



Manning Crossing Daycare Centre

662 Manning Crossing NW, Edmonton, AB T5A 5A1
(780) – 478 2271

REGISTRATION FORM

Registration fee (non-refundable) - \$50.00

Name of Child: _____

Start Date: _____

Parent's E-mail I.D.: _____

Child Information

Child's Name: _____

Age: _____ D.O.B: _____

Address: _____

Relationship to Child: _____

2. Name: _____

Phone# (Home): _____

(Work) _____ (C) _____

Address: _____

Relationship to Child: _____

Parent Information

1. Mother's Name: _____

Address: _____

Phone Number: _____

Place of Employment: _____

Work Phone Number: _____

Name of Physician: _____

Phone #: _____

Alberta Health Care #: _____

Time of Arrival: _____

Pick-up Time: _____

Authorized People to whom the child maybe released:

Name: _____

Phone #: _____

Relationship to the child: _____

Parents with custody of the child, please list any agreements:

Emergency Contact Information (mandatory)

1. Name: _____

Phone # (Home): _____

(Work) _____ (C) _____

Address: _____

Immunization up to Date: Yes No

Date of last Immunization: _____

Any allergies, regular medication, chronic condition, etc.:

Bus Service Required: Yes No

Child's Personality

Please answer the following questions to help us understand your child's needs and interests.

- 1. Favourite Activities: _____

- 2. Fears (if any): _____

- 3. Dislikes: _____

- 4. Reaction to stress: _____

- 5. Previous Daycare/Day home (if any): _____

- 6. Sleep pattern: _____

- 7. Physical Goal: _____

- 8. Personal Goal: _____

- 9. Pets (if any): _____

- 10. Anything else that you would like us to know about your child/children: _____

MEDICAL CONSENT FORM

In case of an accident and/or illness and unavailability of the parent, we need permission to be able to:

- Yes/No _____ Contact the child's physician or if the physician is not available either, to be able to contact another physician for the purpose of administering the necessary treatment to your child.
- Yes/No _____ Be transported by ambulance, if required and ready to pay the ambulance fee.

Parent/Guardian Signature

Dated

FIELD TRIP PERMISSION FORM

As a part of our regular programming, we will be taking various walking trips off the premises, within the neighbourhood. The consent form below will give us more flexibility and allow for more spontaneity in our planning. We will continue to have you provide consent forms for any motor transportation trips.

I, _____ give my permission for my child or children namely, _____ to be able to participate in the walking trips off the premises of the Manning Crossing Daycare Centre.

Parent/Guardian Signature

Dated

PERMISSION TO PHOTOGRAPH/VIDEO

I give permission to Manning Crossing Daycare for my child _____ to be interviewed, photographed, video recorded, to have their artwork and original creations displayed within the centre, and to have their allergies/ medications posted within the centre. These would be for general use and to be displayed ONLY within the boundaries of the Centre.

Parent/Guardian Signature

Dated

ADMISSION POLICY/AGREEMENT

- A **\$50.00 registration fee** is payable upon confirmation of placement to ensure the space for your child.
- Monthly fees are payable on the first day of each month in full. Monthly fees paid after the fifth day of the month will be assessed a “Late Fee Penalty” (unless other arrangements have been made with the director) of \$5.00 per day that payment is late.
- Please ensure cheques are made payable to **Manning Crossing Daycare Centre**.
- NSF cheques are subject to a \$25.00 charge to cover administration fees.
- We request that your child be dropped off no later than 9:30am. This is for staffing purposes. Special circumstances always arise and if these circumstances occur, please make arrangements with the director so she may plan for staffing.
- Please notify the daycare staff immediately when there are any changes with current address, telephone numbers, change of employer, emergency contacts, or immunizations.
- As the daycare operates on a monthly budget with expenses that are incurred regardless of whether or not a child is present, we cannot give credit for absences due to illness or holidays.
- If your child will be absent on any day, please let the day care know for staffing and ratio purposes.
- If you are unable to be at the center by 6:00pm please call the center so that arrangements can be made with the staff. Late fees will take effect.
- Sign the attendance sheet upon the child’s arrival and their departure from the center.
- Provide a complete change of clothes. (Socks included) that are labeled with your child’s name. Inside shoes are also required.
- Sign the medication book for any medications that your child will require for that day. The medication will not be administered if the form has not been filled out completely with your child’s name, exact dosage, time to be administered, date, name of medication and your signature. Medication needs to be signed in daily. If the medication is ongoing, a special form will need to be filled out by the parent with all the same necessary information. If your child has received medication prior to coming into the daycare please ask for the Communication Book to write down the type of medication and the dosage the child received before arriving at the center so the staff is aware that the child was or is still sick.
- Provide permission (preferably in writing) if another person is to pick up your child. Children will not be released to anyone not authorized by the admitting parent.
- We require notification of any changes of the custody, guardianship or care and control of your child. A copy of any agreement or court order pertaining to those matters is to be left with the center. This will assist us in ensuring that your child is released only to an authorized person.
- Manning Crossing Daycare Centre believes if a child is too sick to go outside, participate in daily activities or go to school (if applicable) then they are too sick to be at the center.
- Manning Crossing Daycare Centre and staff will not be responsible for lost or broken toys that your child has brought from home. We ask that you leave your child’s toys at home. *Every Friday of the month will be “Show and Tell” day.* On this day, your child may bring one toy from home. Please remind your child that they will be asked to share their toy.
- Manning Crossing Daycare Centre requires a written notice thirty (30) days prior to you withdrawing your child.
- I/We hereby certify that I/We have read, fully understand and agree as stated in the Parents/Guardian Handbook for Policies and Procedures of Manning Crossing Daycare Centre.

Your signature at the bottom of our admission policy indicates your willingness to comply with our regulations with the understanding that this agreement may be cancelled at any time by the center only if it is in the best interest of the child and the center.

SIGNATURE OF PARENT/GUARDIAN

DATE