



# Planet Kids Daycare

11517 105 Ave NW Edmonton, Alberta, T5H 3L8

Tel #: 780-424-8117

## REGISTRATION FORM

Date of Admission \_\_\_\_\_

Child's name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Birthdate \_\_\_\_\_

Mother's Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Employment \_\_\_\_\_

Phone \_\_\_\_\_

Bus/Cell # \_\_\_\_\_

Hours \_\_\_\_\_

Father's Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Employment \_\_\_\_\_

Phone \_\_\_\_\_

Bus/Cell \_\_\_\_\_

Hours \_\_\_\_\_

### Emergency Contact Persons

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Cell# \_\_\_\_\_ Work \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Cell# \_\_\_\_\_ Work \_\_\_\_\_

### Child's Doctor

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Alberta Health Care # \_\_\_\_\_

Child on any medication at home: Yes \_\_\_\_\_ No \_\_\_\_\_

What type \_\_\_\_\_ what for \_\_\_\_\_

Allergies \_\_\_\_\_

Special Needs or medical concerns (operations)  
\_\_\_\_\_  
\_\_\_\_\_

### Immunization Record

Is your child's immunization up to date? \_\_\_\_\_

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## Background of Child

Had the child had any of the following illnesses?

Red measles	YES/ NO	convulsions (not epilepsy)	YES/ NO
German measles	YES/ NO	epilepsy	YES/ NO
Chicken pox	YES/ NO	head injury	YES/NO
Whooping cough	YES/ NO	accidental poisoning	YES/NO
Mumps	YES/ NO	removal of tonsils	YES/ NO
Heart trouble	YES/ NO	eye surgery	YES/NO

In the last year had the child had any of the following?

Difficulties with speech	YES/NO	3 or more earaches	YES/NO
Difficulty with hearing	YES/NO	feeding/sleep problems	YES/NO
Difficulty with eyesight	YES/NO	daytime or bedwetting	YES/NO

Please list any other information considered relevant:

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## **Culture**

Language other than English \_\_\_\_\_

Previous experience in day-care \_\_\_\_\_

Family interests/activities involving child \_\_\_\_\_

## **Social and Emotional**

Brothers \_\_\_\_\_ Age \_\_\_\_\_ Sisters \_\_\_\_\_ Age \_\_\_\_\_

Characteristics of child's personality \_\_\_\_\_

Signs of child's tiredness \_\_\_\_\_ Child's fears \_\_\_\_\_

Discipline at home \_\_\_\_\_

Child reaction to illness: Will child tell staff? \_\_\_\_\_

Child's reaction to stress \_\_\_\_\_ Is the child toilet trained \_\_\_\_\_

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## Authorized persons to whom the child may be released:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Child may not be released to anyone that is not listed on authorization form.

Parent Signature \_\_\_\_\_

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

### Field Trip

I hereby grant permission for my child \_\_\_\_\_ to accompany his/her group on field trips and neighborhood walks, which staff plans as part of the program. I also understand that I will be informed in advance, verbally, by letter, or by poster on the parent's board, of any field trip.

\* Note- This includes transportation to and from school, walking, and vehicle transportation.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

### Immunization Record

Is your child's immunization up to date? \_\_\_\_\_

### Medical Attention

I release Planet Kids Daycare for liability for accidents or illnesses occurring while my child is in the centre. In the event of an emergency when I cannot be reached, I give my permission for any medical procedure deemed necessary by my doctor or by another physician selected by the centre. I understand that I remain responsible for expenses incurred by this attention.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### Transportation Policy

I release my child for morning pickup schedule at \_\_\_\_\_ am and the drop off is at \_\_\_\_\_ pm. Please be advised that the transportation will be on site at plus or minus five minutes of the above time. Since it is important for you that I maintain this time please have your child ready so that the pickup is done flawlessly. My waiting time is TWO MUNITES and if I do not see any indication of you I will leave, which means you have to make your own arrangements for the child to get to the daycare.

The pickup service will only be disrupted if the weather conditions are extreme. Should this ever happen you will be informed as soon as possible.

Please note that the daycare van has INTRA-PROVIINCIAL OPERATING AUTHORITY CERTIFICATE and is insured for child transportation. Should you require further information please contact day care number which is forwarded to one of director 24x7.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

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Please fill the time the child will be  
dropped off and picked up from day care.  
This will help the center for staff planning.

Drop off time: \_\_\_\_\_

Pick up Time: \_\_\_\_\_

Name of the school the child is attending \_\_\_\_\_

School Start Time: \_\_\_\_\_

School finish Time: \_\_\_\_\_

Email: planetkids04@gmail.com

Phone: 780-424-8117

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## Guidelines for transportation of children to and from school:

Authorized persons to whom the child may be released:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Child may not be released to anyone that is not listed on authorization form.

Parent Signature \_\_\_\_\_

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Date \_\_\_\_\_

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Date \_\_\_\_\_

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## Information Release Agreement

I \_\_\_\_\_, give permission to display my child's name on the following:

- My child's cubby and coat hook
- My child's pictures on posters showing various activities
- Any art work
- Any birthday related activities
- Allergies list
- Field Trip Permission form and List
- School List i.e. Listing name, phone # parent name, teacher name, school name etc
- Materials brought from home
- Medication Information
- Or any other place as may be suited by the room staff or director of the daycare for while I have no objection at all.

Comments if any you would like to give or share with us: \_\_\_\_\_

\_\_\_\_\_  
Policies and parent hand book are read and understood by us and we know where they are kept.

Child's Name: \_\_\_\_\_

Parent's signatures: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any question, query or concern please contact director by any means who is available 24x7

Name of Child: \_\_\_\_\_

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Name and location of School: (which the child is attending)

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Who is responsible for transporting the child? (Program, Parent, Child, School bus etc.)

### **Planet Kids Daycare**

Mode of Transportation: Program Vehicle (DAY CARE VAN)

Time and location for drop off and pick up: (meeting place to be specified, e.g., inside the main school door, outside)

Drop off @ \_\_\_\_\_ at the main entrance inside the school building.

Pick up @ \_\_\_\_\_ at the main entrance inside the school building.

Supervision starts @ \_\_\_\_\_

### **Responsibilities of the parent and the license holder regarding the transportation.**

Parent's responsibility to inform the childcare facility of any change, deviation to plan, emergencies (e.g. child sick): Parents should notify program.

Procedures to ensure child is supervised when being dropped off at the school before school start time. Staff makes sure that the children enter the school building and drop him/ her inside the office. The staff on supervision at school is notified when the children are dropped off.

Procedure to find out the whereabouts of the child if he/she does not show up at pre-determined location at pick up time: Program phone school office to have child get paged and school phone and notify program whether child is present in class or not. Program also phone parent to confirm. If unable to locate child call 911 .

Procedure in place if child is detained due to school activity: for instance, should a second trip be made to pick up the child: parents should notify program with regards to the activity of the child after school and no other trip will be made after pick up schedule.

Procedure in place that centre vehicle is involved in an accident: school will be informed of that, and alternate arrangement will be done.

Parents Signatures \_\_\_\_\_

## **PARENT ORIENTATION CHECKLIST**

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## *WHERE KIDS SIMPLY GROW*

Welcome to Planet Kids daycare. We understand that the enrolment process can be a confusing time for new parents and children, so we have compiled a checklist to assist in the orientation process. This, we hope, will help you all to settle in and enjoy the Day Care and Out of School Care experience.

### **Do you know?**

- How to sign in & out of the “sign in sheets” in the reception area/ their respective rooms?
- The opening & closing times of the centres?
- The procedure when you arrange for someone else to pick up your child?
- What to do if your child is absent or running late?
- The centre’s phone, fax or email address?
- Where the centre policies are kept?
- Who to approach to find out details of your child’s progress?
- How to pay your monthly fees in advance to avoid a late fee?
- Where to find & how to fill out medication forms? Where to put medication?
- Where the menus are displayed?
- Where to park & where parking is not permitted?
- Where to find program information?
- Where to find any messages or notices?
- Who to see if the office is unattended?
- When rest / sleep times are & what the policy is?
- Where to find out about your child’s day?
- What is an accident / incident form?

-----Winter vacation will be for two weeks, which will be according to school closing dates issued by Edmonton Public School Board.

### **Centre specific information**

Your centre Directors are: \_\_\_\_\_

Your child’s Teacher is: \_\_\_\_\_, and your child’s Room is: \_\_\_\_\_ ages group within this room are: \_\_\_\_\_.

If you have any further question or queries, please do not hesitate to ask.

**Parent sign** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Directors Sign** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**PLANET KIDS DAYCARE**

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Business Name:

Planet Kids Daycare

11517 105 Ave

Edmonton, AB T5H 3L8

Description of services being provided:

Childcare services provided by Planet Kids Daycare.

Charges for the services to Customers:

Price \$ \_\_\_\_\_ per month to be paid 1<sup>st</sup> day of every month.

**\*One-month notice**, and childcare payment for that remaining month must be provided in order to break the agreement.

I \_\_\_\_\_ hereby declare that the information provided by me in the Registration form of Planet Kids Daycare is true and to the best of my knowledge and belief.

Also, I have read and understand policies of Planet Kids Daycare written and provided to me in their Parents Handbook.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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