the daycare premises under the supervision of staff members for neighborhood walks.	
16. I consent to my child being included in photographs related to the nursery and used on <b>social media and website.</b>	
17. I authorize Lil Clubhouse to take photographs of my child for the sole use of the daycare.	



18. I grant permission for staff members to take whatever steps necessary to obtain emergency medical care if warranted. These steps include contacting paramedics. Any expenses incurred will be the responsibility by the child's family.	
19. The daycare will not assume responsibility for a child who has not been handed over to a teacher directly one he/she arrives for the day.	
20. I authorize Lil Clubhouse to apply sunscreen to my child.	
21. I authorize Lil Clubhouse to use disinfectant spray to clean cuts/scrapes to my child to avoid infection.	
22. I have read and signed the liability waiver	

## SIGNATURES

The signatures below indicate agreement with this contract and with the written policies of the provider (contained in a separate document). The provider may change policies as needed with advance written notice.

\_\_\_\_\_  
Parent's written name & signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's written name & signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider's signature

\_\_\_\_\_  
Date

*If the parent or legal guardian is under the age of 18, a co-signer must sign this agreement and act as guarantor to the contract and agree to be bound by all financial terms.*



## RELEASE OF LIABILITY WAIVER – CONSENT FORM

I, the undersigned, as the parent or legal guardian of \_\_\_\_\_ do hereby give my full consent and approval for my child to participate in activities at Lil Clubhouse Childcare and on classroom outings.

I understand that there are certain risks of play that **may** result in damages and injuries in the participation of my child during these activities and I hereby accept these risks on behalf of my child.

### NOTICE TO PARENT/GUARDIAN

It is a condition to the Child's participation in the Activity that you, the undersigned parent/guardian of the Child, must carefully read and understand this document and sign it to acknowledge that you have read and understand it and that you understand that the Child's participation in the activity will expose the Child to risks of harm and that you accept full responsibility for exposing the Child to such risks.

I hereby certify that my child is fully capable of participating in activities at Lil Clubhouse Childcare and that my child is healthy and has no unknown/hidden physical or mental disabilities or infirmities that would restrict his/her full participation in such activities.

Note: All references herein to "Lil Clubhouse Childcare" include any society or association involved in the operation of and/or provision or services at the childcare facility and all of their respective officials, directors, officers, employees, volunteers and agents.

Anyone under 19 years of age- infant, child or youth – is defined as child in legal terms.

**Please list any and all restrictions below that may affect your child's physical participation that we should be aware of:**

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I hereby, for myself and on behalf of my child, agree to save and hold harmless and fully indemnify Lil Clubhouse Childcare and Staff, on the account that all normal safety procedures



have been taken on behalf of Management and Staff, from any and all liability for any personal injury or injury to any third-party child resulting from my child's actions/participation in the above-mentioned activities.

### **PARENT/GUARDIAN RESPONSIBILITY FOR CHILD**

I, the undersigned Parent/Guardian of the Child, understand and accept that, in respect of the Child's participation in the Activity, it is my responsibility (1) to ensure that I consider and understand the risks, dangers, hazards and consequences of injury inherent in the Activity, (2) to determine, taking into consideration those risks and the Child's behavioural characteristics, physical health and abilities, whether the Child should be allowed to participate in the Activity, (3) to ensure that the Child is appropriately covered by medical insurance for any harm occurring in the Activity, and (4) to provide emergency medical information regarding the Child as required in this document.

### **AWARE OF RISKS**

**I AM AWARE OF AND NOW FREELY ACCEPT AND ASSUME FOR ME AND THE CHILD RESPONSIBILITY FOR ALL RISKS TO THE CHILD IN CONNECTION WITH HIS OR HER PARTICIPATION IN THE ACTIVITY, INCLUDING AS FOLLOWS:**

(1) the Child's participation in the Activity, even if the Child possesses behavioural characteristics, physical health and abilities appropriate for the Activity, poses risks of harm to the Child;

(2) the nature of the Activity is such that the Lil Clubhouse Childcare cannot identify all risks associated with the Activity and cannot guarantee that Lil Clubhouse Childcare staff participating in the Activity will not make errors therein or that other children participating in the activities will not cause injuries therein others that staff can or might be able to prevent.

**I, THE UNDERSIGNED PARENT/GUARDIAN, AM THE PARENT AND/OR LEGAL GUARDIAN OF THE CHILD AND FOR THE CHILD I HEREBY CONSENT TO HIM OR HER PARTICIPATING IN THE ACTIVITY, AND, FOR MYSELF AND THE CHILD, IN RETURN FOR THE COMMUNITY CENTRE ALLOWING THE CHILD TO PARTICIPATE IN THE ACTIVITY:**

- I NOW WAIVE ALL LEGAL RIGHTS TO SUE AND ANY AND ALL CLAIMS which I or the Child or our respective successors and assigns may have against the Lil Clubhouse Childcare in connection with any loss, injury, damage or expense that I or the Child may



suffer, incur or may suffer, incur or experience in connection with the Child's participation in the Activity; and

- I HEREBY RELEASE the Lil Clubhouse Childcare from any and all liability for any complaints, demands, claims, actions, suits, judgements and orders for any and all losses, injuries, damage or expenses I or the Child may suffer, incur or experience in connection with the Child's participation in the Activity; and

FOR MYSELF, I AGREE TO INDEMNIFY Lil Clubhouse Childcare for and hold it harmless from any and all losses, injuries, damages and expenses of any kind that Lil Clubhouse Childcare may suffer, incur or experience and for any and all complaints, demands, claims, actions, suits, judgments and orders for any and all losses, injuries, damages or expenses of any kind anyone else may suffer, incur or experience in connection with the Child's participation in the Activity.

Signed this \_\_\_\_\_ day of \_\_\_\_\_  
Date Month Year

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

On behalf of \_\_\_\_\_  
Child's Printed Name

\_\_\_\_\_  
Reviewed for Completeness by Manager – Signature



## PERSONAL EMERGENCY PREPAREDNESS KIT

Below is a list of items that should be included in your child's Emergency Disaster Kit. In the unlikely event that there is an emergency, these kits will be used to help make this time as calming and safe for your child as possible.

Please compile all the items below into a large Ziploc bag labeled with your child's name and return to the daycare.

ITEM	CHECKED BY MANAGER
Water Bottle or Juice Box	
Granola or energy Bar, Crackers	
Rain poncho	
Small blanket (Receiving blanket or foil emergency blanket)	
Book	
Small toy	
Two diapers	
Pair of socks	
Extra soother	
Small hat (beanie)	
Mask	
Travel sized Kleenex	

Thank you,

Lil Clubhouse Childcare



## ITEMS NEEDED FROM HOME

ITEM	CHECKED BY MANAGER
Bedding: <ul style="list-style-type: none"><li>▪ Crib Sheet</li><li>▪ Blanket</li><li>▪ Comfort items to sleep with</li></ul>	
Diapers/Rash Ointment (Training pants or pull-ups for those who are potty training)	
Silicone bib for easy washing	
2 x Soothers if using one	
Spare clothing including underwear and socks, at least 3 complete sets for those training age and under	
Spare clothing including: <ul style="list-style-type: none"><li>▪ Socks</li><li>▪ Underwear</li><li>▪ 2 complete sets of pants and shirt</li><li>▪ Sunscreen</li></ul>	
Weather appropriate clothing <ul style="list-style-type: none"><li>▪ Jacket</li><li>▪ Muddy Buddy</li><li>▪ Hats</li><li>▪ Gloves, mittens</li><li>▪ Boots</li></ul>	

*\*Lack of weather appropriate clothing will prevent your child from enjoying our outdoor play time, please ensure you dress your child for outdoor play every day.*

**\*\* Please label all items with your child's name.**

*\*\*\* Please ensure that children come dressed in "play" clothes. Although we are careful while doing art and playing outside; there are instances where clothes could become dirty and stained. We appreciate your understanding. Extra supplies can be left at the daycare and replenished, when necessary, space permitting.*