

# NOTRE DAME'S MORNING & AFTER-SCHOOL CARE PROGRAM

## REGISTRATION APPLICATION FORM

Date: \_\_\_\_\_  
yyyy/mm/dd

Child's last name: \_\_\_\_\_

Child's first name: \_\_\_\_\_

Child's birthdate: \_\_\_\_\_ Gender: M ☐ F ☐  
yyyy/mm/dd

Parents or Guardians: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Physical address: \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

### Centre Goals and Objectives:

Notre Dame's Morning & After-School Care Program (M&ASC) provides out-of-school care for children before and after school. We offer a safe, stimulating environment for each child to develop physically, socially, intellectually, and emotionally. We work with parents to try to ensure consistency between environments for their child(ren) and to keep open and effective communication between the program and parents.

### Hours of Operation and Fees:

The school requires a deposit of \$100 upon acceptance of placement.

#### Hours of operation:

Morning School Care: 7:30 am – 8:30 am

Afterschool Care: 2:45 pm – 5:45 pm.

#### Monthly rates:

Morning Care Only	Afterschool Care Only	Both - Morning and After-school Care
<b>One Child:</b> - will be charged a rate of 185.00 per month	<b>One Child:</b> - will be charged a rate of 236.00 per month	<b>One:</b> - will be charged a rate of 421.00 per month
<b>Family Rate:</b> Family of 2 – 308.00 per month  Family of 3 – 354.00 per month	<b>Family Rate:</b> Family of 2 – 308.00 per month  Family of 3 – 354.00 per month	<b>Family rate:</b> Family of 2 – 616.00 per month  Family of 3 – 710.00 per month

Anyone arriving after 5:45 p.m. to pick up their child will be charged \$10.00 for every 10 minutes late.

My child \_\_\_\_\_ will be attending both Morning & After-School

Or

My child \_\_\_\_\_ will be attending Morning or After School Care  
on: (circle morning or after if it is only one)

(circle the days your child will attend)

Monday, Tuesday, Wednesday, Thursday, Friday from \_\_\_\_\_ (times).

**Persons authorized to pick up my child:**

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home/Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home/Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home/Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

The Child Care legislation states, "A licensee must keep, for each child, a record showing the following information: (j) a record of any person who is not permitted access to the child".

Please attach any documentation or record any relevant information here:

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**Immunization Record:**

Child Care legislation states a licensee must keep a record showing a child's immunization status. Please indicate below, the immunization status of your child. If the status changes, parents must notify the care facility.

\_\_\_\_\_ My child's immunization status is up to date following the province of BC's recommended immunization schedule.

\_\_\_\_\_ My child has some immunizations according to the province of BC's recommended immunization schedule. Last immunizations were received \_\_\_\_\_ (date)

\_\_\_\_\_ My child is not immunized according to the province of BC's recommended immunization schedule.

Does your child have special needs or is there any other information we need that would help us in caring for your child? \_\_\_\_\_

### M&ASC EMERGENCY CONSENT FORM

It is our policy to notify a parent when a child is ill or needs immediate medical attention. In an Emergency, we may not be able to contact parents. Our procedure, in an Emergency is to call an Ambulance immediately. Please sign the consent below so that we can take appropriate action on behalf of your child. This will accompany your child in an emergency.

I hereby give consent for my child \_\_\_\_\_ when ill / injured to be taken to the hospital when I cannot be contacted.

I hereby give consent for my child \_\_\_\_\_ to receive medical treatment.

\_\_\_\_\_  
signature of parent / guardian (date)

\_\_\_\_\_  
name of witness (print please) signature of witness

**EMERGENCY CONSENT CARD** Lives with: Mother Father Both Please circle one.

Child's Name: \_\_\_\_\_  
surname first name(s)

Birth date: \_\_\_\_\_ Gender: M ☐ F ☐  
year/month/day

Physical & Mailing address: \_\_\_\_\_

**Mother's name:** \_\_\_\_\_ **Cell/Home phone:** \_\_\_\_\_

Work place: \_\_\_\_\_ Work phone: \_\_\_\_\_

**Father's name:** \_\_\_\_\_ **Cell/Home phone:** \_\_\_\_\_

Work place: \_\_\_\_\_ Work phone: \_\_\_\_\_

**Emergency contact:** \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Tetanus immunization: \_\_\_\_\_ Allergies/Medications: \_\_\_\_\_

Child's dentist: \_\_\_\_\_

Phone: \_\_\_\_\_

Personal Health Number (PHN): \_\_\_\_\_

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

Any custody issue we need to be aware of?  
\_\_\_\_\_  
\_\_\_\_\_**Payment:**

- Fees are due and payable on the last day of each month. Your monthly fees can be paid by Pre-Authorized Payment Plan (PAPP), VISA, MasterCard, and American Express or directly from your bank account. Pre-authorized payment forms may be obtained from the school office. Please be sure to include your child's full name with your payment. Failure to pay the full childcare fee can result in the termination of your childcare space.
- If your child is absent due to sickness, vacation or other personal reasons, it is necessary to pay the full fee in order to maintain your child's space.
- Monthly fees for school-age programs cover the ten-month school year.
- If part of your child care fee is paid through the Ministry for Children and Family Development (MCFD) Child Care Subsidy, you are responsible to apply for and keep current your child care subsidy and understand that you are responsible for the full child care fee if you fail to renew your subsidy or your subsidy is cancelled.

**Absent Child:**

We ask that parents still call the school office (250-782-4923) if your scheduled child(ren) will not be coming to M&ASC as this is a safety measure to ensure all children are accounted for.

**M&ASC will be closed for:**

- All Statutory Holidays
- School Christmas Break
- Spring Break
- Summer Holidays: July and August
- Professional Development or Non-Instructional Days

**Adjustment Period:**

The M&ASC has an adjustment period for new children and families entering the programme. A two-week orientation time is available for those children. This will provide the parents and staff with assurance that the ASC can meet the care needs of the individual child and family.

If, within the two-week period the M&ASC does not fulfil the family's expectations, the parents are able to remove their child without two weeks' written notice. The parents will be responsible only for the days attended in the two weeks adjustment period.

**Parent Responsibilities:**

- Pick-up of your child no later than 5:45 pm.
- A \$10.00 fee for every 10 minutes for late pick-up will apply after 5:45 pm.
- If there is an emergency and you will be later than 5:45pm you must notify M&ASC as soon as possible.

- When your child is ill he/she should be kept home.
- If for any reason your child will not be attending the program because of an illness, please notify the school immediately by telephone, so we know your child is accounted for.
- If there are any health problems the M&ASC staff should be aware of, please provide details in order for staff to provide quality care to your child.
- Medication authorization forms must be completed for any ongoing and temporary administration of medication to your child.
- Please provide an Immunization Record of your child from a Physician or from the local Health Unit for the Centre's records.
- Please keep all contact information, especially Emergency contact information, updated with the school office.
- An extra set of clothes and footwear should be sent to the M&ASC. Also, please send your child in appropriate clothing for the weather and seasons.
- If you are permanently removing your child from the M&ASC, please notify the school Office.

#### **Program Responsibilities:**

- Ensure the facility will comply with all requirements of the Community Care Facility Act and Child Care Licensing Regulations.
- Maintain health and safety regulations.
- Ensure that the physical structure and play areas are safe for children.
- Notify parents of any health and/or social problems or concerns for their child.
- Participate, within reason, with health officials in their child's health program, including vision, speech, hearing, and general health screening upon parents' request or permission.
- Advise parents of any medical emergencies, reactions to medication, sudden illness or accident.
- Do not send children home with anyone other than pre-authorized persons as indicated on the registration forms.
- Your child will have the opportunity to participate in indoor and outdoor experiences.

**My signature indicates that I understand the Morning & After-School Program's policies and obligations, and agree to abide by them. Failure to do so may mean the removal of my child from the Program.**

\_\_\_\_\_  
Parent/Guardian (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Morning & After-School Program Supervisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy/mm/dd)

This registration form will be considered by the admission committee.

**For Notre Dame Use Only:**

**Date of Enrollment:** \_\_\_\_\_

**Date the child stopped attending:** \_\_\_\_\_

**Document Checklist:**

- ☐ **Copy of immunization records**
- ☐ **Copy of birth certificate**
- ☐ **Copy of health care card**
- ☐ **Copy of fee option form**
- ☐ **Permission to administer medication (if applicable)**
- ☐ **Legal Documents (i.e. court documents)**
- ☐ **Signed PIPA form**