

Cowichan Pre-School Registration Form (continued)

*Please attach two photo's of your child *

- There is a \$25 registration fee -

Health History:

Does this child have any known health problems or depressed immune system? Yes/No

If yes, please attach documentation.

Please list communicable diseases child has had:

Have they had any recent illness? Yes/No. If Yes, please provide details:

Any known allergies? Yes/No. If yes:

Please attach special instructions to follow if the event of an allergic reaction.

What are the child's eating habits?

Favourite foods:

Strong dislikes:

Has your child been refereed to Sundrops Supported Childcare and/or on the wait list to be seen at Sundrops Supported Childcare?

Does your child have needs that may require extra support? If so, please specify:

Basic Schedule and Record of Immunization as submitted by Parent or Guardian:

(Please attach a copy of immunization record or record of dates).

I have read the facilities guidelines and policies and I authorize the caregiver to obtain the following services for this child as necessary: Physician and/or ambulance in the event of an emergency. I authorize the caregiver to apply sunscreen and administer medication with the written permission of the parent.

Date: _____ Signature of Parent/Guardian: _____

Signature of Caregiver: _____

Cowichan Pre-School Association Field Trip Information

All parents driving on field trips must have:

- Current drivers license
- A vehicle in good repair
- Minimum of 1\$ Million liability insurance
- A photocopy of license and current insurance on file at the Pre-school.

Car seats/booster seats: It is required by law that children 9-18kg (20-40lbs) be secured in an approved booster seat). Car seats and booster seats are required for all children going on field trips. If you are unable to drive, please plan to leave your car seat with us.

There will be no smoking /vaping on field trips. Please remember that medication can have adverse effects on driving.

Field trips require a minimum adult to child ratio of 1 to 4. Any increase in the number of parent helpers is left to the discretion of the supervisor. The factors affecting this decision include the location of the trip, safety factors, available space, mode of transportation, and ages of the children.

Ample notification (usually 1 week or more) will be given for all field trips. The only exceptions to this will be walking excursions in the immediate visual vicinity of the Pre-school. Notification will be by the monthly newsletter, notices on the board, and through contact with the class representatives.

Please be advised that permission slips for individual class trips will not be required.

Your permission as signed below will be sufficient for the term.

Name of the child: _____ Class: MWF / Tues Thurs.

Signed: (Parent/Guardian) _____ Date: _____

Waiver/Release

I understand that the use of the Cowichan Pre-School facilities and the activities, including field trips, that my child participates in at the Pre-School may involve some risk of physical injury. I release and discharge the Cowichan Pre-School Association, its employee's, and volunteers from any action, causes of action, or liability which I may have individually or on behalf of my child, arising from injury.

Name of child: _____ Class: MWF / Tues Thurs.

Name of Parent/Guardian: _____

Signed: (Parent/Guardian): _____ Date: _____

Cowichan Pre-School Association Parent's Agreement From

Your preferred method of payment: (Please circle one)

- Post-dated cheques
- Cash payment on the 1st of every month
- Annual lump sum
- Bi-annual lump sum

Your preferred method of fundraising: (Please circle one)

- \$100.00 cheque (payable by Oct 1st)
- Active participation in school fundraising events.

I have received a complete copy of the Parent's Agreement. I have read the entire Parent's Agreement. I understand and consent to the terms set out in the Parent's Agreement, including the Waiver/Release.

Signature of Parent/Guardian: _____ Date: _____

- Receipts are available upon request-

Reminder that fee's are refundable with one month's advance notice in writing to the Treasurer or verbally to the Supervisor.

Cowichan Pre-School Parent Handbook (Please keep for your records).

Supervisor Responsibility

I understand that at school the Supervisor has overall responsibility for the program, teaching methods, discipline, and health and safety measures.

Illness

- a) I will not send my child to school if my child is ill.
- b) I will not come to the school if I am ill.
- c) If my child contracts a communicable disease I will notify the Supervisor immediately.

Drop-off and Pick-up times:

I understand the drop-off time is 9:00am and pick-up time is 12:00pm for the Monday-Friday morning programs. I understand drop-off is 9:00am and pick-up is 3:30 for Monday-Friday all day programs.

Policy Regarding the Release of Children

I understand that my child can only be released to authorized persons (those listed on the enrolment form). I will inform the school in writing of any change in the pick-up routine.

Children will be released to the following persons, in the following conditions:

- a. Parents. In the case of separated parents, the child will be released into the custody of the non-custodial parent only with permission and by prior arrangement with the custodial parent.
- b. Caregivers. Children will be released to the caregiver who's name appears on the registration form as having authority to take children home.
- c. Grandparents, friends, etc. Children will be released to the aforementioned, if their names appear on the registration form as having authority to pick up children and by prior arrangement with parents.

Special Circumstances:

- a. If a designated caregiver does not arrive on time to pick up child, every effort will be made to contact the parent or emergency contact person. A staff member will remain with the child until the child is picked up. If every effort has been made to contact parents or caregiver, and the length of time that has passed since the pick-up time is deemed too long by the staff (more than one hour), the staff member may contact the Ministry of Children and Families, and proceed as directed.
- b. If a staff member deems the person arriving to pick up the child is unfit to safely look after the child, the staff member will not release the child to said person. The Ministry of Children and Families will be contacted, and staff will proceed as directed.

Supervisor Authorizations

I authorize the Supervisor to:

- a. Request any necessary examinations by public health personnel;
- b. Contact me to arrange to bring my child home or if my child appears ill;
- c. Obtain professional help (ie. Family doctor or ambulance) if necessary (I will be notified immediately and if I cannot be reached, then contact will be made with the person I listed as the emergency alternate on my child's enrolment form).
- d. Exercise discretion to ensure the safety and well-being of my child.

Notice of Withdrawal

I will give 1 month's notice before withdrawing my child from school. Notice will either be in writing to the Treasurer or verbally to the Supervisor. In lieu of notice, I will pay 1 month's tuition.

Annual General Meeting Attendance

I will endeavour to attend the Pre-School's Annual General Meeting. I will take an active interest in the Cowichan Pre-School Association.

Fundraising

I will either:

- a. Actively participate in fundraising events throughout the year, or
- b. Pay a \$100.00 fundraising donation fee (charitable donation tax receipt available upon request), or

c. Pay an extra \$10.00 per month on my fees for fundraising fees.

To keep our fee's reasonable while continuing to upgrade the school, it is necessary to do some fundraising. All parents are asked to participate in our spring raffle.

Policy Regarding Child Abuse and Neglect

I understand that the staff will follow abuse protocols as outlined in the BC Handbook for Action on Child Abuse and Neglect.

Specifically, staff will:

- a. Report to a child protection social worker if there is a reason to believe a child has been or is likely to be abused, neglected, or in need of protection.
- b. If a disclosure has been made, or evidence has been presented to one staff member, that particular staff member will report the incident to directly to the Ministry of Children and Families. The Supervisor will be informed that the report has been made.
- c. If an allegation of abuse occurs in the centre, Licensing will be notified and a staff will proceed as instructed.
- d. If the disclosure refers to an incident(s) that has occurred off-site, the Ministry of Children and Families will be notified and staff will proceed as advised.

Medications

I understand that Cowichan Pre-School staff generally does not administer medication. Exemptions can be made for allergy control (e.g. Epipens). Medication Release Forms must be completed by parents and staff prior to any medications being administered.

Waiver/Release

I understand that the use of the Pre-School facilities and the activities that my child participates in at the Pre-School may involve some risk of physical injury. I release and discharge the Cowichan Pre-School Association, its employee's, and volunteers from any action, causes of action, or liability which I may have individually or on behalf of my child, arising from any injury, in excess of the public liability insurance carried by the Pre-School.

Parent Availability

We must be able to reach you or a responsible adult in case of emergency. Please let us

know of any change of address, phone number, or place of employment.

Emergency Procedure

In the event of an earth quake, fire, or other emergency, staff will remain with the children, following emergency protocols. Parents and/or emergency contacts will be notified to pick up children.

Staff will remain on site with all children unless directed to a community location by emergency personnel. Staff will accompany children to that location and remain there with the children to that location and remain there with the children until authorized persons have picked up them all up.

Independence

Children are encouraged to do as many things by themselves as possible. We will help with zippers ,buttons, and laces when needed. Children tidy up their toys and art materials after play. Children wash their hands before snack and after toileting.

The Supervisor is always happy to discuss your child's progress and time at Pre-School with you. If you have special concerns or questions, make arrangements to speak about them. It is helpful if the Supervisor is told about of any changes in your home life that may affect your child's behaviour. Your information is always considered confidential.

Please refrain from bringing toys from home whenever possible. There are times when it may be appropriate, and the staff will be happy to discuss this on an individual basis.

Please, no gum.

Clothing

Children will be playing outside everyday unless the weather is extremely wet. Please dress you child accordingly. *Play clothes* should be worn at school. Please provide a pair of slippers, with the child's name clearly marked, to be left at school.

Parent Volunteers

A sign up sheet will be circulated at the Annual General Meeting in September. Your

attendance at this meeting is encouraged to ensure that all positions on the Board are filled and that the volunteer list can be circulated and filled. This gives parents who are interested to have the time and an opportunity to be involved in the program. In addition to this, we will need parents to volunteer for various activities throughout the year.

Snack

Cowichan Pre-School provides a shared snack, created through food donations. Every 4-6 weeks you will be asked to contribute specific items, on or by a specific date. Snacks are healthy as outlined by the Canada Food Guide.

Lunch

Children attending the full day program will need to bring a healthy lunch to Pre-School. Parents will be advised of any class food allergies and will be required to avoid packing any of the allergens in their child's lunch. Lunches are not refrigerated so please provide ice packs if necessary. We are a juice free facility. Please pack your child with a full water bottle each day.

The Pre-School will be closed on all regular public school holidays, but will remain open on all Pro-D Days. Cowichan Pre-School closes on 2 professional development days annually. Parents will be notified in advance of these days.

Parents are advised to read the Cowichan Pre-School Constitution and by-laws and Policies and Procedures Manual available at the school. In addition, all Board meetings are open to all parents unless otherwise stated.