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## Norfolk Little People's Daycare Registration Form

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

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

School (if applicable): \_\_\_\_\_

Admission Date: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

Any special information regarding your child? Do they have any comfort toys? Daily Routines? Dislikes and likes? Fears? Any information would be appreciated.

### Medical and Special Requirements

Physician's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Health Card Number: \_\_\_\_\_

Does your child have any conditions requiring medical attention that we should be aware of?

Does your child have any allergies? (please be specific)

Has an epi-pen been prescribed to your child?  Yes  No

Does your child have any special dietary needs? (please be specific)

\*Medical treatment, drugs, or medication to be administered on a regular basis during the hours the child is receiving care will need to be filled out on a Medication Form. This will be done with a staff member's assistance.

Norfolk Little People's Daycare takes children's safety and well-being extremely seriously. In the event of an emergency, we will seek immediate medical attention as we see fit. If paramedics are called, we will follow and provide appropriate details and information as required. All efforts will be made to contact the parents/guardians and then emergency contacts if needed. We will remain with the child until the parent/guardian or emergency contact arrives.

Please initial that you understand the emergency procedure:  Yes \_\_\_\_\_

### **Family Information**

Parent/Guardian #1

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer or School Name: \_\_\_\_\_

Parent/Guardian #2

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer or School Name: \_\_\_\_\_

\*Please note: Parents/Guardians can pick up at any time, unless stated otherwise in court ordered documents. If these documents are in effect, the childcare centre must have a copy on file.

### **Emergency Contact and Pick Up Information**

Emergency Contact #1

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Emergency Contact #2

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Emergency Contact #3

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Pick up Contacts:

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

### **Walkabouts**

Walkabouts will happen on and off the child care properties throughout our regular programming. This includes any area that is not a regularly licensed space. These trips allow us to visit people or places of interest and to become familiar with the environment around us. If your child will be attending a field trip beyond this a separate permission form will be provided. If you would like more clarification on the specific walkabouts, please speak with the supervisor.

*Please initial that you understand the walkabout procedure:*  Yes \_\_\_\_\_

### **Parent Handbook**

Norfolk Little People's Daycare has a Parent Handbook which describes various policies and procedures that families should be aware of. A hard copy is provided to all families at the time of enrolment. Please ensure that you have fully read and understand all the policies.

*Please initial that you understand the sick policy:*  Yes \_\_\_\_\_

*Please initial that you understand the medication policy:*  Yes \_\_\_\_\_

*Please initial that you understand the immunization policy:*  Yes \_\_\_\_\_

*Please initial that you understand the financial policies:*  Yes \_\_\_\_\_

*Please initial that you understand registration policy:*  Yes \_\_\_\_\_

*Please initial that you understand the schedule policy (for school age children):*  Yes \_\_\_\_\_

*Please initial that you understand the summer care policy:*  Yes \_\_\_\_\_

*Please initial that you understand the sunscreen policy:*  Yes \_\_\_\_\_

*Please initial that you understand our Duty to Report:*  Yes \_\_\_\_\_

*Please initial that you understand our Covid Policy:*  Yes \_\_\_\_\_

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

### **Photography Policy**

Norfolk Little People's Daycare takes photographs throughout the day to document children's activities.

Photos are printed and displayed at the centre as well as on the website.

*Please initial that you agree to the photography policy:*  Yes \_\_\_\_\_

*Please initial that you agree to photography on the website:*  Yes \_\_\_\_\_

**Enrolment Agreement (Infant, Toddler and Preschool)**

Please provide your child’s schedule. Any changes to the schedule must be made in writing and provide 2 weeks’ notice. A minimum of 3 days per week is required and 4 days per week minimum for infant. Any families whose schedules change monthly are required to provide the schedule in writing 2 weeks before the start of the month. You will be charged for all booked days unless providing 2 weeks’ notice to use a vacation

day.	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Times Required</b>					

Please initial that you understand the enrolment agreement:  Yes \_\_\_\_\_

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

**Items to Bring from Home**

- 2 full changes of clothes to be kept in the child’s cubby
- Appropriate outdoor clothing
- Diapers and wipes
- Blanket to stay
- Bottles/sippy cups to be left at the centre (infant)

**Enrolment Agreement (School Age)**

Please provide your child’s schedule. Any changes to the schedule must be made in writing and provide 1 weeks’ notice. Any families whose schedules change monthly are required to provide the schedule in writing 1 week before the start of the month. You will be charged for all booked days unless providing 1 weeks’ notice of canceling care.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Before School</b>					
<b>After School</b>					

Please initial that you understand the enrolment agreement:  Yes \_\_\_\_\_

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

**Peanut Free Lunches**

Norfolk Little People’s Daycare has a Peanut Free Lunch Policy for all children in the school age program. Please ensure that all lunches are peanut free. Any items that are not peanut free will be sent home.

Please initial that you understand the peanut free policy:  Yes \_\_\_\_\_