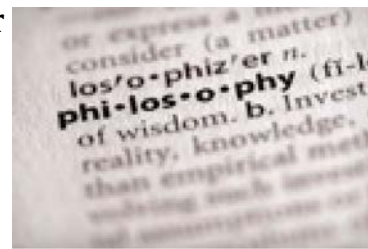

Little Dreamers Daycare

Registration Package



Philosophy

As a child care provider, my goal is to provide a safe and happy place for children where they can learn and **grow** physically, emotionally, intellectually, and socially at their own pace. To support and challenge all children to reach their full potential. Early childhood lays the ground for lifelong learning. I believe children learn through play and benefit from a structured yet flexible schedule. Activities will be offered which stimulated sensory motor development, language development, and social interaction.



Communication

Harmony, cooperation and trust between the parents and the center is central to the well-being of the child. Communication is a key component to this relationship. When we accept a new family into our center, we hope that we can share openly any concerns or questions that may arise. It is important that there is a similar child care philosophy between us. I welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child.



Policies

ENROLMENT:

The following forms are required to be completed prior to placement.

- *Registration Form
- *Emergency Medical Consent Form
- *Signed Contract

DAYS AND HOURS OF OPERATION:

The daycare is open Monday to Friday from 7:30-5:30 p.m. Please notify us by your scheduled arrival time if your child will not be arriving for the day or if you will be late in arriving. Our day is scheduled around everyone's expected arrival time.

ATTENDANCE AND FEES:

1. Please remember fees are not based on actual time the child is in care. Since childcare laws only allow only a certain number of daycare slots, you are paying for the spot in that your child is occupying. Missed days due to illness, statutory holidays or family vacations still require full fees paid to keep your child's space.
2. Payment is due on the first of each month. Your fees pay for wages insurance, training, food, toys, equipment, art supplies and all of the other items that your child will use.

HEALTH:

1. For the protection of all the children, if a child is ill with a communicable condition (sore throat, conjunctivitis (pink eye), chicken pox, vomiting, diarrhea, fever, etc.), attendance must be discontinued until the child is symptom free for 24 hours.
2. Children with obvious symptoms of illness will be sent home.
3. If a child becomes ill at day care, a parent will be promptly notified and the child will be cared for in isolation until a parent or designated person comes to pick up the child.
4. Parents are responsible for keeping emergency contact information, such as phone numbers and alternate contacts, up to date.

MEDICATION:

1. Prescription medication to be administered during the hours of child must be clearly labeled and brought to the attention of the staff. Parents must fill out the medication log book and identify the amount and time the medication is to be given.
2. Over the counter medications will only be administered when the parent identifies this in the medication log. All medications

must be in their original container with the child's full name written on the label.

ACCIDENTS & EMERGENCY MEDICAL TREATMENT:

1. Parents are required to sign an Emergency Release Form for each child.
2. Parents are responsible for keeping all emergency contact phone numbers up to date.
3. In the case of a minor accident the provider will administer first aid, according to provider's training and experience. The provider will contact a parent immediately if it is necessary.
4. In the case of a serious accident or the need for emergency medical treatment the provider will:
 - a. Administer first aid, if possible.
 - b. Call an ambulance to transport the child to the Emergency Room.
 - c. Call a parent (or emergency contact if a parent cannot be reached).
 - d. Stay with the injured child until a parent or appointed contact person arrives.



5. In all cases of accident or injury, the provider will fill out an accident report form, which will be signed by both the provider and the parent of the child involved.

TOYS:

1. Other than a soft doll or stuffed animal to sleep with, children should leave all toys at home. The toys and activities provided at day care are carefully chosen to suit the ages of all the children in care.

CHILD RELEASE:

1. Names of those permitted to pick a child up from care should be stated on the Child Information Form.
2. Parents should make the provider aware in advance of any alternate pick up arrangements. If arrangements are not made in advance, a parent or guardian must be contacted before the child will be released to anyone who is not pre-authorized.

TRANSPORTATION:

1. If it is necessary to transport your child, all seat belt/car seat laws will be adhered to.
2. Parents must sign a Transportation Authorization Form for each child.

3. In the case that we will be going on field trip, such as to a park or library, you will be notified ahead of time. Some trips may require a signed permission form.

FIRE DRILLS:

1. Fire drills will be conducted on a monthly basis. Children will be instructed as to why we have fire drills and what is expected of them.

MEALS & SNACKS

Meals & Snacks Policies:

1. The provider will provide all meals and snacks. There will be a scheduled lunch and 2 scheduled snacks per day.
2. Each child will receive the meals and snacks that are scheduled during his/her hours of care
3. If a child has insufficient time to finish their breakfast before coming to daycare, they are welcome to bring it with them to finish. Please note that no peanuts or peanut butter are allowed in the daycare. This is due to children with severe peanut allergies being cared for at Little Dreamers Daycare.

CLOTHING:

1. Children should wear comfortable clothing suitable for play. Please do not dress your child in anything you are worried about getting dirty. The

children are very active and could easily stain their clothing while playing or eating.

2. Each child must have a complete change of clothes, including a shirt, pants, socks and underwear, to be kept at day care in case they are needed. During the winter months, each child should have an extra hat and gloves or mittens as well.

HOLIDAYS:

1. Holiday parties and traditions are important for the children. We try to celebrate everyone's holidays and respect all traditions that apply. We appreciate any input you may have regarding your own holidays and the traditions you practice.

2. Please note that the daycare will be closed on the following days:

Discovery Days

Labour Day

Thanksgiving Day

Remembrance Day

Christmas (one week)

New Year's Day

Rendezvous Friday

Good Friday

Easter Monday

Victoria Day

All monthly fees are due and payable notwithstanding the closure of Little Dreamers Daycare.

DIAPERS & TOILET TRAINING:

1. If a child requires diapers or disposable training pants, the parent must provide an adequate supply.
2. Please note that we do not believe in pressuring a child during toilet training. Therefore, we must insist that parents provide an adequate supply of diapers or training pants until the child is accident free at day care for at least two full weeks.

NAPS:

1. Children will be given the opportunity to take a scheduled nap during the day.
2. Any child who does not take a nap will be allowed a quiet playtime instead. There will be books, puzzles, crayons and other materials available for the children during this time.
3. Each child requires a different amount of sleep. If a child is still asleep at the end of nap/quiet playtime, the child is generally allowed to continue sleeping. If you prefer that an attempt be made to wake your child after a given period of time, please let us know.
4. If your child has a favourite nap-time pal, such as a teddy bear or doll, it may be helpful if he/she brings it with him/her.

CHILD INFORMATION

CHILD'S NAME _____ Age: _____

Date of birth: __/__/__ Gender: _____

Phone: _____ Address: _____

Parent/Guardian's name: _____

Address: _____

Home phone: _____ Cell phone: _____

Employer: _____ Work phone: _____

Work address: _____

E-mail: _____

2nd Parent/Guardian's name (if applicable): _____

Address: _____

Home phone: _____ Cell phone: _____

Employer: _____ Work phone: _____

Work Address: _____

E-mail: _____

Emergency contacts:

1) Name: _____

Relationship: _____

Address: _____ Phone: _____

2) Name: _____

Relationship: _____

Address: _____ Phone: _____

Please list things I should know about your child – hobbies, special interests, fears, dislikes, shyness, etc.

Names and ages of other children in the family:

Are there any family situations that we should be aware of (e.g. divorce or separation, different languages spoken in the home, etc.)?

Is your child toilet trained? _____

Is your child fully independent in the bathroom? _____

Does your child nap? _____ For how long? _____

Do you prefer we attempt to wake your child by a certain time? _____

Is your child able to dress independently? _____

Which articles of clothing does he/she need assistance with?

CHILD MEDICAL FORM

Physician's name: _____

Address: _____

Phone number: _____

Health care card number: _____

Allergies – please list all allergies and the severity:

Medications: _____

Additional Information:

Medical: _____

Physical: _____

Developmental: _____

Emotional: _____

Immunizations are up to date: yes____ no____

Please list any dietary restrictions:

Please list any food likes and dislikes:

PARENTAL CONSENT FOR EMERGENCY CARE AND
TRANSPORTATION

Name of child: _____

Date: _____

If at any time, due to such circumstances as an injury or sudden illness, medical treatment is necessary, I authorize my childcare provider to take whatever emergency measures they deem necessary for the protection of my child while in their care.

My child's health care card no. is: _____

Parent/guardian's signature _____



Child Release Form

Child's Name _____

Person (s) authorized to pick up children

1. _____

2. _____

3. _____

If it is necessary to have someone other than the authorized persons to pick up your child, please call ahead to let staff know. If they are not known to staff, please ensure they have some form of identification.

Parents agree to provide:

- One complete change of clothing
- Disposable diapers and diapering creams (if applicable)
- Outdoor clothing appropriate to the season

CHILD CARE FEES (rates):

Monthly Rate: \$750.00 (school age summer)

\$825.00 (preschool)

\$825.00 (toddler)

\$950.00 (infant)

Daily Rate: \$50.00 (preschool)

\$50.00 (toddler) Per Day

- Overtime Hours: Any time after 5:30 pm. is considered overtime
- Fees Are Subject to Change

PAYMENT:

All fees are due in advance, on the first day of attendance each month, at the time your child arrives. Advance payment will be set, based on the amount of time your child regularly attends. Any additional time accrued will be due at the end of the current month at the time your child is picked up. There will be no refunds or reductions for days missed. We do not make up days missed or 'trade' scheduled days. If you need to add time, regardless of missed days, you will be charged for additional time. Fees are due regardless of whether or not your child attends. This includes sick days, vacation days, etc.

Returned checks are subject to a \$20.00 banking fee.

Parent/Guardian Signature

Date