



Grow and Learn Childcare and Preschool

11 Cranarch Road. SE
 Calgary, Alberta T3M 0S8
 Phone: (403) 264 - 4769

REGISTRATION FORM

Child's Name: _____
(Surname) (First Name) (Middle Name)

Birth Date: Month (Please Circle) Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
 Day _____ Year _____ () Male () Female

Father's Name: _____ Address: _____ <small>(City) (Province) (Postal Code)</small> Home # _____ Cell # _____ Work # _____ Ext. _____	Mother's Name: _____ Address: _____ <small>(City) (Province) (Postal Code)</small> Home # _____ Cell # _____ Work # _____ Ext. _____
Employer: _____ Address: _____ <small>(City) (Province) (Postal Code)</small>	Employer: _____ Address: _____ <small>(City) (Province) (Postal Code)</small>

Email Address (for newsletters and announcements) _____

Where does the child reside? () Both () With Mother () With Father () Other *fill in Guardian info

*Complete below **ONLY** if child resides with **OTHER**:*

Guardian's Name: _____ Relation: _____ Cell # _____ Work # _____
 Address: _____ Calgary, Alberta _____ Home Phone # _____
Street City Province Postal Code

Emergency Contact Person (when parents cannot be reached)	CODE WORD _____
1. Name: _____ Relation: _____ Cell # _____ Work # _____ Address: _____ <u>Calgary, Alberta</u> _____ Home Phone # _____ <small># Street City Province Postal Code</small>	
2. Name: _____ Relation: _____ Cell # _____ Work # _____ Address: _____ <u>Calgary, Alberta</u> _____ Home Phone # _____ <small># Street City Province Postal Code</small>	
Other Authorized persons who may pick up the child: 1. Name: _____ Relation: _____ 2. Name: _____ Relation: _____ 3. Name: _____ Relation: _____ 4. Name: _____ Relation: _____	
Name of person NOT authorized for pick up: _____ Relation _____	

EMERGENCY / MEDICAL INFORMATION Alberta Health Card Number: _____
To the best of my knowledge, my child's immunization status is up to date: Yes No _____ <small style="text-align: right;">Parent/Guardian Initial</small>
If your child is not immunized, please fill in an Exempt Form (attached)
Food Restrictions/ Allergies: _____
Is your child on any regular medication? Yes No If Yes, Explain: _____

Program Required (please check one)

Full day Childcare ONLY Full day Childcare and Preschool Days _____ AM PM	Part-time Childcare ONLY (days) _____ Part-time Childcare and Preschool Days _____ AM PM	Out of School Care/ ECS	Preschool only Days _____ AM PM
Office Use ONLY Start Date _____		Last Day Attended: _____	

 Parent/Guardian Signature Date

**Grow and Learn Childcare and Preschool
HEALTH / FAMILY BACKGROUND FORM**

Child's Name _____

In order to better understand your child, please complete the following questions:

1. Has the child had any difficulty with the following:						
Earache	Speech	Hearing	Vision	Sleeping	Bowels	Fever
	Wetting (day)		Wetting (night)			
**If you have checked any of these, please specify: _____						
2. Is your child developing as you think she/he should for this age? (eg. talks, toilet trained, walking)						
Yes No If No, Explain: _____						
3. Any history of communicable diseases? (Chicken pox, Tuberculosis, etc.)						
Yes No If Yes, Explain: _____						
4. Is there any other relevant health information about the child medical or emotional conditions requiring/receiving treatment in the past or present?						
Yes No If Yes, Explain: _____						
5. Any other illness/surgery resulting in hospitalization?						
Yes No If Yes, Explain: _____						
6. Does your child have any behavioral problems?						
Yes No If Yes, Explain: _____						

Child's Habits

1. Eating	Good	Fair	Poor	
Is there anything we should know about what or how your child eats? (Likes, Dislikes) _____				

2. Sleeping (Special toys, blankets, soother, etc.) _____				

4. Tell us about your child (friendly, shy, fears, outgoing, easily upset, etc.) _____				

3. Toileting Information	Toilet Trained	Not yet toilet trained	Needs Help	

Family Background

1. What is your spoken language at home? _____	
2. Does your child have sibling(s)?	Yes How many? _____ No
3. Is there an aspect of your Heritage you might share with the children in the way of food, dance, music, costume or religious beliefs? _____	

Time child will arrive at the centre _____

Time child will be picked up _____

Parent(s) Name(s) as it/they should appear on RECEIPT for income tax: _____

Parent/Guardian Signature

Date

Grow and Learn Childcare and Preschool PARENT AGREEMENT FORM

Admission and Discharge Policy

It is to be understood that attendance at Grow and Learn is not a right but a privilege. We retain the right to enforce withdrawal of a child at any time, when in our opinion, the child should no longer attend for behavioral or for financial reasons. We reserve the right to suspend any child whose fees are not paid by the due date.

If for some reason you need to withdraw your child from the centre, ***one month written notice of permanent withdrawal must be given in advance.*** If there is no notice for withdrawal or less than a month notice, deposit will not be refunded. A permanent spot cannot be guaranteed if you wish to temporarily withdraw your child/ren. Your child will be placed on the waiting list.

For Cranston Resident Association members, only those in good standing with the Association are allowed to enroll at Grow and Learn. CRA members that are not in good standing will be forwarded notice with respect to their CRA resident's association fees. If fees with the association are not paid within 10 days enrolment will be cancelled and space provided to other CRA members in good standing if needed.

If the policies and procedures of Grow and Learn are not followed, or when a child has needs that cannot be met at Grow and Learn, you will be notified, in writing, that your child must be withdrawn.

Fee Policy

Childcare/ Out of School	Preschool
Registration fee \$60.00/family (Cranston resident), \$70/family non-residents Deposit \$250 (Childcare) and/or \$150 (Out of School)/ child ***will be credited towards last month of payment Six Post dated cheques dated 1 st of the month (refer to Fee Schedule)	Registration fee \$60.00/fam. (Cranston resident) , \$70/family non-residents) Ten Post dated cheques- dated the 1 st of every month from August to May.

The registration fee, deposits (dated at time of registration), and post-dated cheques must accompany the completed registration form. We cannot guarantee placement for your child if not all documents and payments have been submitted. **All registrations are processed on a "first-come-first-served basis"**. The registration fee is non-refundable. Cheques must be made payable to **"Grow and Learn Ltd."**. Your child/ren's name(s) should be written on the front of all cheques. **Payments are due every 1st of the month.**

A fee of **\$25.00** will be charged for any returned/NSF cheques. Either cash or a certified cheque is required to replace the returned cheque. A late penalty of **\$2.00 per day** will be charged if your fees have not been received by the fourth (4th) working day of the month.

Late Pick up

Parents are required to notify the centre as soon as possible, if they are unable to arrive by closing time. A **late fee of \$1.00** per minute per child will be charged past closing time that child is at the center. Time will be calculated using the clock at the front foyer. Parents must sign a late sheet before they leave the centre. The fee is payable to the staff on duty. Violation of the late fee policy or reoccurring lateness may, at the absolute discretion of the centre, result in termination of childcare services.

Child Release Policy

We will not release the child/ren to anyone other than those authorised on the registration form, unless the parent has notified the Supervisor in person or in writing. Phone calls will only be accepted in the case of an emergency. You will be asked to provide a **CODE WORD** to the centre on your child's registration form. This code word will be used when you have to call the centre to inform us that another person will be picking up your child. The alternate must know the code word when asked. Government issued photo ID (e.g. driver's license) must be shown to the staff before the child is released to them. Grow and Learn reserves the right to refuse anyone picking up a child who does not appear to be in a responsible condition.

Receipt of Handbook/ Policies and Procedure Manual

As a parent/guardian, I have read, understand and will abide with the policies and procedures stated in the handbook, and manual of Grow and Learn.

Parent/ Guardian's Name (Father)	Signature	Date
Parent/Guardian's Name (Mother)	Signature	Date

**Grow and Learn Childcare and Preschool
CONSENT FORM**

Child's Full Name _____

Off Site Neighbourhood Trip

I give permission to have my child taken out of the centre for reasons such as field trips in the walking vicinity, for walks through the community neighbourhood or occasional use of the community amenities such as Water Park, gym, skating rink, etc. Any trip that requires a different mode of transportation will be made known to me by way of a special permission slip.

Parents / Guardian Signature

Date

Picture/ Video

I give permission to have my child's photo taken or recorded during birthdays, special occasions for display in the centre and/or media publications including Grow and Learn website.

Parents / Guardian Signature

Date

Emergency Transport

I give permission for an ambulance to be called in case of an emergency, understanding that I must meet the ambulance at the hospital, in order for treatment to proceed. The cost for the ambulance will be my sole responsibility.

Parents / Guardian Signature

Date

Skin Treatment

I give permission to apply skin treatment (Sunscreen lotion, Bug Spray, Vaseline or any other ointments) to my child while at the centre. I understand that I will be providing these supplies for my child to the centre when necessary.

***Label the supplies with your child's name. If you have more than one child in the centre, provide separately for each child.

Parents / Guardian Signature

Date

Personal Information Confidentiality

I give permission for Grow and Learn to collect personal information that will be used for internal purposes only, with the exception of the requirement to share with Child Care Licensing officer and other Government agencies. Information collected will not be sold, rented, or lent to any person or other organization for commercial purposes.

Parents / Guardian Signature

Date

Transporting Children (ECS and OSC children only)

I give permission for Grow and Learn to transport or to walk my child to and/or from the school or bus stop. I release, indemnify and hold Grow and Learn employee and management harmless from any and all claims, damages or other liabilities for injuries caused by an accident to my child which are not a result of negligence, or are entirely beyond the control of Grow and Learn.

Parents / Guardian Signature

Date