



PARENT/CAREGIVER REGISTRATION PACKAGE
~ BEFORE & AFTER SCHOOL CARE ~

Legal Name of Child: Preferred Name:

Date of Birth: Requested Start Date:

Gender: Female Male Other Gender

Child resides with: Mom Dad Other (If Other, Who)

Parent/Caregiver Name:

Address:

Town: Postal Code:

Home phone: Cell phone: Email:

Employer: Business phone:

Parent/Caregiver Name:

Address:

Town: Postal code:

Home phone: Cell phone: Email:

Employer: Business phone:

Marital status: Single Married Common-Law Separated Widowed Divorced

Emergency Contact Person 1: (Must be local and someone other than the Parent/Caregiver)

Name:

Physical Address:

Phone: Relationship to child:

Emergency Contact Person 2: (Must be local and someone other than the Parent/Caregiver)

Name:

Physical Address:

Phone: Relationship to child:

Who can CORE Child Care Society release the child to (other than Parent/Caregiver):

Name of anyone NOT allowed access to the child:

Other children in the family:

1. Name: Birth date:

School: Day home/Daycare: Other:

2. Name: Birth date:

School: Day home/Daycare: Other:

3. Name: Birth date:

School: Day home/Daycare: Other:



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Health Record

Alberta Health Care Number: _____ Date of Birth: _____
Child's Physician: _____ Address: _____
Phone Number: _____

Immunizations up-to-date: Yes [] No [] If No, please complete Immunization Waiver Form

On any Medication: Yes [] No [] If Yes, what Medications:

Have a Medical Condition: Yes [] No [] If Yes, please list:

Has your child been diagnosed with any special needs: Yes [] No [] If Yes, please list:

History of Illness

- Mumps Yes [] No [] Measles (Red) Yes [] No [] Measles (German) Yes [] No []
Convulsions Yes [] No [] Croup Yes [] No [] Skin Problems Yes [] No []
Pneumonia Yes [] No [] Bronchitis Yes [] No [] Asthma Yes [] No []
Thrush Yes [] No [] Tonsillitis Yes [] No [] Hearing Problems Yes [] No []
Eye Problems Yes [] No [] Rheumatic Fever Yes [] No [] Scarlet Fever Yes [] No []
Chicken Pox Yes [] No [] Frequent Colds Yes [] No [] Fractures Yes [] No []
Epilepsy Yes [] No [] Hepatitis Yes [] No [] Congenital Problems Yes [] No []
Surgery Yes [] No [] If so what Surgery:

Allergies: Yes [] No [] If Yes, please list all allergies and type of reaction:

Allergy: _____ Reaction: _____
Allergy: _____ Reaction: _____
Allergy: _____ Reaction: _____
Allergy: _____ Reaction: _____
Special Diet: _____



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Illness and/or injuries can happen at anytime.

In the event you are not available, the CORE Child Care Society asks that you give their Staff permission to contact and comply with the instructions of a Physician, Health Care Professional or Emergency Treatment Centre on behalf of your child.

If an ambulance is deemed necessary, all costs will be the responsibility of the Parent/Caregiver.

Childcare providers are not allowed to administer any medication to your child without your written consent. You may give this permission each time your child requires medication.

Signature of Parent/Caregiver

Date

Signature of Parent/Caregiver

Date



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Child Emergency Card

Name of Child: _____ Birthdate: _____

Parent/Guardian name: _____

Relationship to child: _____

Physical Address: _____

Does Child Live with you: Y N Cell #: _____ Work #: _____

Parent/Guardian Name: _____

Relationship to child: _____

Physical Address: _____

Does Child Live with you: Y N Cell #: _____ Work #: _____

Emergency Contact #1: _____ Cell #: _____

Home Address: _____ Work #: _____

Emergency Contact #2: _____ Cell #: _____

Home Address: _____ Work #: _____

Person(s) approved for child pick up:

Person(s) not approved for child pick up:

Poison Control: 1-800-332-1414

Emergency Response: 911

Child Abuse Hotline: 1-800-387-5437

Alberta Health Care #: _____ Family Doctor's Name: _____

Family Doctor's Phone #: _____

Allergies/Special Diet: _____

On-going medication(s): _____

Immunizations up to date: _____

Accidents or illness can happen anytime. In case you are not available, the Child Care Program asks that you give the staff permission to contact and comply with the instructions of a physician or emergency treatment centre on behalf of your child.

If an ambulance is deemed necessary, all costs will be the responsibility of the parent.

Childcare providers are not allowed to administer ANY medication to your child without your written consent. You may give this permission each time your child requires medication.

Parent/Guardian Signature

Date



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General & Personal Information Consents

I hereby give consent for CORE Childcare Society to:

Display my child's artwork inside the childcare premises.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Take my child's photo at daycare events. These photo's may be used in newsletters and our social media page. Additionally, I consent to appropriate photographs and/or videos of my child to be taken by Therapists, by Work Experience Students and by Educational or Regulatory Observers while they are at the CORE Child Care Facility.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Take my child on field trips. I understand that every precaution will be taken for the safety of my child.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Take my child swimming at the Town of Edson Leisure Centre, formerly known as Repsol Place. I understand that every precaution will be taken for the safety of my child.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Apply sunscreen to my child when required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Apply bug spray to my child when required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Disclose (and celebrate) the child(ren)'s birthday(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Collect, on an ongoing basis, additional personal information about my child, myself, and any other individual who is referred to in any Form, as reasonably required at any time by CORE Child Care Society in order to provide for: a) The physical, emotional, social and intellectual wellbeing and safety of my child, or b) The general administration and operation of CORE Child Care Society (which includes record keeping, debt collection, and fundraising activities). c) All personal information included in any Form to provide for: i. The physical, emotional, social and intellectual wellbeing and safety of my child, or ii. The general administration and operation of CORE Child Care Society (which includes record keeping, debt collection, and fundraising activities)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Disclose on a "need to know" and, where applicable, on a confidential basis, any personal information about my child, myself, and/or any named individual a) To CORE Childcare Society Employees, Independent Contractors (i.e. People who regularly work at CORE Child Care Society, but who are not paid as Employees), Directors, Therapists, Volunteers (which may include Parents, and/or Legal Guardians of other children attending. CORE Child Care Society), Work Experience Students and Educational or Regulatory Observers; or b) To any third party who requires such information in order to:	<input type="checkbox"/> Yes <input type="checkbox"/> No



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<ul style="list-style-type: none"> i. Provide (or assist CORE Child Care Society in providing) for the physical, emotional, social and/or intellectual wellbeing and/or safety of my child; or ii. Assist CORE Child Care Society in its general administration and/or operations (which includes record keeping, debt collecting, and fundraising activities); or iii. Assist CORE Child Care Society in providing products and/or services to my child and/or to myself; or c) To a public authority or an agent of public authority if, in the Society's reasonable judgment, it appears that there is imminent danger to life or property which could be avoided or minimized by the disclosure of that information; or d) To any third party with whom CORE Child Care Society is negotiating for the purpose of that third party taking over some, or all the Society's services and/or other activities; or e) To representatives of other licensed childcare facilities if I have not promptly satisfied my debts to the Society; 	
<p>Disclose the name of my child in any class list produced by CORE Child Care Society and make available to families of children in each class/time slot;</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Disclose my child's first name and the first initial of their surname on a name tag (whenever children in CORE Child Care Society are given name tags) on their clothing and various items throughout the Facility. (I.e) a sign in/sign out sheet, an allergy sheet, a cubical, a locker, a notebook, or a scrapbook;</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>To collect and disclose personal information regarding my child, myself and/or any Named Individual, without the consent of the child, myself and/or Named Individual where;</p> <ul style="list-style-type: none"> a) CORE Child Care Society is required by law to make any such disclosure (I.e) to the Alberta Daycare Program in order to comply with licensing conditions; or b) A Staff member of CORE Child Care Society suspects abuse, neglect, or endangerment involving the child(ren) for example, to the Director or Child Welfare, Alberta Child and Family Services or to a Law Enforcement Agency. 	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature of Parent/Caregiver

Date

Signature of Parent/Caregiver

Date

Signature of CORE Childcare Society Director

Date



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Walking Consent

I _____ (Parent/Caregiver Name) give consent to CORE Child Care Society to take my/our child _____ (Child's Name) on a walk off site of the Childcare Facility, within a eight block radius of the Facility. I understand that the Facility will have the required supervision present and follow all licensing regulations as well as the Facilities policies and procedures.

Are there any special requirements or knowledge that Staff should have about your child that we will require when we go on our walks? (If there are none, please indicate *none*).

Screen Time

We offer screen time (computer/X-Box/PlayStation/Wii) to all of the children. However, each child must write up a contract, with the help of CORE Child Care Society Staff if needed, and the Parent/Guardian must agree and sign off on the contract prior to usage.

Signature of Parent/Caregiver

Date

Signature of Parent/Caregiver

Date



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Child Profile

Child's play habits (I.e.) Shares, plays well with others, etc.

Special concerns or comments:

Does your child have any fears?

What discipline techniques do you use at home?

Any other information affecting the care of your child?

Family History Questionnaire

This questionnaire is part of the Family History Multicultural Project. Please work with your child to fill in the answers. (Answers reflect the child's family history)

- 1) I was born in _____ City/Province/Country
- 2) My mother's name is _____
She was born in _____ City/Province/Country
- 3) My father's name is _____
He was born in _____ City/Province/Country
- 4) My mother's parents live or lived in _____
_____ City/Province/Country
- 5) They were born in _____ City/Province/Country &
_____ City/Province/Country



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6) My father's parents live or lived in _____
_____ City/Province/Country

7) They were born in _____ City/Province/Country &
_____ City/Province/Country

8) Did my great-grandparents come from another country?
Which grandparent? _____
Which country? _____

9) What is my family's cultural/ethnic heritage?

10) Does my family have any special customs or traditions? What are they?



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11) Tell a story about a special relative who is important to your family.

12) Additional family history information you would like to share.



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Membership Form

All Parents/Guardians, Staff, and Board Members are required to become a Member of CORE Child Care Society. As such, a Membership Fee of \$20.00 will be included in your first invoice. All subsequent Annual Membership Fees will be included on your December 31st statement, regardless of the month your child began attending. Annual Membership Fees are not pro-rated.

Parent/Caregiver and Board Member involvement is extremely important to us as it helps to ensure we are providing the best possible care for your child.

A schedule of Parent/Caregiver meetings will be handed out to all Parents/Caregivers. Participation is encouraged.

We value Parent/Caregiver and Board Member involvement. Accompanying us on field trips and other outings are just a couple of the fun ways you can participate!

We also encourage Parents/Caregivers and Board Members to come into our Facility as a Guest Speaker, sharing about their cultural background, stories or pictures from holidays. Maybe you would like to read a book to the children or lead an art activity. If you are interested, please speak to one of our Staff to arrange a time.

Board Meetings are set for the Board. There may be some meetings which Parent/Caregiver and Staff will be invited to attend.

Staff meetings are set once a month. Parent/Caregiver and Board Members may be invited to attend some of these meetings.

I have read, understand, and agree to become a member of CORE Child Care Society.

Signature of Parent/Caregiver

Date

Signature of Parent/Caregiver

Date



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Before & After School Care Hours

My typical hours needed for Before and After School Care are as follows:

<input type="checkbox"/> Monday	AM <input type="checkbox"/>	To:	PM <input type="checkbox"/>
<input type="checkbox"/> Tuesday	AM <input type="checkbox"/>	To:	PM <input type="checkbox"/>
<input type="checkbox"/> Wednesday	AM <input type="checkbox"/>	To:	PM <input type="checkbox"/>
<input type="checkbox"/> Thursday	AM <input type="checkbox"/>	To:	PM <input type="checkbox"/>
<input type="checkbox"/> Friday	AM <input type="checkbox"/>	To:	PM <input type="checkbox"/>

Average monthly hours: _____

CORE Child Care Society opens at 5:30 AM and closes at 6:00 PM

Please pick up your child promptly at your scheduled pick up time

Bussing

There is a \$4.00 bussing fee per trip, \$8.00 per round trip, and will be noted on your statement at the end of each month. Due to increased fuel and bus maintenance costs, these fees are subject to change.

Your child must be on the child care premises prior to 7:55 AM in order for us to bus your child to their school.

My child requires Bussing to and/or from _____ (Name of School)
on the following weekdays:

<input type="checkbox"/> Monday AM	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> Monday PM	YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> Tuesday AM	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> Tuesday PM	YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> Wed. AM	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> Wed. PM	YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> Thursday AM	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> Thursday PM	YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> Friday AM	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> Friday PM	YES <input type="checkbox"/> NO <input type="checkbox"/>

It is the responsibility of the Parent/Caregiver to let CORE Child Care Society if their child will *not* be using our After-School Bussing Service as indicated on their Weekly Schedule, via the Lillio App.



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Scheduling Before & After School Child Care

It is the duty of every Parent/Caregiver to ensure a schedule for the following week has been provided to the Facility by the Friday prior to the week of attendance.

You can provide this schedule to the Facility by:

- Text: (780) 517-1331
- Email: admin@core-care.ca
- Message on the Lillio App

Please Note: If a schedule has not provided there may not be a space available for your child.

The Hour After Rule

If your child is scheduled to attend CORE Child Care Society on non-school days, and you wish to bring them in later than your scheduled drop off time, you are expected to call and let us know. This is to ensure we have the appropriate Staff scheduled.

If you bring your child in later than one hour after your child was scheduled to attend, and we have not received a phone call from you, you may be refused childcare, and/or a late fee of \$25.00 will be added to your monthly statement.

If we do not receive a phone call from you, we will assume your child will not be coming that day.

CORE Child Care Society has very strict staffing requirements.

As such, please note that if your child did not attend as scheduled, and we were not notified, you will be invoiced for that day as though your child had attended.



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Financial Agreement

It is my desire to enroll my child at the CORE Child Care Society, and I agree to pay the current fees for the program as indicated.

I understand that I will be charged for all days my child is scheduled to attend.

Invoices will be issued at the end of each month and are due upon receipt.

Fees can be paid by:

- Email Money Transfer to: *admin@core-care.ca*
- Credit Card
- Debit

Receipts will be issued upon payment. *Please keep your receipts for income tax purposes.*

I understand that my daily fees may change based on subsidy approval and/or change in the Government Regulations regarding fees.

Should my account become outstanding, child care services may be terminated immediately until the balance is paid in full. Overdue accounts will be sent to Small Claims Court and/or may be referred to a Collection Agency.

I understand and agree that I am required to give one months notice to CORE Child Care Society when terminating my contract and/or childcare. Failure to do so will result in my being charged the full rate of childcare to which I would have normally paid.

Signature of Parent/Caregiver

Date

Signature of Parent/Caregiver

Date



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Dress Code & Additional Items to Bring (Please keep for your information)

I agree to provide the following items each day for use by my child.

Failure to do so will result in a phone call to myself to bring the missing items to the Facility within one hour of the phone call.

The items are as follows:

1 set of extra clothes - seasonally appropriate
Indoor & outdoor shoes - all shoes must have a back on them
Unless it is pajama day, pajama bottoms are not considered acceptable attire
Summer - sun hat, bug spray & sunscreen
Winter – winter jacket, snow pants, winter boots, gloves and toque
<i>Please keep in mind to always dress for the weather as we do go outside every day.</i>
Back pack
Nap time blanket
Own food – Breakfast, AM Snack, Lunch, PM Snack