



REGISTRATION BUNDLE CHECKLIST PRESCHOOL

INFORMATION	CHECKED BY MANAGER/DIRECTOR	COMMENTS
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)		

Payment Information	Transfer to: lilclubhousechildcare@gmail.com
DEPOSIT BREAKDOWN	
NON-REFUNDABLE REGISTRATION FEE	\$100
NON-REFUNDABLE DEPOSIT (to be applied to the child's last month of care)	\$697
TOTAL:	\$797

MONTHLY FEES	
Monthly Fees: <i>**set recurring payment reminders on the 1st day of every month to e-transfer fees payment, as the 1st of the month often falls on holidays and weekends</i>	\$697



I. 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:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	MONTH	DATE	YEAR
Child's First Language:		Second Language:	

Parents/Guardians:

Name:	Relationship:
Phone Number:	Work phone:
Workplace:	Work hours:
Home Address:	
Email:	

Name:	Relationship:
Phone Number:	Work phone:
Workplace:	Work hours:
Home Address:	
Email:	

Siblings:			
Custody Agreement:	<input type="checkbox"/>	Yes <i>(please provide documentation)</i>	<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:	



II. HEALTH INFORMATION

Family Physician:	Phone Number:
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?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, where and how long?				



III. EMERGENCY CONTACT

(Please, provide at least one)

Name:	Relationship:
Phone Number:	Work phone:

Name:	Relationship:
Phone Number:	Work phone:

Name:	Relationship:
Phone Number:	Work phone:

PERSON AUTHORIZED TO PICK UP

(Other than parents)

Name:	Relationship:
Phone Number:	Work phone:

Name:	Relationship:
Phone Number:	Work phone:

Name:	Relationship:
Phone Number:	Work phone:

OUT OF AREA CONTACT

(Province not including BC or USA)

Name:	Relationship:
Phone Number:	Work phone:

Other information:



IV. CHILDCARE EMERGENCY CONSENT FORM

Child's Name:	Birthdate: [MM/DD/YYYY]
Address:	
Parent's Name:	Home Phone:
Phone Number:	Work Phone:
Parent's Name:	Home Phone:
Phone Number:	Work Phone:
Emergency Contact:	Phone Number:
Out of Town Contact:	Phone:
Child's Doctor:	Phone:
Latest tetanus shot date:	
Allergies/Medications:	
Child's Dentist:	Phone:
Care Card Number:	

- 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



V. 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.



2. SCHEDULING

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 & Toddler Room	08:00 AM to 05:00 PM	Preschool Room	07:45 AM – 05:00 PM

CHILD'S START DATE	CHILD'S END DATE

3. LATE FEES

FROM 5:00 PM THE FEE FOR LATE PICK UP IS \$25.00, 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.



5. DISCLOSURE OF WAITLIST STATUS

The undersigned parents/guardian agrees to disclose if their child is currently on a waitlist for another institution with the intent to transfer their child upon acceptance. This information is essential for our enrollment planning and ensures that we can manage our waitlist and available spots effectively. By providing this information, the parents/guardian consents to follow up communications regarding their waitlist status at other institutions and commits to providing notice to Lil Clubhouse Childcare if they plan to transfer their child.

Is your child currently on waitlist for \$10-a-day (government-funded) daycare?	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No
Is your child currently on a waitlist for another daycare that you feel may be a better fit logistically or is your preferred choice?	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No



VI. AGREEMENT OF CONTRACT TERMS

	Initial
1. I understand that all deposits are non-refundable and non-transferable under any circumstances.	
2. Once my child’s registration package (including the deposit) is received, Lil Clubhouse will not initiate further communication until 4–6 weeks prior to the confirmed start date . Should I have any questions before then, I may contact lilclubhousechildcare@gmail.com .	
3. If I choose not to proceed with enrollment after submitting the registration package, I understand that the deposit will not be refunded .	
4. If I fail to provide two full calendar months’ notice of withdrawal before my child’s start date, I agree to pay one month’s full tuition via e-Transfer at the time notice is given.	
5. If I choose to withdraw my child after the start date without giving two full calendar months’ written notice , I agree to pay the following two months’ fees in full at the time of withdrawal. Payment must be made prior to the child’s next scheduled day of care .	
6. If for any reason my child is not adjusting well to the environment, Lil Clubhouse reserves the right to terminate care with two weeks’ notice , to ensure the best fit for the child’s well-being.	
7. If a child exhibits persistent behavioral challenges that cannot be safely or effectively resolved, Lil Clubhouse reserves the right to terminate care without prior notice .	
8. This contract and all related policies may be revised or amended at any time by the provider.	
9. I confirm that I have read and understood the Parent Handbook in full.	
10. I confirm that I have read, understood, and will adhere without dispute to the center’s Illness Policy.	
11. I understand that all staff members must be treated with respect at all times.	
12. I agree to direct all concerns or complaints to the manager or director in a respectful and professional manner.	
13. I give permission for my child to use all on-site play equipment and participate in all age-appropriate daycare activities .	
14. I give permission for my child to leave the daycare premises under the supervision of staff for neighborhood walks and other community related-activities.	
15. I consent to my child being photographed during daycare activities and for those photographs to be used on Lil Clubhouse’s social media and website for promotional purposes.	



16. I authorize Lil Clubhouse to take photographs of my child for the sole internal use of the daycare (e.g., documentation, portfolios).	
17. I authorize staff to take all necessary steps to obtain emergency medical care if required, including contacting paramedics. I understand that any costs incurred will be my responsibility.	
18. I acknowledge that Lil Clubhouse is not responsible for my child until they have been directly handed over to a staff member upon arrival.	
19. I authorize staff to apply sunscreen to my child as needed for outdoor protection.	
20. I authorize staff to use a child-safe disinfectant spray to clean minor cuts or scrapes to prevent infection.	
21. I have read and signed the Liability Waiver , and agree to all terms contained within it	
22. I understand and agree that this document constitutes a binding agreement between myself and Lil Clubhouse Childcare administrators and staff.	

VII. 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 NAME	SIGNATURE	DATE SIGNED
PARENT'S NAME	SIGNATURE	DATE SIGNED

PROVIDER'S SIGNATURE	DATE SIGNED

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:



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;



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;

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.

ON BEHALF OF _____
CHILD'S PRINTED NAME

SIGNED ON THIS _____ DAY OF _____
[DATE] [MONTH] [YEAR]

PARENT'S SIGNATURE OVER PRINTED NAME	PARENT'S SIGNATURE OVER PRINTED NAME

FOR OFFICE USE ONLY	
REVIEWED FOR COMPLETENESS BY MANAGER	
DATE	SIGNATURE

COMMENTS



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">▪ Crib Sheet▪ Blanket▪ Comfort items to sleep with	
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">▪ Socks▪ Underwear▪ 2 complete sets of pants and shirt▪ Sunscreen	
Weather appropriate clothing <ul style="list-style-type: none">▪ Jacket▪ Muddy Buddy▪ Hats▪ Gloves, mittens▪ Boots	

**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.**