

**Evergreen Child Care Centre - Confidential Registration Form**

1. Child's Name: \_\_\_\_\_ F \_\_ M \_\_  
Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Commencement Date: \_\_\_\_\_  
Full or Part Time: \_\_\_\_\_ M T W Th F  
Daily Arrival Time: \_\_\_\_\_ Pick-up: \_\_\_\_\_

3. Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_ Working Hours: \_\_\_\_\_

4. Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_ Working Hours: \_\_\_\_\_

5. Other Children in the Family:

Name	Age	Sex
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Household Members:  
\_\_\_\_\_  
\_\_\_\_\_

6. Two people who can be called in an emergency if parents cannot be reached:

1<sup>st</sup> Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

2<sup>nd</sup> Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

7. List of people who may pick up your child from the centre at anytime:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

8. Describe previous/present child care arrangements:

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9. Please tell us about your child:

a) Physical Abilities: \_\_\_\_\_

b) Toilet Abilities (if applicable): \_\_\_\_\_

c) Personality (shy, outgoing, any fears, etc.): \_\_\_\_\_

d) Eating Habits: Likes: \_\_\_\_\_  
Dislikes: \_\_\_\_\_

e) Sleeping Habits (bedtime hours, napping hours, special security toys, etc.)

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f) Play Interests: \_\_\_\_\_

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g) Protection Habits (biting, hitting, pushing, etc.): \_\_\_\_\_

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h) Is there anything else you can think of that would help us to know and understand your child better? \_\_\_\_\_

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Please Note:

- ❖ Children will be released to the parent(s) who register their children in the centre. CHILDREN WILL NOT BE RELEASED TO ANYONE NOT LISTED ON THIS FORM, UNLESS WE ARE ADVISED OF THE CHANGE IN PERSON.

Medical Information

Care Card Number: \_\_\_\_\_  
Family Doctor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Child's General Health: \_\_\_\_\_  
Normal Energy Level: \_\_\_\_\_

Development Difficulties

Speech: \_\_\_\_\_ Vision: \_\_\_\_\_ Hearing: \_\_\_\_\_

Does your child have any handicaps or serious illnesses? \_\_\_\_\_  
\_\_\_\_\_

Is your child on any type of medication? \_\_\_\_\_

Does your child have any allergies? \_\_\_\_\_

Has your child had any childhood diseases? (mumps, chicken pox, etc.) \_\_\_\_\_  
\_\_\_\_\_

I/We \_\_\_\_\_ hereby authorize Evergreen staff to give any and all medical attention with respect to my child. I give my permission for \_\_\_\_\_ to be taken to the hospital emergency if necessary.

Immunizations

**Your Child Must Have Immunizations For:**

Diphtheria/Pertussis/Tetanus – Dates: \_\_\_\_\_

Poliomyelitis – Dates: \_\_\_\_\_

HIB (Meningitis) – Dates: \_\_\_\_\_

Measles/Mumps/Rubella – Dates: \_\_\_\_\_

Special instructions about my child's health or diet: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Permission Forms

I/We give permission for \_\_\_\_\_ to take part in any field trips or other activities which may require leaving the daycare premises. It is my understanding that these outings will be well supervised and all possible precautions will be taken to ensure the safety of the child.

Signatures: 1) \_\_\_\_\_ 2) \_\_\_\_\_  
Date: \_\_\_\_\_

I/We hereby give permission and authorize Evergreen staff to obtain or provide and an all medical attention with respect to my child, if necessary.

Signatures: 1) \_\_\_\_\_ 2) \_\_\_\_\_  
Date: \_\_\_\_\_

I/We give permission for \_\_\_\_\_ to take part in all outings from the centre where a car or bus may be the form of transportation. Seat belts will be worn at all times, while in any car.

Signatures: 1) \_\_\_\_\_ 2) \_\_\_\_\_  
Date: \_\_\_\_\_

I/We give permission for \_\_\_\_\_ to take part in any picture or video taking while in the care of Evergreen. I understand that these pictures or videos may be used for public viewing, in local papers, or on television.

Signatures: 1) \_\_\_\_\_ 2) \_\_\_\_\_  
Date: \_\_\_\_\_

I/We agree to pay a monthly fee of \_\_\_\_\_ for \_\_\_\_\_ days per week payable on the first of each month. I/We agree to give Evergreen one month's written notice should I/We no longer require child care services.

Signatures: 1) \_\_\_\_\_ 2) \_\_\_\_\_  
Date: \_\_\_\_\_

## **Parent Contract**

### **Arrival**

Evergreen opens at 7:00 am, we have an arrival deadline of 9:30 am. If you are unable to make it by 9:30, then a phone call is necessary so that the staff knows that your child will be attending that day. Anyone showing up after 9:30 without a phone call could be turned away or they might find that no one is at the centre.

### **Closing**

Evergreen closes for the day at 6:00 pm. All children and staff should be out of the daycare at 6:00. The centre does understand sudden bad weather, but if you know that you are unable to pick your child up by 6:00, then please make alternate arrangements to have your child picked up on time. The staff must be notified if this person is not on the pick-up list. This person must be prepared to show I.D. Late charges are \$1 per minute and must be paid immediately and directly to the staff on duty.

### **Time Away from the Centre**

If at any time your child is absent from Evergreen for holidays, sickness or any other reason, parents must pay their fees in order to secure your child's space in the centre. Our teachers are providing a service and must be paid the same regardless if your child is in attendance or not.

### **Fees**

Fees are paid prior to the month and stay the same regardless of how many days are in the month. Parents are required to submit a series of post-dated checks for the first of each month. This will avoid paying late charges of \$2 per day, if the fees are not paid by the first of the month. Checks, money orders or bank drafts are preferred. Receipts are given so please keep them safe for your tax purposes. All N.S.F. checks are subject to a \$20 charge. If fees are not paid, care will not be provided to your child and your space could be filled.

### **Centre Closures**

Evergreen will be closed for all statutory holidays, Boxing Day and Easter Monday. The monthly fee is still the same as staff must also receive pay for statutory holidays.

### **Change of Information**

It is the responsibility of the parent to inform the centre in writing of any changes that should be made to their child's registration form. For example: change of pick up persons, new allergies, new address or phone number, etc.

## **Registration**

Parents are required to pay a \$50 registration fee at the time of registering their child. Please plan some time for spending with your child at the centre before he/she starts full time daycare.

## **Sickness**

Parents agree not to send their child to the centre with any communicable disease or illness (continuous cough, red throat, unexplained rashes, swollen glands, head or stomach aches, fevers, vomiting and diarrhea). The centre must be informed if your child contacts any illness. Each and every child must be well enough to participate in the centre's daily activities (both indoor and outdoor). Parents will be required to have their doctor sign a release form before their child can return to the centre, if the child has been away with a contagious disease. Parents will be called to pick up their child if they are not well.

## **Medication**

The staff at Evergreen are not permitted, or authorized to administer any medication, unless prescribed by a doctor and dispensed by a pharmacist. Please do not ever send medication in your child's lunch box. The staff must be informed and a medication form must be signed by the parent. The medication is then kept in a locked box, so that no other child could come in contact with it.

## **Toys and Belongings**

Evergreen is in no way responsible for lost or broken items. The children are not permitted to bring toys from home.

## **Lunches**

Due to health regulations, parents must supply the children with their lunches. We ask that these foods be nutritional. Allergies must be known as special treats may be given at party celebrations.

## **Withdrawal**

Withdrawal requires a full month's notice in writing which must be given the first of the month. Failure to give one month's notice will result in the parent being required to pay the full month's fee.

**I/We \_\_\_\_\_ understand the policies of Evergreen Child Care Centre and agree to abide by them.**

