



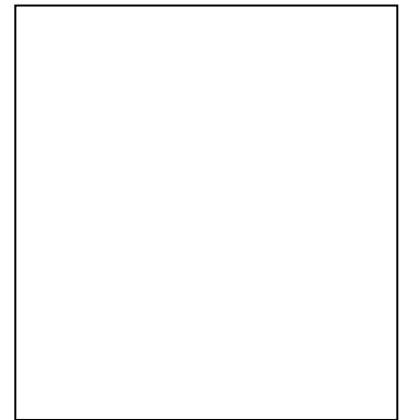
HIS Kids Childcare Registration Form



Family Information

Child:

Name: _____
 Date of Birth: _____ Grade: _____
 Address: _____
 Postal Code: _____
 Home Phone: _____ Gender: M F
 School: _____



Place child's photo here

Start Date: _____
 Stop Date: (office only) _____

Program Enrolling In: Please check

Kindercare – Morning Afternoon Full Day Part Time - Days _____
 Out-of-School care - Morning Afternoon Morning and Afternoon Part Time Days: _____
 Pro-D Day Seasonal Break Days

Parent/Guardian

Name: _____ Home Phone: _____
 Employer: _____ Work Phone: _____
 Hours of Work: _____ Cell Phone: _____
 Work Address: _____
 City: _____ Postal Code: _____ Email: _____

Name: _____ Home Phone: _____
 Employer: _____ Work Phone: _____
 Hours of Work: _____ Cell Phone: _____
 Work Address: _____
 City: _____ Postal Code: _____ Email: _____

Siblings Names & Ages: _____

Are there any custody restrictions HIS Kids staff need to be aware of? Yes No

If yes please **attach court order** and state any general conditions here:

Persons Not Permitted Access

Name: _____ Relationship: _____
 Name: _____ Relationship: _____
 Name: _____ Relationship: _____

Emergency Contacts

Name: _____ Relationship: _____
 Home Phone: _____ Work Phone: _____
 Name: _____ Relationship: _____
 Home Phone: _____ Work Phone: _____

Authorized Pick-ups

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Check if **Emergency Contacts** are also authorized to pick up your child(ren)

Medical Information

Family Doctor: _____ Phone: _____

Medical Identity #: _____ Dependant #: _____

Family Dentist: _____ Phone: _____

Does your child have any special needs? If yes, please explain.

Does your child take any medications? _____

Special comments or instructions for Care Giver Indicate by checkmark

Vision Problems Allergies Hearing Problems Food Dislikes Special Eating Habits Special Diet

Please comment on the above items checked: _____

Indicate any accident, illness or medical disabilities your child has had (give dates)

Immunization Schedule

Please indicate the dates the immunizations were given.

**Please note your child may not attend without this information*

	1 st visit	2 nd visit	3 rd visit	12 Months	18 Months	5-6 Years	Grade 6
Diphtheria				N/A			N/A
Pertussis				N/A			N/A
Tetanus				N/A			N/A
Poliomyelitis				N/A			N/A
HIB				N/A		N/A	N/A
Measles	N/A	N/A	N/A			N/A	N/A
Mumps	N/A	N/A	N/A			N/A	N/A
Rubella	N/A	N/A	N/A			N/A	N/A
Hepatitis				N/A	N/A	N/A	

Permissions

1. I _____ give permission for my child _____ to go on field trips arranged by HIS Kids Childcare Yes No
2. I am aware that in the case of accident or illness, if HIS Kids are unable to reach the parent/guardian, an ambulance may be called to accompany your child to the hospital. I give full authorization for emergency health services and accept all responsibility for payment of all accounts rendered to my family.
3. I certify that the information given in this form is all true and I am the legal parent or guardian of _____.
- 4.

Parent Signature

Date

Additional Information about your child: _____

HIS Kids Policies and Procedures

Discipline

HIS Kids goal is to encourage an environment that enables children to utilize their full potential. The children will be encouraged to build strong and healthy relationships with each other and with the staff. We believe relationships built on trust and respect creates a safe and positive environment for children. We will ensure the children can respect and live by the example set by our staff.

The staff of **HIS Kids** understands that a child grows and learns in a positive environment and as such encouragement and patience will be used in all situations. It is important that children know they are valued and respected and that each of them play an important role. Staff will encourage, value and respect each child's individual strengths and needs will always be of the utmost importance to staff.

At HIS Kids we believe it is important to deal with behavior in a proactive rather than a reactive manner.

- Expectations for behavior at the site and on field trips will be clearly outlined in a manner that is simple enough for the child to understand. In this way we hope to give the child the opportunity to be responsible for their actions.
- If a child is misbehaving the staff will first try and determine the cause of the behavior in a positive way. We will attempt to understand what the child is feeling and what may have triggered the situation, for example:
 - Did the child have a bad day? Was he/she teased at school? Did they get into an argument? Or perhaps they are not feeling well.
 - Once the cause is determined the staff will then deal appropriately with the child by calmly discussing why the behavior was inappropriate at the level the child would understand. The staff then would come up with a suitable consequence that fits the behavior. Reminding the child of the rules, redirecting his/her attention, offering more appropriate choices - giving the child opportunity to make the decision for themselves, limit the child's equipment, state natural and logical consequences.
- If the child does not respond to any of the above they will be asked to take time away from the other children, giving opportunity for the child to realize why they were behaving in such a manner. This is used to help the child to relax and refocus. The staff will first explain the meaning of a time away ensuring the child does not feel embarrassed or humiliated.
- Finally in extreme circumstances where a child is in danger to him/herself or another child it may be necessary to restrain the child. If a child has lost control, the staff will hold the child gently in a calm but controlled manner trying to soothe the child and help them through the situation. Parents will be notified immediately and the situation will be discussed with staff and parent
- If a Child's behavior gets to the point where he/she is unresponsive to the staff; either causing a safety issue or distraction causing the focus to shift from the other children in care and all the above measures have been taken, the parents will be given 1 month notice to withdraw from the program.
- Parents are encouraged to work with the staff to ensure the most effective means of discipline for their child. We understand that not all children react in the same way to any given strategy. Therefore in order to provide the best environment for your child we welcome any and all input you can provide.

In the event of Late Pick-Up

A late pick up fee of \$10.00 flat fee plus \$1 minute you are late. If you arrive 10 minutes late it will cost you \$20.00. In the event of an emergency please call the site to notify the staff. Westshore site (250-478-5436) 6pm closing. PCS site (250-658-8689) 5:30pm closing. Please phone the site as soon as possible if you are going to be late. *The staff member that stays behind will exercise his or her option to wave the late fee based on the situation.* If you are more than one hour late and there has been no phone call to explain, the staff person is required to call the Ministry for Children and Families.

Bus Transportation:

Children who require pick up from other schools are expected to be on time for the bus. Children are given a 10 minute window from the time the school bell rings. Children are not permitted to stay after school for any reason if they are expecting transportation to the HIS Kids site. Please ensure you make the necessary arrangements ahead of time to avoid the late arrival of your child. In the event that your child is late and holds up the bus, there will be a charge of \$10.00 to your account.

Security

People authorized to pick up children are responsible to sign them out at time of pick up.

HIS Kids will not release a child to anyone except a parent of the person in care, or a person who has been authorized by the parent on the registration form or in writing. HIS Kids will not release a child when an authorized person appears to be incapable of providing safe care, or a person not authorized by the parent requests the release of the child. HIS Kids employees will ask for I.D. to ensure that only authorized people are picking up the children.

If for any reason your child has gone missing while at HIS Kids we will allocate all available staff to find your child. We will immediately call the police with a description of your child. We will provide the authorities with all the pertinent information that will help with the expedient return of your child. As soon as the authorities are called HIS Kids will call the parents to inform them of the situation.

If your child is going to be absent for any reason and you have not contacted the site in advance and HIS Kids needs to spend time looking for your child there will be a \$10.00 charge added to your account. If this becomes a regular occurrence you will be given one month notice to withdraw from the program.

Withdrawing or Decreasing Days

If you need to withdraw your child or decrease the number or days your child will be in attendance **Four weeks written notice is required**. If written notice is not received you are responsible to pay for 30 days from the last day of attendance. No refund will be given under any circumstance without the proper written notice.

September Deposit – this is a non-refundable deposit taken for the following September. This will not be refunded if you change your mind **for any reason**, as we staff for the school year based on the sign ups.

Additional Days

Spring Break, Christmas Camp, Professional Development Days and Summer Camp are done on a sign up basis. You will not be charged extra for these days unless you sign up for them. Fees will apply for these days for full time children. They will be given a pro-rated price based on what has already been paid for the month.

Method of Payment

Before your child may start at HIS Kids arrangements for payment must be made. Acceptable payment methods are cheque, cash or e-transfer on the 1st or 15th of each month. We won't be able to accept payment from any parent whose payment has been returned NSF 3 times. **A \$35.00 fee will be charged for any NSF payment.**

Absence or Illness

If your child is signed up for care and is absent, you are still responsible to pay for that day. If you foresee your child being absent for any extended period, you are required to contact HIS Kids office and advise in writing (4 weeks in advance) to avoid charges on your account.

HIS Kids will immediately notify a parent if their child becomes ill or is injured, or requires medical attention. Children may not attend HIS Kids if; they have had a fever in the last 24 hours, vomiting, open rash or head Lice. We will provide a quiet, clean resting area for children who become ill while at HIS Kids, and ensure that a child who becomes ill is under the close supervision of a staff member. Parents that have children who have a communicable illness will be contacted to have their children picked up immediately.

Incidents or Abuse

HIS Kids will ensure that no child enrolled will be subject to emotional, physical, or sexual abuse or to physical or emotional neglect. HIS Kids will call child protection services and the licensing officer if any abuse is **suspected** within the facility or within the child's home so that they may determine the proper steps to take regarding a possible investigation.

HIS Kids must report any incident to the licensing officer under the following circumstances: disease outbreak, emotional abuse, an injury requiring emergency medical attention, a medication error, missing child, motor vehicle injury, neglect, poisoning, unexpected illness requiring emergency

Prepayment/Refund agreement

If you prepay part or all of the cost of any of HIS Kids services and do not end up using the service, HIS Kids will refund you completely. Granted that four weeks written notice is given for any withdrawal or decrease in the number of days needed for care. Please note: **September deposit will not be refunded for any reason.**

Nut Policy

Please do not bring peanut products to the centre in the kid's lunch or snack, tree nuts are allowed.

Screen Policy

HIS Kids believes firmly in developing the full child, physically, mentally and socially. We don't believe this can be accomplished by placing children in front of screens for any extended amount of time. HIS Kids Childcare will not use screens for more than 1.5 hours per week, the only times screens will be used is Friday afternoon for our weekly movie and popcorn time.

Active Play Policy

HIS Kids Childcare will include physical activity, which includes moderate to vigorous bursts of high energy, raises the children's heart rate and may make them 'huff and puff' such as running or jumping. We want to promote healthy growth and development and support body control and movement. Our goal is to build strong bones and muscles, improve balance, coordination and help with the development of gross motor and fine motor skills. We believe active play promotes children's confidence, improves concentration and thinking and learning skills and provides opportunities to develop social skills and makes friends. HIS Kids will promote this activity by offering child initiated free play, organized outdoor/sports activities and offering outdoor playtime after our indoor activities.

HIS KIDS DECLARATION FORM

PLEASE SIGN THE FOLLOWING STATEMENT AND ATTACH TO THE FRONT OF YOUR REGISTRATION FORM.

I _____ legal parent/guardian of _____ declare that I have read and understand the HIS Kids policies and procedures, including the refund policy.

I give HIS Kids my permission to use pictures that may have my child in them for the purposes of advertising (posters or other forms of media). Yes No

Signature: _____ Date: _____

PLEASE ENSURE YOU HAVE ATTACHED THE FOLLOWING:

- Registration Form
- Payment, **Registration will not be processed without direct deposit form in advance.**
- Summer Sign up Sheet if Summer Day Camps

_____ for office use only _____

1. Application received _____ (date)

2. Method of payment received _____ (date)

3. Preferred start date _____ (date)

Payment Options

Payment method is required at the time of registration and will not be processed unless attached.

Please select one of the following payment options:

- A batch of post-dated cheques for September through to June, dated the 1st or 15th of each month.
- I am eligible for Subsidy (Please enclose a copy of your Authorization, or if you are new, contact an HIS Kids supervisor to have a Caregiver Information Form completed on your behalf).
- An e-transfer sent on either the 1st or 15th of each month.

Please note that subsidy does not normally cover the full amount of fees. Please indicate a second method of payment for the parent portion. If you have any questions regarding your portion please contact Brad Messelink (250) 478-5436

Christmas Camp, Spring Break and Professional Development Days require a post-dated cheque e-transfer or cash at time of sign up.