



Programme Registration Package

I have reviewed the parent Handbook and have had the opportunity to review other policies of Junction Day Care Centre and to ask questions.

Name: _____ Signature: _____

Registration Form – all sections of this form must be completed.

Name of Child _____ **Date of Birth** _____

Address _____

Postal Code _____ **Home Telephone** _____

Alternative address _____

Postal Code _____ **Home Telephone** _____

Health Card # _____ (optional) **Child's Gender** _____

Allergies _____ **Food restrictions** _____

Anaphylactic allergies _____

Other medical information _____

Parent/Guardians Name

Parent/Guardians Name

Work Address

Work Address

Work Number _____

Work Number _____

Cell _____

Cell _____

Email address _____

Email address _____

Persons authorized to pick –up child at any time

Emergency Name _____

Telephone _____

Relationship to child _____

Dr.'s Name _____ **Dr.'s Address** _____ **Dr.'s Phone #:** _____

Date _____ **Parent's Signature** _____

Start Date _____

Withdrawal date _____

(parent to fill out)

(supervisor to fill out)

Please use this page to share more information with us about your child.

Child's Name:

Other family members:

Language(s) spoken at home:

Migration history:

Favorite Activities:

Dislikes:

Dietary Restrictions

Please list any dietary restrictions your child has.

Child's Name: _____

Dietary restrictions:

(Please inform if child has anaphylactic allergy)

Previous History of Communicable Diseases: _____

Junction Day Care Centre has an Accessibility Policy for people with disabilities. Do you require accommodation for yourself or your child? _____

Please confirm which pickup persons you authorize us to share information about your child's day with: _____

Anything else you would like to share with the daycare (attach another page if necessary)

Date: _____

Parent's name: _____

Signature: _____

Consent Form

Excursions

_____ may participate in all supervised excursions from the day
(child's name)
care centre.

By signing this consent form, I/we hereby release the centre from all liability for accidents and illnesses occurring while my/our child is in attendance, except for the willful negligence of the day care.

DATE _____

PARENT'S SIGNATURE _____

OPTIONAL

I/We grant permission to:
 photograph
 video tape
 record

Centre Use Media Use

(please initial)

Junction Day Care Centre Code of Conduct

We all have the right to be respected and to be safe in our childcare community. The Junction Day Care Centre Code of Conduct sets clear standards of behaviour that apply to all individuals involved in the Junction Day Care community: students, parents/guardians, volunteers, staff, and Board members. These standards apply whether on centre property or at centre-sponsored events and activities. * There is a separate policy for children outlined in the Suspension Withdrawal Policy.

All parents, after reviewing the Code of Conduct, are required to sign that they have read, understand the policy and agree to follow the Code of Conduct as outlined below. Any questions of clarification should be addressed to the supervisor.

- All members of the Junction Day care community are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability or any other ground protected by the Ontario Human Right's Code.
- All adult members have the responsibility to act as models of good behaviour. Foul language (swearing, name-calling, shouting, threatening, de-meaning others) is not appropriate. Individuals engaging in such behaviours will be asked by the supervisor or acting supervisor to refrain from such behaviour. If the inappropriate behaviour continues, they will be asked to leave the premises immediately.
- Inappropriate behaviour or harassment of any kind towards a child, parent, staff person , student or volunteer, will result in immediate intervention up to and including the family's expulsion from the centre and/or police intervention. This type of behaviour includes but is not limited to harassment or intimidation by written note, email, words, gestures and/or body language.
- The privacy and confidentiality of children, parent/guardian, staff, students and volunteers is a requirement of the daycare. All concerns and comments should be addressed with Junction Day Care staff. Should this discussion not address your concerns, the next step is to review the situation with the Supervisor. Failing resolution with the Supervisor, the matter will be referred to the Board of Directors.
- In respect for confidentiality, staff and parents are to raise concerns in a private area, out of earshot of other children and parents.

When the safety of anyone in the daycare is threatened by violent or threatening behaviour, the two (2) weeks written notice of withdrawal is waived. The Supervisor and the President of the Board of Directors will meet with the parent/guardian immediately and the parent/guardian will be required to withdraw the child from Junction Day Care at a time set by the Board of Directors at its sole discretion.

I have read the Junction Code of Conduct and agree to the terms as stated.

Name: _____

Signature: _____

Date: _____

Emergency Medical Attention

I _____ give permission for Junction Day Care staff to

(Parent's name)

authorize emergency medical attention for my child _____

(Child's name)

in the event of a medical emergency. I understand that Junction DCC will attend to emergency medical needs of the child as first priority, and that another staff will make every attempt to contact me.

Witness: _____

Date: _____

Information Sharing Consent Form

Junction Day Care Centre

Ongoing communication between professionals involved in your child's day enhances his/her educational and childcare experience. In order to best serve children's needs, there are times when it is appropriate for the School and the Childcare Centre to exchange information about the children participating in both programs. The kind of information shared may include, but is not limited to, child's attendance, illness, transportation or behaviour issues.

Shared written information will be kept confidential and will be shared only during the time in which the child is enrolled in the child care centre, or upon the request of the parent.

In the event that is necessary to refer to clinical reports, Special Needs Consultants Reports, or Ontario Student Record (OSR) documents, parents will be asked to sign the appropriate consent form before such information is disclosed.

Your consent will give permission for the exchange of information between the school and the Child Care Centre.

I/we give permission to _____

(Name of Child Care Centre)

And _____

(Name of School)

For the reciprocal exchange of information about my child _____

Name of Child

Date of Birth

Name of Parent/Guardian *please print*

Signature of Parent/Guardian

Witness

Date

The Municipal Freedom of Information and protection of Privacy Act, 1989, Subsection 32 9b) states: "An institution shall not disclose personal information in its custody or under its control except , if the person to whom the information relates has identified that information in particular and consented to its disclosure."

Copy to: School
 Parent



Priority of Space

To be added to Junction Day Care Waiting List Policy

By September of each year, children from the kindergarten room who will be 6 years of age by Dec. 31st, are moved to the Junior School Age room. The oldest Junior School Age children are moved to the Senior School Age room. Whenever projected September enrollment indicates that there will not be enough spaces in the school age rooms to accommodate all of the children who require a space, the following policy will apply.

Admission into the School Age Rooms will be based on the following order of priorities.

1. The child is 6 years of age.
2. The child is 7 years of age
3. The child is 8 years of age
4. The child is 9 years of age
5. The child is 10 years of age
6. The child is 11 years of age

On admission, all parents will sign a copy of this policy.

I, _____ understand that there may not be a vacancy in the next room for my child _____.

Date: _____.

