

Please this is only use for photocopies
original form.

Original

TARAS DAYCARE AND OUT OF SCHOOL CARE

Admission Agreement

Upon signing this form, you are indicating your cooperation with our policies. The agreement maybe cancelled at any time by the "Centre", if it is in the best interest of the child/children and the "Centre's" program.

1. "The Centre" is open from 6:30 am to 5:30pm, Monday to Fridays including all school holidays but excluding statutory holidays.
2. If for any reason your child/children will not attend or will arrive late at "The Centre", please inform the staff before 9:30am, or inform the centre for pre-scheduled appointment.
3. We do not accept children after 10:00am except for emergency situation.
4. In the event that you will arrive after 5:30pm, the late fee in the amount of \$15.00/15 minutes and a \$5/minute after 5:45pm.
5. "The Centre" requires a \$50.00 non-refundable registration fee and one half payment of the monthly fee as a deposit. This amount will be refunded provided you notify the centre one month before pulling out your child(ren). Failure to notify the centre, the deposit will be forfeited and payment of the full amount is required.
6. Please inform us immediately of any changes to NAME, ADDRESS, PHONE NUMBER, EMPLOYER, EMERGENCY CONTACTS, Or AUTHORIZED AND NOT AUTHORIZED INDIVIDUALS WHOM MAY PICKYOUR CHILD(REN) UP.
7. The parent/guardian is required to provide a well-balanced meal for lunch. This must follow Canadian Food Guide. "The Centre" reserves the right to replace or supplement the lunches if they are not naturally adequate.
8. Inside shoes is a must. Please be sure to send appropriate clothing LABELED.
9. The parent/guardian must bring all authorized drugs (this includes prescription medication, over the counter item and/or herbal preparations) in the original container with the date, doctor's name, and directions clearly marked on the label. It must be handed directly to one of the staff members. Parents / Guardians must sign a drug release form with all the required information before we can or will give any medication to a child. Out of date medication must be taken to the drugstore for disposal by the parent.
10. No emergency medication will be administered to any child unless "The Centre" receives a letter from the parent/guardian or the child's doctor with symptoms and follow up treatment, recommendation and guidelines.
11. Your child/children may not attend the centre when they are ill or when unable to participate in activities normally.

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12. When your child /children is absent because of communicable disease(s), he /she cannot return without a letter of clearance from your family doctor.
13. The Centre reserves the right to engage medical assistance for any child left in or care when such assistance appears necessary, the expense thereof to be covered by the parents/guardian.
14. The Centre will agree to use all due care for the child/children and their belongings. However, "The Centre" will not be liable for any loss or damage to clothing or other items of the child/children. Nor any accident, injury, sickness or disease that might occur to any child while in the care of the Centre
15. The Centre is only responsible for a child while on the premises and during supervised outings, not while the child is on his/her way to or from the centre.
16. Your child/children, while in the Centre will be under the supervision of staff and must comply with any direction or supervision given by the staff.
17. In the case of custody agreement, The Centre must be provided with a copy of any court imposed restrictions.
18. This agreement can be terminated by either party within 14 days notice. In case of verbal or physical abuse to our staff by child or parent, no notice will be required, our service to that child or parent will be immediately terminated , with no refund or fees.
19. A full deposit is required to hold a spot on the waiting list, without interest and no refund will be issued unless the centre is given 30 days notice.
20. No toys from home are allowed, with the exception of sleeping toys and during Thursday which is their toy day and must remain in their cubby after. In case of an infant these restrictions do not apply.
21. All fees must be paid by the 1st of each month, a late fee of \$25.00 will be charged. Any children whose fees are not paid by the 1st of the month (unless arrangement have been made with the owner or the manager) will not be accepted into the centre, and will not be allowed to return until fees are paid or settled.

Parent / Guardian Signature

Date

Director / Owner Signature

Date

TARA'S DAYCARE

13221 - 132 St. NW Edmonton, AB, T5L 1R9

Phone # 780-455-0343

Monday - Friday 6:30AM - 5:30PM

Record keeping for information regarding the child and his/her parent is extremely important to the Director / Manager and Staffs for reference and emergency.

Child's Name: _____ Age: _____ Birthday: _____

Child's Address: _____

Parent's Information

Mother's Name: _____

Address: _____ Postal Code: _____

Email: _____

Home Phone No.: _____ Cellphone#: _____

Occupation and Work Address: _____ Postal Code _____

Work Phone No. : _____

Father's Name: _____

Address: _____ Postal Code: _____

Email: _____

Home Phone No.: _____ Cellphone#: _____

Occupation and Work Address: _____ Postal Code: _____

Work Phone No. : _____

Emergency Contact Person

Name: _____ Relationship to child: _____

Address: _____ Postal Code: _____

Contact Number: _____

Emergency Contact Person

Name: _____ Relationship to child: _____

Address: _____ Postal Code: _____

Contact Number: _____

Persons Authorized to Pick up:

Name: _____ Phone#: _____

Address: _____

Name: _____ Phone#: _____

Address: _____

Name: _____ Phone#: _____

Address: _____

If someone other than the parent(s) will be picking up your child - we will require either:

a. a written note from the parent

b. a phone call from the parent

In either case the person picking up the child must bring photo ID and must be over the age of 16.

1. Family Physician: _____ Tel. No. _____
Address: _____ Postal Code: _____

2. Child's Alberta Health Care Number: _____

3. Is your child's immunization up to date? Yes No

4. Any allergies or other recurring medical problems (asthma, convulsions, diabetic, etc.) Yes No

5. Does your child require Epi pen? Yes No

6. Is your child on any ongoing medication? Yes No
If Yes, name of medication: _____ and what are specific symptoms _____

7. Does your child have concerns with the following?

Physical

Vision Hearing Speech Nutrition Sleep

Behavior

Over Active Aggressive Behaviour Shyness or Timidity
 Unhappiness _____ Others: _____

10. Does your child been in group care previously?

11. How was the experience?

12. Eating habits / food preferences:

13. List of food child likes:

14. Favourite toy and activities :

15. Any particular fear or apprehensions/

16. Child will arrive at the centre at _____ and be picked up at _____

17. Is there other information that will help us know your child and family?(e.g.Cultural and Religious background)

18. Is there any goals/expectations from us to help you on your child's development?

TARA'S DAYCARE

Guidance Policy

Here at Tara's Daycare, emphasis is given on safe and considerate behaviours that promote skills in problem solving, self-worth and feeling of general respect and care for the people in the environment.

The staff will model desirable behaviour. Conflict resolution will be suggested, explained and taught through role-playing, puppets, storytelling, discussions, etc.

Children will be taught to consider others' feelings and to take appropriate actions to comfort someone who is hurt or sad. They will be encouraged to communicate their feelings to others and to listen to each other's words.

Infants/Toddlers behaving in an unacceptable manner will be redirected or separated from the problem. In this way, it would be easier for the child and the adult to assess the problem at hand.

Prevention will be our main focus with a heavy emphasis on discussion and conflict resolution.

If, however, a situation arises despite our best peacekeeping efforts, the following guidelines will be used:

- The child is treated with kindness and serious concern
- He / She is reminded why the behaviour is not acceptable and a better choice may be suggested,
- The child is reminded why it is not acceptable and logical consequences are introduced should the behaviour be repeated. Usually, it means being removed from that play centre.
- If the behaviour repeats a third time, the logical consequences will be followed through without further discussion as the child will already have been informed and provided with help in solving the situation.
- Logical consequences will NEVER under any circumstances be physically or emotionally damaging to the child.
- Older children will be encouraged to solve their own problems peacefully, with adult assistance if only necessary.
- If discipline problems persist, parents will be contacted and issues will be discussed.

Parent/Guardian Signature

Date

TARA'S DAYCARE

Our staff is a mixture of Levels I, II, III. No one who is not qualified, does not have security clearance, or does not have first aid can work alone with the children, only under supervision.

FEE STRUCTURE

| AGE | FEE PER MONTH | DAILY FEE | HOURLY RATE |
|--------------------------------------|---------------|-----------|-------------|
| 12-18 months (1 year - 1.5 year) | \$950 | \$100.00 | \$15.00 |
| 19-36 months (1.5 year - 3 years) | \$850 | \$100.00 | \$15.00 |
| 36-54 months (3 years & up) | \$850 | \$100.00 | \$15.00 |

OSC
 Note: Summer Break \$625
 \$725

1. We take children for part time for a minimum of 4 hours three times a week. Charge will be at \$15.00 an hour and excess minutes is considered an hour.
2. We do not accept children after 10:00AM unless if there's any doctor's appointment.
3. We accept subsidized children. Forms are available from the Director's office.
4. We are closed on all Statutory Holidays.
5. We offer no refunds or reductions for vacation time. If your child is ill e.g. hospitalized for a long period of time, please contact the Manager or the Owners to discuss your fees.
6. Kindly contact the owners for other inquiries: KULWINDER KAUR (780-220-1300).

Registration Policy

Parents must fill out a registration form for each child at the centre. Please be sure to provide an Alberta Health Care number, a number where the parents can be reached, pay the registration fee, and two deposits. If there are special circumstances, please refer them to the Manager.

Iara's Daycare

Payment Agreement Form

Upon registration, I agree to pay for the non-refundable registration fee of \$50.00, a first month deposit of \$_____ and one-half month deposit \$_____ is required to hold a spot on our waiting list. The one half month deposit will be refunded provided you will notify the centre one month before pulling out your child(ren). If you change your mind and would like to cancel before the child has started at the centre, call the centre a month before your child/children's starting date to get the refund. There would be no refund given to cover up the spot if there is a no call.

Fees are due at the 1st of each month. A \$25.00 penalty will be applied on the 2nd day of the month.

I agree that the maximum care for are 9.5 hours and that the centre closes at 5:30 p.m. An additional fee of \$15.00 per hour will be applied for excess hours. If a parent picks their child(ren) later than 5:30pm, late pick-up fee of \$5.00 will be applied for the first 15 minutes and \$5.00/after 5:45.

For Subsidized Parents:

I agree that it is my responsibility to provide advance written evidence of having received prior approval for monthly fee subsidy, including renewals. Failing to do so, an entire monthly service fee will be applied, until such time as the Centre receives satisfactory written evidence of said fee.

Parents Name

Date

Parents Signature

Directors Signature

TARA'S DAYCARE

Neighbourhood walks/park visit

I hereby grant permission for my child _____ to leave the premises under the supervision of staff members for neighbourhood or park visits.

Parent/Guardian Signature

Date

Emergency Medical Measures

I authorize Tara's Daycare to take whatever medical measures are deemed necessary for the protection of my child _____ while he/she is in the care of Tara's Daycare Ltd. (Monday to Friday ~~6:30~~ am to 5:30 pm)

All medically relevant costs incurred on behalf of the child are the responsibilities of the parent /guardian. I understand that this authorization allows the center to take my child to the hospitals or physicians via whatever transportation is deemed necessary under the circumstances with applicable costs being my responsibility, when I _____ or the designated emergency contact person cannot be reached.

Parent/Guardian Signature

Date

Recording / Photo Permission

I hereby grant permission to Tara's Daycare to photograph, videotape or audio tape my child participating in any daycare sanctioned activity - for the use of the parents / guardians only. This does not give permission for these items to be used commercially.

Parent/Guardian Signature

Date

Responsibility of Parents:

- It is the responsibility of the parent to arrange and facilitate transportation for his/her own child and to provide information to Tara's Daycare & Out of School Care.
- The cost of this service is the sole responsibility of the parent.
- If your child will not be on the bus or arriving in the morning to take the bus, or if the child doesn't need to be drop off in their school by the staff, is the parents responsibility to inform the centre prior to the arrival of the bus/prior to school's first bell.
- The parent should be responsible to inform the child care facility of any changes, deviation to plan, or emergencies.(e.g. child is sick)
- It is the responsibility of the parent to inform the child care facility and the school that the child will not come to in the vent of inclement weather.
- It is the sole responsibility of the parents to inform the bus company of any special needs or requirements.

Program's Responsibility:

- It is the responsibility of the program to supervised the child/children during pick-up and drop-off time to ensure the child/children is safe.
- It is the responsibility of the staff to call the school bus to locate the whereabouts of the child if he/she does not show up at the predetermined location at pick-up time whereabouts of the child. Immediately the staff inform the parent that the child does not show up at the pick-up time and location.
- If the child's whereabouts was not known even after the parent and bus driver have been contacted, it is responsibility of the staff to contact the police to report the missing child.

Guidelines and Procedures of Tara's Daycare & Out of School Care

- Tara's Daycare & Out Of School Care will provide a staff person to take your child at the front of the centre to the school bus location 5 minutes prior to the arrival of bus. Staff will wait at the designated location for 15 minutes, if the bus will not arrived at this time without any call from the bus driver, your child will be brought back to the centre and calls will be made to both parents.
- If the bus has arrived and deemed late, a staff person will watch from the window of the centre but must remain in the centre to provide care and supervision of other children attending Tara's Daycare & Out of School Care. When the staff person sees the bus at the designated stop, we will walk outside to meet your child.
- Tara's Daycare & Out of School Care will contact the parents if the bus company cannot be contacted and the bus has not arrived within 30 minutes. The centre is unable to control the arrival and departure times of the bus or can we accept responsibility for driver errors or late pick-up and arrival times.
- In the case when the child is to be walk to near school, staff and child will arrived in school 5 mins before the first bell and staff will arrived 5 minutes before class dismissal.

Parent/Guardian Name & Signature

Provider/ Director

FAMILY ORIENTATION CHECKLIST

We are required by Tara's Daycare standards to ensure all parents of enrolled children receive the following information. This information is presented to you at the time of enrolment and/or annually in September, both verbally and written in the parent handbook, which you will be given to take home. Please initial these and sign form to acknowledge receipt of this information.

- _____ Tour of the centre
- _____ Centre philosophy, curriculum, holidays, commitment to anti-bias policies
- _____ Fees, billing, payment agreements and late charges
- _____ Leave of absence policy
- _____ Typical activity schedule including hours of operation
- _____ Menus, substitutions, allergies
- _____ Open door policy, pick up people other than parents
- _____ Sign in and out requirements, full signature
- _____ Child abuse law requirement
- _____ Behaviour management (child and adult) discipline policy
- _____ Non-discrimination statements
- _____ Transportation and fieldtrip
- _____ Practices concerning ill child, health policies
- _____ Medication management
- _____ Medical emergencies
- _____ Parent communication policies office/classroom
- _____ Diapering; toilet training
- _____ Adult conduct policy
- _____ Staff are trained confidentially
- _____ Disaster plan-posted in each classroom

If you have any questions or concerns please contact Kulwinder Kaur or _____
(Owner) (Manager)

Parent's Signature

Date

TARA'S DAYCARE & OUT OF SCHOOL CARE

PORTABLE EMERGENCY INFORMATION

CHILD'S NAME: _____

ADDRESS: _____

DATE OF BIRTH: _____

ALBERTA HEALTH CARD: _____

PARENT NAME: _____

ADDRESS: _____

HOME PHONE: _____ CELLPHONE: _____

PARENT NAME: _____

HOME PHONE: _____ CELLPHONE: _____

PLACE WHERE PARENTS CAN BE REACHED

COMPANY: _____ COMPANY: _____

ADDRESS: _____ ADDRESS: _____

TELEPHONE: _____ TELEPHONE: _____

EMERGENCY CONTACT/ TO WHOM THE CHILD CAN BE RELEASED

NAME: _____ NAME: _____

RELATIONSHIP: _____ RELATIONSHIP: _____

TELEPHONE: _____ TELEPHONE: _____

OTHER INFORMATION

ALLERGIES: _____

ON GOING MEDICATION: _____

CHILD'S IMMUNIZATION UP TO DATE? YES () NO ()

OTHER HEALTH CONDITIONS: _____

DATE

PARENT'S SIGNATURE