



**WOW Daycare  
"A Home Away from Home"**

**EMERGENCY INFORMATION REQUIRED (All information must be completed)**

Child's Name	
Child's Address	
Date of Birth	
Parents/Guardian Names	
Parents Address #1	
Parents Address #2	
Phone #1	
Phone #2	

**Employer/Place where parents can be reached (daytime/working hours)**

Company Name:	Company Name:
Address:	Address:
Phone:	Phone:

**Emergency Contacts For Notification/Whom child can be released (Please Fill Both)**

Name:	Name:
Address:	Address:
Phone:	Phone:

**Health Information**

Health Card #	
Any Ongoing Medications (specify)	
Immunization Up to Date	
Family Physician Contact	
Any History Of illness (Y/N), If Yes specify	
Allergies- Food/Drugs(Y/N), If Yes specify	

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## WOW Daycare "A Home Away from Home"

### Childcare Agreement

Welcome to WOW Daycare. The following is our parent/centre agreement. Thank you for choosing our daycare to care for your child and we assure the experience will be a positive for both you and your child. Please provide us with two pieces of ID. (One picture ID). All spaces must be filled in and are mandatory to enroll your child in the center.

DRIVER LICENSE # (Mother/Father or Partner): \_\_\_\_\_

PARENT DATE OF BIRTH: (Mother) \_\_\_\_\_ (Father/Partner) \_\_\_\_\_

SIN # (Optional): 1) \_\_\_\_\_ (2) \_\_\_\_\_

### Registration Information/Requirements

1. One month Daycare fees will be paid in advance at admission time. One month is defined as the first day of the month until the last day of the month. If your child starts daycare before the 15<sup>th</sup> of the month then a full months fees apply. The first month will include the current month from the first day of the month until the last day of the month. If your child begins after the 18<sup>th</sup> of the month then a half month fee's will apply. And full month will be charged thereafter.
2. Our Daycare fees details are given below:  
 Infants: (0 to 18 months): \$ 1050.00 per month (Overnight - \$ 1200)  
 Toddlers: (19 to 36 months): \$ 950.00 per month (Overnight - \$ 1100)  
 Preschooler and Kinder (3 to 5 years): \$ 850.00 per month  
 (Overnight - \$ 1000)  
 Out of School Care - OSC (Grade 1 to 6): \$ 600 per month (Overnight - \$ 750)
3. Part-Time (minimum 3 days per each week):

(0-18 months)	\$ 55.00 per day ((\$ 660 per month)
(19 – 36 months )	\$ 50.00 per day (\$ 600 per month
(3 -5 years)	\$ 45.00 per day (\$ 540 per month)
(OSC – Grade 1 to 6)	\$ 25 per day (\$ 300 per month)

*\*Part time fees can be discussed upon registration if < 3 days per week*

If you qualify for Govt. subsidy then you are responsible to pay the portion of the above amount that is not covered by your monthly subsidy.





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4. Fees are due on the first of each month. We accept cash, cheques and email transfers. No Debit or Visa. Also, any NSF (non-sufficient fund fees) from cheques or email money transfers will result in a \$50.00 fee
5. A late fee of \$5.00 a day will apply to payments not made by the fifth of each month
6. After the first month, fees are charged for a full month regardless of the portion of the month you use.
7. A one month notice will be given to you if there are any changes in our fee's (not including subsidy changes).
8. If center has any issues with child behavior then we will talk with parents and give 1 week notice to parents to discontinue the service.
9. **Termination:** It is required that if you decide to discontinue services with us that you give us two week advance notice. The fees for this two week period will be due and payable.
10. When you leave without notice following applies:
  - Fees are charged for a full month regardless of the portion of the month you use.
  - If you leave after the 18th of the month then the current full month fee's apply as well as an extra two weeks will be charged.
  - All unpaid accounts will be referred to collections.
11. **Attendance:** Parents are required to sign in and out the child every time on the attendance sheets. If your child will be absent, please let the centre know by phoning or emailing us.
12. We will not permit your child to leave the centre with anyone not stated as an "Authorized Person" in the form unless you notify one of the staff. Picture I.D will be asked if they are unknown to the staff.
13. Daycare is open from 6:30 a.m. until 6:30 p.m, Monday to Friday excluding weekends and statutory holidays. It is your responsibility to pick-up your child/children or to arrange to have your child/children picked up by someone else no later than 6:30 p.m. However, should your child/children be in our care at 6:35 p.m., your emergency contact will be called to pick-up your child/children. There will be a charge of \$15.00 per child at this time and for every ½ hour thereafter.
14. Should your child be involved in an accident during the day, we will contact you immediately.
15. Please do not send sweets or toys with your child. We will not be responsible for loss or damage to personal toys.
16. Should your child require MEDICATION/HEALTH CARE during the day while in our care, PRESCRIPTION DRUGS and NON-PRESCRIPTION DRUGS (Tylenol, cough medication, etc.) will be administered only with the parent/guardian's written





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permission. All medication should have the child's name on the container and be given to a staff member who will store it in a locked box.

17. **Your child must remain at home when ill.** If a child is too ill to participate in the daily activities at the center then he/she is too ill to attend. Should your child become ill while at Daycare, you will be contacted and required to pick up your child. This is extremely important due to health and safety of other children.
18. Your child will enjoy outdoor activities daily if weather permits. Therefore, your child must be properly and fully clothed for the time of the year upon arrival each day.
19. Any change in the emergency or any other information provided in the registration form must be notified to centre immediately after the child enrollment.

Your signature indicates your willingness to comply with our policies & regulations, with the understanding that this agreement may be terminated at any time. However, we do require 14 days notice if you should decide to withdraw your child.

### **Cultural Background**

Holiday and traditions celebrated in your household \_\_\_\_\_

What song languages, food, books, art material and toys could we include in our program to represent and support your family?  
\_\_\_\_\_

Is there any religious restrictions regarding food or anything else (please specify):  
\_\_\_\_\_

### **Photograph/Video Consent**

As part of the accreditation process, we create a Daycare Portfolio. We would like to include a scrapbook/photo album of the daily activities that take place in our centre while your child is in our care. We would need your consent in order to photograph/video your child.

Please sign below to give WOW Daycare permission to photograph/video your child and include any pictures in the daycare photo album.

### **Nipissing Consent**





## **WOW Daycare "A Home Away from Home"**

We would like to introduce into our program the Nipissing District Developmental Screen. This tool is designed to provide an easy to use method of recording the development and progress of children. The areas covered by the Screen Forms include vision, hearing, communication, gross and fine motor, cognitive, social/emotional, and self-help. This testing will be done on every six months in three years and parental goals for children will be updated.

The skills in each screen are usually mastered by most children in the age group shown. If two or more "no" responses are marked a referral to a health care or child care professional may be recommended. All results are kept confidential and parents will be given a copy of the results.

Your signature below indicates that WOW Daycare has your consent to administer the Developmental screening relevant to your child's age group.

### **DAY CARE & OSC CONSENT FOR WALKS**

I understand that WOW Day Care will be going for walks off the property. I hereby give consent for the Staff to take my child/children on walks while he/she/they are enrolled at the day care.

When Day Care goes on any field trips, the parent/guardian will be notified in advance and a consent form must be signed by the parent/guardian at that time. Every field trip will require a signed consent form. There may also be a cost involved which is the responsibility of the parent/guardian.

### **Sunscreen and Insect Spray Consent**

During summer months, we ask the parents to provide the sunscreen and insects spray for their children. In case that a child forgets or run out of their sunscreen/insects spray, the daycare will have their own which can be used for the time being.

Our Staff is highly qualified and trained in health and safety regarding use of these products. Children items are also labeled and kept in the designated areas or in a bag pack when on a longer trip.

Please sign below giving us the permission to use sunscreen and insect spray on your child and advise us if there are any issues.





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### Cleaning Chemicals Consent

**Usage:** The centre aims to minimize the use of chemicals wherever possible without jeopardizing the hygiene. Only certified and quality products are used for cleaning purposes.

- All the chemical products are properly diluted and kept in labeled bottles out of children reach in a safe place.
- The majority of chemicals used for cleaning when daycare is closed.
- Bleach is used to disinfect the toys and surfaces.
- Magic erasers are used to remove crayon and paint from surfaces and are stored in a cupboard out of children's reach.
- Mr. Clean and Pine-Sol is used for floor/surfaces cleaning.
- Windex is used to clean the mirrors and windows.
- Disinfectant spray is used on stuffed toys, rugs and furniture that cannot be properly wiped down.
- Staff use hand sanitizers throughout the day to promote the healthy environment.
- New hired staff is informed and trained properly regarding the use of the chemicals.

Please sign below stating that you have read, understand and agree to the usage of cleaning chemicals in the centre.

### SCHOOL INFORMATION CONSENT

CHILD'S NAME \_\_\_\_\_

SCHOOL ATTENDING \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

SCHOOL PHONE NUMBER \_\_\_\_\_

FIRST DAY OF SCHOOL \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year

A.M. \_\_\_\_\_ P.M. \_\_\_\_\_ FULL DAYS \_\_\_\_\_

(Please list days)

BUS NUMBER \_\_\_\_\_

BUS DRIVER'S NAME \_\_\_\_\_

TRANSFER BUS NUMBER (IF APPLICABLE) \_\_\_\_\_

TRANSFER BUS DRIVER'S NAME (IF APPLICABLE) \_\_\_\_\_

NAME OF YOUR CHILD'S PRINCIPAL \_\_\_\_\_

NAME OF YOUR HOMEROOM TEACHER \_\_\_\_\_

BUS PICK UP TIME: \_\_\_\_\_ AM, BUS DROP OFF TIME \_\_\_\_\_ PM





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WOW Out of School Care does **NOT** provide bus service. Parents/Guardians must contact either the Elk Island Catholic or the Elk Island Public Student Transportation to arrange for bussing for their child/children. A staff member will be responsible for escorting your child/children safely to the bus and seeing them get on the bus. A staff member will also be responsible for meeting the buses and seeing that your child/children get off the bus and escort them safely to the out of school care. It is the responsibility of the parent/guardian to notify the out of school care and bus transportation if their child/children will not be on the bus whether it is in the A.M., P.M. or not at all. It will be the responsibility of the out of school care to notify the parent/guardian, school and bus transportation if a child, who should be on the bus, does not arrive back at the centre. **If we cannot get a hold of the parent and have contacted the school and the bus driver and still cannot locate the child, we will then call the RCMP to report a missing child.** The out of school care is **NOT** responsible for what takes place on the bus, what happens in school, or on the school yard.

### Additional Registration information

- I/We hereby understand that pictures may be displayed on the picture board. No pictures will be used for publication or telecast.
- I/We grant permission for my child to leave the centre premises under the supervision of the staff members of WOW Daycare for outdoor walks, field trips and other such related activities.
- In the event of an emergency I/We grant permission for and give consent to medical or surgical treatment by a licensed physician and or hospital, and further consent to the administration of any necessary anesthetics, medical treatments including tests, transfusions, injections, or drugs, and the performing of whatever operations may be deemed necessary or advisable. In the event that your child needs emergency assistance we will call 911 and have the child transported to the hospital. Parents will be responsible for all the expenses.
- I/We acknowledge that WOW Daycare endeavors to provide the finest care possible for all children enrolled in its program. Accordingly, I/We acknowledge that WOW Daycare reserves the right to refuse enrollment or the continued enrollment of my child, should the management of Daycare in its sole discretion, determine that my child poses a health, behavioral or management problem to its daycare, operation or staff.
- I/We acknowledge that we have read the contents of the PARENT HANDBOOK and agree to be bound and abide by the rules and regulations set forth therein. However, I/We acknowledge that the PARENT HANDBOOK is set up to regulate the day to day activities and long-range plans of the center, as well as to inform parents of the goals and working of the child care centre, and as such, the contents thereof may be subject to change by WOW Daycare in its sole







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discretion. I/We hereby agree to abide to any new rules or regulations established by WOW Daycare and communicated to me/us should legal action be necessary, I understand that all legal fees will be at my cost.

- I understand all of the details of the "Registration Form" including the "Late Fee" structure and the "notice when leaving" requirements. I have received a copy of the "WOW Daycare Handbook and Policy and Procedures "and I acknowledge same.

### Parent Questionnaire

This questionnaire will help us to achieve the goals you are most interested to achieve for your child.

Please rate the importance if improvement you wish to see in the following areas:  
(1- Not Very Important; 5 – Very Important) – *Please circle one for each*

- |                            |   |   |   |   |   |
|----------------------------|---|---|---|---|---|
| 1. Arts and Crafts         | 1 | 2 | 3 | 4 | 5 |
| 2. Letters and             | 1 | 2 | 3 | 4 | 5 |
| 3. Shapes and Colors       | 1 | 2 | 3 | 4 | 5 |
| 4. Gross Motor Development | 1 | 2 | 3 | 4 | 5 |
| 5. Fine Motor Development  | 1 | 2 | 3 | 4 | 5 |
| 6. Songs and Rhymes        | 1 | 2 | 3 | 4 | 5 |
| 7. Games                   | 1 | 2 | 3 | 4 | 5 |
| 8. Science                 | 1 | 2 | 3 | 4 | 5 |
| 9. Independence            | 1 | 2 | 3 | 4 | 5 |
| 10. Co-operation           | 1 | 2 | 3 | 4 | 5 |

Please list any other specific goals you would like your child to work on according to the age and development i.e Potty Training, learning to eat on their own, co-operate in group settings etc.

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Thank you for choosing WOW Daycare. We hope that your experience will be a pleasurable one for both you and your child. Listed are the items (if applicable) you may want to bring for your child's stay with us.

- 1) Your registration package
- 2) One blanket for nap time
- 3) A change of clothes for your child
- 4) A pair of indoor shoes and a pair of outdoor shoes.







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- 5) Wipes and Diapers (at least a week supply) FOR BABIES AND TODDLERS
- 6) Any favorite blanket or stuffed toy to comfort child
- 7) A sippy cup labeled with your Child's name.(If needed)
- 8) Food is supplied by the daycare; we ask that if you choose to bring a snack that you choose a healthy and nut free snack.
- 9) If your baby uses formula or baby food you will need to supply it.
- 10) Two baby bottles/two soothers if needed.
- 11) During summer months please provide the following.
  - Sunscreen and two sunhats
- 12) During winter months please provide
  - Mittens, head wear and heavy winter coats, snow pants and winter boots

The experience in a child care centre is a period of a child's life during which he/she becomes prepared for the transition from home to society. Experiences in our Centre should satisfy the social, emotional, physically, and intellectual needs at your child/children's stage of development; and prepare your child/children for the more structured programs in school and the whole experience of life.

WOW Daycare's Staff will serve you and will make every effort to replace the home daytime environment in the areas of love, care, learning, and play. If there are any problems, suggestions or questions you may have with regard to your child/children's advancement, contentment or with our Centre, please do not hesitate to contact us.

We look forward to sharing your child's early years with you and your family.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

