

T'IT'Q'ET 3 Year-Old PRESCHOOL & DAYCARE
REGISTRATION FORM

Daycare (User Fee)
Monday – Friday
8am – 5 pm

Daycare @titqet.org

Registration Date: _____

3 year-old program (Free)
Monday – Thursday
10am – 1pm

Enrollment Start Date: _____

Please complete the following questions. The information that you provide will be kept confidential between you and the Daycare/Preschool staff.

Child Information:

Name: _____ Sex: _____
(Surname) (Given name) (Nickname)

Date of Birth: _____ Home PH: _____
(year/month/day)

Street Address: _____

Mailing Address: _____

If Applicable,

Band Name & Number: _____

On Reserve

Off Reserve

Parent Information:

	Mother	Father
Parent/Guardian:	_____	_____
Parent Employer:	_____	_____
Employer's Ph:	_____	_____
Hours of Work:	_____	_____
Cell Ph:	_____	_____
E-Mail: _____	Preferred Contact: E-Mail Phone	

Please Note: If there is a custody order in place, a copy of the agreement must be attached to the registration.

Registration Agreement:

In order to assure that new parents clearly understand the procedures and policies of the Centre, we ask all parents to read the policies enclosed with the packet and also to check off the following items:

I understand that:

- My child(ren) needs to be potty trained.
- The Preschool teachers should be notified if there is any change in daily schedule or pick-up routine.
- I must walk into the building with my child each day and make certain the teacher knows my child is there. **Older siblings are not to bring or pick-up children.**
- I give consent for my child(ren) to ride on the Centre's school bus to go on field trips.
- Keep children home with the following:** those with fever, diarrhea or vomiting in previous 24-hour period. Children too sick to participate in full program, including outside play, need to be kept at home.
- All children need to bring a nutritious lunch to school each day and a pair of indoor shoes. **Please note that some children have severe Peanut allergies, and we do not allow any foods that may contain nuts.**
- Please have your child(ren) keep their toys and possessions at home.
- Parents are to inform the Centre of changes in addresses, phone numbers, employment, emergency information or any changes in family situations.
- Parents are expected to pick-up child(ren) before program end-time at 1pm. If there is no one present to pick-up your child at the designated time, your child will be considered in Daycare and an overtime charge of \$10.00 will be applied. If no one has picked up the child after the first hour, a \$20.00 fee will be applied. Contacts will be called immediately, however, if there has been no contact with parents/contacts after the second hour, the Ministry and/or Band Social Development Worker will be contacted.
- No medication can be administered to a child without the written consent and instructions from the doctor.
- If, after a reasonable period of time, it is found that a child is unable to adjust to the Centre, the Centre reserves the right to request the withdrawal of the child(ren). This decision is left to the discretion of the Daycare & Preschool Manager.
- If, a parent is late on three occasions, for bus pick-up and/or drop-off, bus service may be suspended and/or your child(ren) may be withdrawn from the program.
- Head checks will be done each month. If head lice is found, the child will be sent home with a notice and we ask parents to clear their child(ren) of lice prior to returning to the Centre.
- Parents are expected to participate in their child(ren)'s school experience and will be expected to volunteer at some school events (i.e. field trips, sports day, parties, etc.).
- I agree to abide by these rules and regulations.

Date: _____

Signature of Parent/Guardian: _____

Emergency Consent Form:

Child's Information:

Child's Name: _____ Birth date: _____
(Surname) (Given Name) (Year/month/day)

Family Doctor: _____ Ph: _____

Child's Care Card #: _____ Child's Status #: _____

Mother: _____

Home Ph: _____ Work Ph: _____ Cell: _____

Father: _____

Home Ph: _____ Work Ph: _____ Cell: _____

Two persons authorized to pick up your child and/or be contacted in case of emergency and/or sickness
(persons other than mother/father):

Name: _____ Relationship to child: _____

Home Ph: _____ Work Ph: _____ Cell: _____

Name: _____ Relationship to child: _____

Home Ph: _____ Work Ph: _____ Cell: _____

Health Information:

Communicable Diseases your child has had (i.e.: chicken pox, mumps, etc.): _____

Please answer Yes or No to the following:

Special Medication:	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Vision or Hearing Problems:	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Speech or Language:	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Allergies:	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Behavioural:	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

Hair Colour: _____

Eye Colour: _____

Height: _____

Weight: _____

Photo: _____

*If you answered "Yes" to any of the above, please fill out "Care Plan" form
and/or "Administration of Medication" form.*

Permissions Form:

Emergency Treatment:

I, _____, authorize the T'it'q'et Daycare/Preschool Centre to act on my behalf to ensure immediate medical treatment should the staff deem it necessary. I give permission for my child, _____, in the event of an emergency, to receive full medical attention deemed necessary by a physician at the Lillooet District Hospital. I understand that my child will be accompanied to the hospital by a childcare staff and that every effort will be made to reach me and/or my emergency contacts. I agree to accept financial responsibility for any emergency medical care necessary.

Signature of Parent/Guardian: _____ Date: _____

Outing Permission Form:

I, _____, give the staff of the T'it'q'et Daycare/Preschool Centre permission to include my child, _____, in Daycare/Preschool excursions. I understand that I will be notified of time, date, destination and type of transportation prior to the excursion.

Signature of Parent/Guardian: _____ Date: _____

Permission to take Photographs/Video Taping:

I, _____, give the staff of the T'it'q'et Daycare/Preschool Centre permission to include my child, _____, in Daycare/Preschool photographs/video tapings. I understand that the Daycare/Preschool may use the photographs for display purposes (newsletters, open house, parent nights, bulletin boards, etc.)

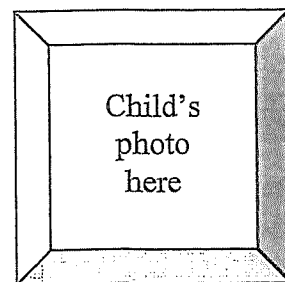
Signature of Parent/Guardian: _____ Date: _____

Permission to use Developmental Screening tools:

I, _____, give the staff of the T'it'q'et Daycare/Preschool Centre permission to include my child, _____, in Daycare/Preschool to use Developmental Screening tools (i.e. Ages & Stages). I understand that the Daycare/Preschool may use the results to help them get to know your child, develop better programming and to ensure we are serving the children in the best way possible. Results will be shared with parents, and kept confidential with staff, and **will not** be shared with other professionals without parent consent (i.e. Speech & Language Therapist, etc.).

Signature of Parent/Guardian: _____ Date: _____

T'it'q'et Daycare & Preschool Care Plan



Child's Name: _____

My child has: (check all that apply)

Allergies

Health/Medical Condition

Food Restrictions

Food Supplements

Please list and explain: _____

Does your child's Care Plan require staff to monitor child symptoms, take action if a reaction occurs, or give emergency medication to your child? No Yes (*fill out Administration of Medication form.*)

If yes, please explain symptoms to look for: _____

Action to be taken by staff: _____

Parent/Guardian Signature: _____ Date: _____

Administration of Medication:

Child's Name: _____

Prescription Medication

Lotion

Non-prescription Medication

Food Supplement

Refrigeration Required

Modified Diet

Name of Medication: _____

Doctor Prescribing Medication: _____

Exact Dosage to be given: _____

To be administered at the following times: _____

For the following period of time: _____

Parent/Guardian Signature: _____ Date: _____

User Fee Agreement:

Daycare User Fees:

\$10/per half day (4 hours or less)

\$20/per full day (more than 4 hours)

In order to assure that new parents clearly understand the procedures and policies of the Centre, we ask all parents to read the policies enclosed with the packet and also to check off the following items:

- Parents are responsible for payment of fees on time. A late fee of \$10.00 will be added to the bills within two (2) days of the due date. Service will be suspended after 5 days.
- There is no reduction of fees for absences or vacations except in the case of an extended illness of the child. The Daycare & Preschool manager should be notified if such a situation occurs.
- If in preschool, parents are expected to pick-up child(ren) before program end-time at 1pm. If there is no one present to pick-up your child at the designated time, your child will be placed in Daycare and you will be charged an overtime fee of \$10.00 will be applied. If no one has picked up the child after the first hour, a \$20.00 fee will be applied. Contacts will be called immediately, however, if there has been no contact with parents/contacts after the second hour, the Ministry and/or Band Social Development Worker will be contacted.
- If in daycare, parents are expected to pick-up child(ren) before program end-time at 5pm. A \$10.00 late pick-up fee will be paid directly to the staff person made to stay past closing. If there is no one present to pick-up your child at the designated time, contacts will be called immediately, however, if there has been no contact with parents/contacts after the first hour, the Ministry and/or Band Social Development Worker will be contacted.
- The Daycare & Preschool Manager is to be notified TWO WEEKS IN ADVANCE before a child is to be withdrawn. Parents are required to pay for those two weeks regardless of when the child(ren) leave the centre.

My signature below indicates that I have read and understood the policies of the T'it'q'et Daycare & Preschool User Fees. I agree to abide by these policies as a condition of my child's enrollment in the program.

Parent/Guardian: _____

Date: _____

3-Year-Old Preschool Checklist:

Please initial beside completed/attached items:

- _____ Registration Form
- _____ Registration Agreement
- _____ Emergency Consent Form
- _____ Permissions Form
- _____ Payment Plan
- Subsidy Form
- User Fee

Please Attach:

- _____ Immunization Record
- _____ Birth Certificate
- _____ Custody Agreement

Please Bring:

- _____ Change of clothing
- _____ Inside Shoes
- _____ Fitted Sheet & Blanket for Daycare

Daycare Checklist

- Registration Form
- Registration Agreement
- Bus Agreement
- Emergency Information Card
- Permission to seek Emergency Treatment
- Permission for Outing
- Permission to take Photographs
- Special Instructions for Medications
- Payment Plan
 - Subsidy Form
 - User Fee
 - Nominal Roll
- Immunization Form
- Birth Certificate
- Custody Order
- Change of Clothing
- Inside Shoes
- Blanket for Naptime
- Water Bottle

P.O. Box 1728
Lillooet, B.C.
V0K 1V0

PH: 256-0033

FX:256-0556



Dear Parents/Guardians,

T'it'q'et Daycare & Preschool is a Non-Profit Society. As such, we request parents/guardians to become members upon registration by paying the once a year \$10.00 membership fee per family. Please fill out the form below:



T'it'q'et Daycare & Preschool Society Membership Application

Name: _____
Last Name First Name

Residential Address: _____

Mailing Address: _____

Ph: _____ Cell: _____

Email address: _____

Membership starts: _____
(day/month/year)

Membership ends: _____
(day/month/year)

Membership fee paid yes
 no