SOUTHGATE DAYCARE & OUT OF SCHOOL CARE

10633-51 Avenue NW, Edmonton, AB T6H 0K8 | (780) 752-2525 | southgatedaycare@yahoo.com

OSC REGISTRATION PACKET

HOW TO SAVE YOUR COMPLETED FORM

Fill in the fields below directly in your PDF app, then use File → Save or Save As before attaching it to an email. If this opened in your web browser, use the browser's "Download" or "Save as PDF" option rather than typing into it there — some browser PDF viewers don't reliably save typed answers.

CHILD'S INFORMATION

Child's Full Name

Birth Date

Address

City

Postal Code

Home Phone

Start Date

PARENT'S INFORMATION

Mother

Full Name

Address

City

Home Phone

Cell

Email

Occupation

Name of Employer

Business Address

Business Phone

Work Hours

Father

Full Name

Address

City

Home Phone

Cell

Email

Occupation

Name of Employer

Business Address

Business Phone

Work Hours

EMERGENCY & MEDICAL INFORMATION

Child's Physician

Phone

Preferred Hospital

Phone

Alberta Personal Health Care Number

Is immunization up to date? ☐ Yes ☐ No

Any Health Condition

Any Food Allergies? (Include symptoms that may occur)

Any Medicine Allergies? (Include symptoms that may occur)

Any Other Allergies?

Any Food Restrictions?

Ongoing Medication Child May Be Taking

EMERGENCY CONTACT PERSON

Primary Emergency Contact (other than parent or guardian)

Name

Home Phone | Work Phone | Cell

Relationship to Child

Address

Secondary Emergency Contact (other than parent or guardian)

Name

Home Phone | Work Phone | Cell

Address

AUTHORIZED PERSONS TO PICK UP

Person(s) authorized to pick up my child (besides parents, guardians, or emergency contacts).

Name | Comment

Name | Comment

PERSONS NOT AUTHORIZED TO PICK UP

Name | Comment

Name | Comment

ANTICIPATED TIME OF DROP OFF & PICK UP

Drop-off Time | Pickup Time (max 10 hrs of service)

TELL US ABOUT YOUR CHILD

Please give your responses in detail — this helps us get to know your child and better accommodate his/her needs.

Any Medical Problem

Any Ongoing Medication Child May Be Taking

Any Allergies

Is immunization up to date? ☐ Yes ☐ No

Does Your Child Have Any Special Needs?

What Are Your Child's Regular Care Arrangements?

Has Your Child Been Enrolled in Any Other Group Setting?

What is Your Child's Toilet Schedule?

Does Your Child Have a Tendency to Run Away?

What is Your Child's Sleeping Schedule?

What is Your Child's Typical Mood After Waking Up?

How would you describe your child's typical daily mood? (Check all that apply)

☐ Always happy ☐ Difficult ☐ Depressed ☐ Easygoing ☐ Moody ☐ Sad

☐ Sensitive ☐ Slow to warm up ☐ Sociable

Primary Language Spoken at Home

Is Your Child Enrolled in Any Extra-Curricular Activities? When?

What Are Your Child's Favorite Activities?

Does Your Child Have Any Fears?

Your Child's Favorite Toys

What Are the Goals for Your Child?

Is There Any Pertinent Information About Your Child's General Health or Personal History We Should Know?

HOUSEHOLD INFORMATION

Parent/Guardian with Legal Custody

Parents are:

☐ Married ☐ Living together ☐ Divorced ☐ Separated ☐ Widowed ☐ Single

Other Household Members (include siblings, grandparents, nanny, or pets):

Name	Age	Relationship
Name	Age	Relationship
Name	Age	Relationship
Name	Age	Relationship

Other

POLICIES & AUTHORIZATIONS

The Southgate Daycare & Out of School Care have permission to transport/walk the child to and from any activity off the centre's premises. School children will be walking or transported to the school in a daycare van. Southgate Daycare & Out of School Care is not responsible for the child once he/she is on school premises.

In case of illness or accident, the parent or emergency contact person will be notified of the incident. Southgate Daycare & Out of School Care staff are permitted to administer medical aid for the child, and depending on severity, the child may be taken to a doctor or hospital (University Hospital) via staff's personal vehicle, daycare vehicle, ambulance, or taxi — parents are responsible for costs incurred. Parents must provide alternate care for the child on days he/she is sick or becomes sick while at school or the centre.

Hours of operation are 6:30am to 6:00pm, Monday to Friday, and children must be picked up on time. If you are late due to unavoidable circumstances, please arrange for pickup by a friend or neighbor and notify the centre. Notify the centre when your child will be absent or picked up by someone other than a parent.

Late Pickup Policy

A fee of $10.00 for the first 15 minutes of late pickup per child will be charged, and an additional $15.00 for the second 15 minutes past 6:00pm. If there is an emergency and you are late, please call the centre. Three or more late pickups may result in discontinuation of services. If you or your emergency contact cannot be reached by 7:00pm, we will contact the Child Welfare Crisis Unit. Late fees are due upon arrival at the centre.

A registration fee of $50.00 is non-refundable. Fees are due on the first day of each month, with no reduction for holidays or absence. Late fee payment charges are $10.00/day, increasing to $20.00/day after the 10th of the month. If the fee is not paid in full by the 15th of the month, the centre has the right to terminate childcare services.

Termination Notice

The first two weeks of childcare are an adjustment period. Either party may terminate the contract without notice during this period, subject to payment of fees for actual days attended. Southgate Daycare reserves the right to terminate without notice a child or family that is disruptive to the smooth operation of the centre.

After the initial adjustment period, termination or changes to the childcare agreement require 30 days written notice. Fees apply for the 30-day period following notice of termination.

Returned Cheques & Additional Permissions

Returned cheques are subject to a $30 penalty. Certified cheques are required after one instance of a returned cheque. For children receiving government childcare subsidy payments, parents must ensure subsidy authorization renewal is in place one month before expiration. If a subsidy approval number is not available by the first of the month, a cheque should be issued for that month, and a refund will be issued once the subsidy payment is received.

I allow the child to be photographed or videotaped for the purpose of internal (centre only) interest. I give permission for my child to participate in spontaneous walking trips to community parks, and all field areas in and around Empire Park plaza and around the daycare centre. Trips to the library will be by walking, ETS bus, or daycare van. I give permission for my child to use all areas and facilities outlined above without prior notification. I give permission to Southgate Daycare/Out of School Care to share registration information with professional agencies associated with the program, such as daycare licensing, the daycare subsidy office, and Capital Health.

Combs, hair brushes, and tooth brushes are NOT encouraged at the daycare. Parents can meet with childcare staff regarding any concern about their child's behavior or conduct.

Southgate Daycare centre cannot release a child to a person who appears intoxicated or unable to provide safe care. Southgate Daycare will not permit anyone on-site who appears to be under the influence of any substance — Local Authorities will be notified, as the safety of children and staff is our top priority.

I have read, understood, and accept the centre's responsibilities and policies regarding guidelines, illness, administration of medicine, emergency/fire drill procedure, child release, health/hygiene, and arrival/dismissal procedures.

Signature _____ Date _____

Date of Commencement _____ Date of Termination _____

As Parent of a Child at Southgate Daycare and Out of School Care, I Agree To:

- Pick up the child prior to 6:00pm closing time.
- Notify the centre when the child will be absent or picked up by someone other than a parent.
- Provide alternate care for the child on days he/she is sick or becomes sick while at school or the centre.
- Meet with childcare staff regarding any concern about the child's behavior or conduct.
- Allow Southgate Daycare staff to administer medical aid for the child, and in the event of an emergency the child will be taken to the doctor or hospital via daycare vehicle, ambulance, or taxi — parents are responsible for costs incurred.

I (parent's name) _____ Give permission to photograph/video (child's name) _____

for internal (centre only) purposes — these photos will only stay within the centre. Some photos may also appear online on the centre's website and Facebook.

Consent scope:

☐ Daycare use only ☐ Online website or Facebook

As a parent of a child at Southgate Daycare & Out of School Care, I understand that fees are due on the first of the month with no reduction for holidays and absence. I understand that the centre uses the following areas and facilities: McKee school, community park, community playground. I give permission for my child to use all areas and facilities outlined above without prior notification. I give permission to Southgate Daycare & Out of School Care to drop off and pick up my child to and from school, and understand the centre is not responsible for the child once on school premises. I have read, understood, and accept the centre's responsibilities and policies regarding discipline, illness, administration of medication, arrival/dismissal procedures, and emergency evacuation.

Date _____ Parent's Signature _____

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TRANSPORTATION & ORIENTATION FORMS

TRANSPORTATION FORM

Child's Name

School's Name

Meeting Place

School Address

Who will be responsible for transporting the child?

☐ The Program ☐ The Parent ☐ The Child ☐ The Bus

Time picked up by the bus

Time dropped off by the bus

The staff will walk children to their designated school and drop off/pick up at the meeting place. Kindergarten children will be handed to their room teacher in the morning and picked up from the room teacher. After-school care children will only be dropped off when school patrollers are outside, and staff will verbally confirm with the patroller that Southgate OSC children have arrived.

It is the parent's responsibility to notify the daycare if they will be picking the child up from school or if the child is absent from school due to illness or other circumstances.

Staff will wait 10 minutes at the meeting place. If the child does not show up, staff will go to the office and inquire. If staff cannot find the child: the director will be notified by phone; the director will call parents right away; if parents cannot be located, the emergency contact will be called; if the director still cannot locate the parents or child, police will be called. It is very important to notify the centre if your child will not be attending for any reason.

In case of inclement weather (snowstorm or cold temperature), it is the parent's responsibility to transport the children to and from school. If the child is participating in any after-school activities, it is the parent's responsibility to pick up the child. If your child is too sick to attend school, he/she will NOT be permitted to attend Southgate kindergarten and out-of-school care.

I (parent)

Give Southgate OSC permission to drop off my child (child's name)

At (school)

Time

And to pick up from (school)

Time

Date Signed

Parent Signature

PERMISSION FOR WALKING ALONE

Child's Name

School Name

Date(s) Required to Leave

Time Required to Arrive at Centre

Time Required to Leave the Centre

Destination

Address

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I hereby release Southgate Out of School Care from any legal responsibility or liability while my child is walking from the centre by him/herself.

I (parent's name)

Program Director Signature

Parent Signature

Date

ORIENTATION LIST

Date

Parent's Name

Check off each item as it is covered during orientation:

Tour of the daycare facility

☐ Covered

Hours of operation — opening and closing time

☐ Covered

Parent's handbook

☐ Covered

Registration procedure

☐ Covered

Programming and planning

☐ Covered

Medication and illness policy

☐ Covered

Child-to-staff ratios

☐ Covered

Fees and late fee policy

☐ Covered

Late pickup fee

☐ Covered

Information for late arrival and/or absence

☐ Covered

Any message — please write in communication book

☐ Covered

Child's Personal Items

Please dress your child suitably for the weather (provide good, safety-appropriate walking shoes).

Please label all personal items, including food, bottles, and bed linens.

Parent Signature _____ Date _____

FEE ACKNOWLEDGEMENT

Child Name _____ Date of Birth _____

Date Enrolled _____ Age Group _____ Fee ($) _____

I (parent's name) _____

Agree to pay ($) _____ to Southgate Daycare & Out of School Care

Parent Name _____ Signature _____ Date _____

Director/Supervisor Name _____ Signature _____