

Registration Form

For privacy purposes this information will only be available to daycare staff

In keeping with "How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)" The Apple Tree Preschool - King Campus has a pedagogical approach that nurtures learning and development in the early years. This includes:

- establishing positive, responsive adult-child relationships
- providing inclusive learning environments and experiences that encourage exploration, play, and inquiry
- engaging as co-learners with children, families/caregivers, and others
- planning and creating environments as a "third teacher"
- using pedagogical documentation as a means to value, discuss, and make learning visible
- participating in ongoing reflective practice and collaborative inquiry with others

Our teachers are all trained in standard First-Aid & Level C CPR including infant.

A full outdoor program is practiced daily highlighting gross motor activities; therefore your child/ren should come dressed according to the current weather conditions. A second set of clothing will be required to be left in his/her cubby as well.

Child's Name: _____

Admission Date: m/d/y _____ Withdrawal Date: m/d/y _____

Address: _____

Home Phone #: _____

Date of Birth: m/d/y _____ Health Card # (optional) _____

Dr's Name: _____ Dr's Phone #: _____

Dr's Address: _____

Known allergies: _____

Food Aversions: _____

Child resides with: Mother / Father / Both Parents:

Parent #1 Name: _____ Home Phone #: _____

Parent #1 Address: _____

Place of Employment: _____

Business Address: _____

Business Phone #: _____ Cell Phone#: _____

Email addresses: _____/_____

Parent #2 Name: _____ Home Phone #: _____

Parent #2 Address: _____

Place of Employment: _____

Business Address: _____

Business Phone #: _____ Cell Phone#: _____

Email addresses: _____/_____

Alternate Contact Person #1: _____ Relationship: _____ Phone#:

H/W/C _____ H/W/C _____

Authorized to pick up child Y / N

Alternate Contact Person #2: _____ Relationship: _____ Phone#:

H/W/C _____ H/W/C _____

Authorized to pick up child Y / N

Health Summary

Describe general symptoms of your child's ill health

Medical History

Any history of communicable diseases must be listed

Policies and Procedures

Hours of Operation:

Full day hours: Monday to Friday; 7:00am - 6:00pm

If an emergency makes it impossible for you to pick up your child by your allotted time, a phone call is required. Late pick up charges will apply. Late non-base fees of \$1.00 per minute will apply. You must notify the school if your child will not be attending, will be arriving late or will be picked up early.

DEPOSIT

If you chose to attend our facility a 1 month non-refundable deposit is required. The deposit will be applied to your final 1 month of service. Notice of 2 months must be given to use the deposit as payment. If notice is not given then the deposit will be non-refundable.

PAYMENT

Pre-authorized Debit Form required. Please submit the form prior to your start date. Deposits are due in advance of your intended start date to hold your spot. A one-time base registration fee of \$150.00 is applied to all enrollments for the initial processing of enrollment documents.

ENROLMENT & WITHDRAWAL

Enrollment in any other program whether part-time or full time at any of our campuses is intended to be ongoing (without a definitive end date) unless otherwise noted. Once your child is enrolled that spot is held for him/her year round and ongoing. It is our intention to be able to offer continual service at a consistent standard. Any change to your enrollment schedule would require 4 weeks' notice to ensure that consistency. Statutory holidays, sick time and vacation time are paid time.

Our base hours are 8:00 am to 5:00 pm or 9:00 am to 6:00 pm
Extended hours: available from 7am to 6:00 pm

Nursery School Program: 9:00 am to 11:30 am
Half Day Program: 9:00 am to 2:00 pm

Part-time care: We offer a part-time M/W/F OR T/TH schedule
*Part-time options available for all programs except for Infants

Withdrawal

Withdrawal in our definition means to remove your child from our care for an extended period of time. This period of time must be more than 4 months to qualify as being withdrawn from our services. You are required to give The Apple Tree Preschool - King Campus a minimum of **2 months written notice** should you wish to withdraw your child(ren) from our program. The 2 months enables us to find another child to fill your vacancy. Your deposit will be applied against your account and/or refunded back to you via the method of payment you have set up with us. If notice is not given the deposit will not be returned unless it falls under one of the following 3 reasons; loss of job, a move out of area or child illness. If withdrawal is made for any other reason, without notice, deposit will not be refunded. For extenuating circumstances refund approval could be granted by the supervisor.

The Apple Tree Preschool - King Campus has the right to withdraw a child after providing a minimum of two weeks written notice to the Parents/Guardians. The reason for such withdrawal may include payment default, a part time space being needed for a full time child and/or the inability of The Apple Tree Preschool - King Campus to meet your child's needs.

Parents/Guardians are responsible to ensure their account is paid in full at the time they withdraw their child(ren).

If a situation arises where a child is endangering him/herself, other children or staff - The Apple Tree Preschool - King Campus has the right to withdraw that child immediately – without two weeks notice. In addition, if the security/safety of children and staff of The Apple Tree Preschool - King Campus is at risk, withdrawal of a child will be effective immediately.

VACATIONS

Any vacation time for all enrollments would be paid in full. Our office must be advised of your booked holidays at least 2 weeks in advance in writing.

CANADIAN STATUTORY HOLIDAYS

The following is a list of holidays that the daycare will be closed. During this holiday time, **regular fee is still due.**

These days include: **New Years Day, Family Day, Good Friday, Victoria Day, Canada Day, Simcoe Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.**

CHRISTMAS SEASON

Our staff are very dedicated and committed. For the holiday season we close for the week between Christmas Eve and New Years to give them all a full week off with their families. **Regular fees are still due.**

ALTERNATE CARE

We can never stress enough the importance of finding substitute care before it is needed. Obtaining a provider for substitute care is the sole responsibility of the parent(s). In care of an emergency situation or illness breakout in the centre we may not be able to provide our regular childcare service.

HEALTH & MEDICATIONS

As required by both the Public Health Department and the Ministry of Education a Record of Immunization form must be filled out and a photo copy of your child/ren's up to date immunization care be attached. If immunizations are not up to date a "Statement of Medical Exception must be signed.

***** All immunizations must be current *****

All medications (prescription and non-prescription) must be labeled with the child's name, dosage, name of drug and storage instructions along with a 'Medical Authorization and Administration Form signed and dated.

Please give all medications directly to staff when you arrive in the morning. The medications will be stored in a locked box and refrigerated if needed.

Any food or drink brought into the premise must also be labeled with the child's name and be in keeping with our peanut free policy.

EMERGENCY & SECURITY PROCEDURES

The children will only be released to the adults for whom written authorization has been provided. In the event of an emergency the child may be released to an adult for whom the child's parent or legal guardian has given verbal permission. If the child does not know the adult, photo identification is required to assure the adult is the authorized adult to pick up the child.

DISCIPLINE

We will use discipline in compliance with the parent's wishes. We would never authorize corporal punishment of any kind; positive reinforcement is used to promote good behaviour.

FIELD TRIPS

Occasionally we will do field trips with the children. There may be a small fee (entrance tickets, lunch etc...) Parents will know about the fee in advance and are expected to pay before the day of the field trip.

MEALS & SNACKS

Our menu has been developed by a dietician to exceed both the Student Nutrition Plan and the Ontario Food Guide. In addition a mid-morning and afternoon snack is provided. Meals include milk, fruit, vegetables, bread and meat. If there are any foods your child may not have or are allergic to please notify us in writing.

Please note any special instructions: _____

SLEEPING & RESTING

Each child will be provided with a clean, comfortable bed to sleep in for a nap or rest period each day. Each child will be required to "rest" for at least one hour per day. This gives the children a chance to wind down and our staff time to pick up and get ready for the afternoon.

Please note any special instructions: _____

PHYSICAL REQUIREMENTS

(circle your answers)

Does your child use diapers? YES / NO

If no, my child: Uses the washroom independently / requires some assistance / requires full support

Please provide relevant details:

Does your child require any additional support or accommodation with respect to physical activity? YES / NO

Please provide relevant details:

OUTDOOR PLAY

It is our policy that children have a minimum of 2 hours of outdoor play per day; during inclement weather gross-motor activities will be done indoors. Inclement weather must be noted by staff to either be too hot/too cold or too wet.

Please note any special instructions:

CONTRACT

A new contract will be provided to parents in January of each calendar year (if there has been a change). Any changes to the contract i.e.: hours, rate or policies will be disclosed at this time. Any part of this contract is subject to change at any time with 30 days notice.

Parent #1 Signature: _____

Parent #2 Signature: _____

Date: _____

The Apple Tree Preschool - King Campus is not currently enrolled in the Canada-wide Early Learning and Child Care Program but we have expressed our interest to be part of the program

Rate Schedule

Base fees:

**Core Hours: 8:00 am to 5:00 pm / 9:00 am to 6:00 pm Extended Care:
7:00 am to 6:00 pm for full day programs only**

Full time:	INFANT	▪ \$1,540.00/month	* core hours
		▪ \$1,650.00 /month	* extended hours
	TODDLER	▪ \$ 1,320.00/month * core hours	
		▪ \$ 1,430.00/ month * extended hours	
		▪ \$ 880.00/ month * Nursery School (9-11:30am)	
		▪ \$ 1,100.00/ month * half day (9-2:00pm)	
	PRESCHOOL	▪ \$ 1,210.00/ month * core hours	
		▪ \$ 1,320.00/ month * extended hours	
		▪ \$ 770.00/ month * Nursery School (9-11:30am)	
		▪ \$ 900.00/ month * half day (9-2:00pm)	
Part-time: ** M/W/F	TODDLER	▪ \$ 780.00 /month * core hours	
		▪ \$ 845.00 /month * extended care	
		▪ \$ 520.00/ month * nursery school (9-11:30am)	
		▪ \$ 650.00/ month * half day (9-2:00pm)	
	PRESCHOOL	▪ \$ 715.00 /month * core hours	
		▪ \$ 780.00 /month * extended care	
		▪ \$ 455.00/ month * nursery school (9-11:30am)	
		▪ \$ 585.00/ month * half day (9-2:00pm)	
Part-time: ** T/TH	TODDLER	▪ \$ 540.00/month * core hours	
		▪ \$ 585.00 /month * extended care	
		▪ \$ 360.00/ month * nursery school (9-11:30am)	
		▪ \$ 450.00/ month * half day (9-2:00pm)	
	PRESCHOOL	▪ \$ 495.00 / month * core hours	
		▪ \$ 540.00 /month * extended care	
		▪ \$ 315.00/ month * nursery school (9-11:30am)	
		▪ \$ 405.00/ month * half day (9-2:00pm)	

Deposit

All enrollments are subject to a non-refundable base registration fee of \$150.00, this fee is for the processing of all forms necessary for your child's entry into our centre and is non-refundable

Non-Base Fees:

- A deposit is required for enrollment equal to one month tuition. The deposit is held on your account until withdrawal.
- In the case of an NSF cheque all fees including a non-base fee service charge of \$75 must be reimbursed as soon as notified.
- Any extracurricular field trips, special events would be an extra non-base fee based on the event and are not mandatory
- Refunds & Credits - Any refund or credit for any reason will either be applied to your account and used against future invoices or refunded back via the method of payment you have set up on your account. You can chose how this is processed. This would include the returning of over-payments or over-charges, adjustments to the account, refunding deposits etc.

Sick Policy

Please do not bring sick children to the centre.

If your child develops symptoms of illness during the day, your child will be isolated and you will be asked to pick up your child as soon as possible. **For the health and well-being of your child and others please do not bring your child to daycare if they:**

- Currently have or have had a fever, vomiting, diarrhea in the last 48 hours
- If they are in the first 24 hours of antibiotic treatment
- Have a heavy nasal discharge that is yellow or green in colour
- If they have a constant cough
- If they will not be able to participate in daily activities
- Or if the symptoms are possibly due to a communicable disease such as reddened eyes, sore throat, earache, rash or abdominal pain.
- Parents must notify the centre if their child develops a communicable illness that has possibly already exposed other children in the centre's care.
- **Please consult the Definitions of Ill Health provided at enrolment and follow their practices**
- Should you question the return of your child to care consult a Doctor

Whenever possible, please get a prescription from your doctor that does not have to be given during the day. If this is unavoidable, I will give oral medication with a note from the doctor and/or parents permission. Over the counter medication will be treated the same as a prescription medication and will require the same notes from doctors or parents.

Please note: all sick days are paid in full.

Parent#1 Signature: _____

Parent#2 Signature: _____

Date: _____