

Happy Day EPK

Registration Form

Child Information

Full Name:

Date of Birth: (mm/dd/yy)

School: Grade as of Sept 2021:

Home Address: Home Phone:

City: Postal Code:

Start Date:

Drop Off Time: Pick Up Time:

Alberta Healthcare #

Allergies:

Health Concerns or Issues We Should Be Aware Of:

Are their Immunizations Up To Date?

Medications (Please note we will only provide prescription medication in original container, labeled with the name of the child, dosage amount, medication name, prescribing physician, and expiry date):

Parent #1 Information

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

Address: \_\_\_

City: Postal Code:

Home Phone: Cell: Work:

Parent #2 Information

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

Address: \_\_\_

City: Postal Code:

Home Phone: Cell: Work:

Alternate Emergency Contact **(FULL PHYSICAL ADDRESS REQUIRED BY ALBERTA CHILD SERVICES)**

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

Address: \_\_\_

City: Postal Code:

Home Phone: Cell: Work:

People authorized to pick up child from centre (Please note they must provide photo ID)

Permission Form

I, , give permission for my child,

To go on daily and/or occasional activities beyond the child care centre to the field or park at École Pere Kenneth Kearns. This also includes various rooms indoors such as but not limited to the kitchen, gym, library, and stage area.

By giving permission for these activities and those provided in the classroom I am accepting that there is an element of risk and that injury can occur without fault of École Pere Kenneth Kearns School, Happy Day EPK, Happy Day Preschool Ltd, or its staff, and The Elk Island Catholic School Board.

I, , give permission for my child,

To be photographed, videotaped, and or recorded for the sole purpose of communication for year book, and/or to other parents that request pictures of special events that may occur at Happy Day EPK. You will have access to all media taken of your child and may request at any time to cease this permission. All media will be stored in a secure location.

**Please initial each of the following:**

 Happy Day Hours are 6:45am to 6:00pm, I will ensure my child is picked up by 6:00PM

\_\_\_\_\_\_ I understand that 30 days’ written notice provided to administration is required for the withdrawal of a student from the program, and that if I do not provide written notice, my regular month’s fees will still apply. I have read the withdrawal policy and have asked any clarifying questions.

 Happy Day is not responsible for loss, theft, or damage to personal property.

 Alternate arrangement will be made for sick children.

 Your child will only be released to people listed on your form.

 Monthly fees are paid via direct withdrawal on the first of the month. NSF payments will be paid within 5 business days with an additional $25.00 NSF fee. Payment not received by the 15th of the month will incur an additional $25 fee.

 I will inform Happy Day immediately of any changes to contact or emergency contact information.

 I understand the $50.00 registration fee is a onetime fee and is non-refundable.

\_\_\_\_\_\_I have read and understand any policies in the parent handbook.

\_\_\_\_\_\_In the event of a medical emergency where staff is in contact with first responders first, I give permission to Happy Day staff to provide the first responders with my child’s Alberta Health Care Number, any medical information provided on this form, and any medications they administered that day.

Parent Signature: Date:

Permission to Use Outdoor Space on School Property

 Throughout the course of the year we will be periodically using the outdoor play space on school property, walk to Brentwood Elementary Park, Peacock Park, or take walks around the immediate neighbourhood. These also include such areas as the sports fields and park equipment. The risk of these activities is minor however injuries may occur as a result in participating. These risks include but are not limited to:

1. Weather related such as sunburn or high winds
2. Animal or bug bites
3. Slip and fall hazards
4. Sports injuries such as bruises, sprains, or breaks
5. Allergic reactions
6. Motor Vehicle related

 These risks result from the nature and location of the activity and can occur without fault of either the student, École Pere Kenneth Kearns (its employees or agents), Elk Island Catholic School Board, or Happy Day Preschool Ltd. o/a Happy Day EPK (it’s employees or agents).

Thank you.

Lisa Makin, Owner

Happy Day Preschool Ltd. o/a Happy Day EPK

ACKNOWLEDGEMENT

I acknowledge that by signing this I accept the risks of participating in these outdoor activities for the 2021/2022 School year at Happy Day EPK.

Student Name: Date:

Parent Name: Parent Signature:

I will provide bug spray and sunscreen as needed and give permission for centre staff to apply it.

Parent Name: Signature: Date:

2021/2022 Fee Schedule

Out of School Care

$405-Defined as Before School 645-830 & After School last bell till 6pm Mon- Friday. This does not include PD Days or School Closures. These Full days are an additional fee of $10 per day only if the care is required. Sign Up and payment for these days is due 1 week prior for the purposes of planning and staffing.

Kinder Care (Please Read Carefully as we offer several options)

$625- This is for students attending 5 day a week morning only kindergarten. Care includes before school, pick up at classroom at approx. 11:15, afternoon care until 6pm. This does not include PD days or school closures.

$385- This is for students attending 5 mornings a week kindergarten who only require care from 11:15-3:15. They would need to be picked up by 3:15 sharp or put on the bus by our staff. PD Days and school closures are not guaranteed, will only be available if there is space available. The fee for school closures or PD Days is an additional $20.

$625- This is for students attending Full Day Kindergarten 2 days a week and every second Friday. Care includes full day care on alternating days from school plus before and after school care on days they attend class. This does not include PD days or school closures.

$410- This is for students attending Full Day Kindergarten 2 days a week and every second Friday who only require care on the alternate days during school hours. Children can be dropped off as early as 645, however need to be picked up by 3:15 or put on the bus by our staff. Does not include care on school closures and PD Days. Care on these days is not guaranteed and only available if there is space.

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**Pre-Authorized Debit (PAD) Agreement**

I authorize Happy Day Before & After School Care and the financial institution designated to begin deductions as per my instructions for monthly regular recurring payments for payment of all charges arising under my personal or business account. Regular monthly payments for the full amount of services delivered will be debited to my specified account on the 1st day of each month.

This authority is to remain in effect until Happy Day Before & After School Care has received written notification from me of its change or termination. This notification must be received at least 30 days before the next debit is scheduled at makinofficemanager@gmail.com. I may obtain a sample cancellation form, or more information on my right to cancel a PAD Agreement at my financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca)

Happy Day Before & After School Care may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me. I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my recourse rights, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)

**PLEASE PRINT DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/Town:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Province:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: (Bus.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Res.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financial Institution (FI):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FI Bank Account Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FI Transit Number (5 digits):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch Number (3 digits):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City/Town:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code:\_\_\_\_\_\_\_\_\_\_

Authorized Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Happy Day EPK

Transportation Agreement 2021/2022

In accordance with Alberta Child Care Licensing, we require every student to have a transportation agreement on file. This agreement serves to make clear how your child will be dropped off and picked up at the child care centre, when the child is Happy Day EPK’s supervision responsibility and when they are the supervision responsibility of Ecole Pere Kenneth Kearns, also your responsibility to inform the centre if your child will be late or absent and the steps we will take if your child does not show up to care when expected.

The doors open at 6:45am for drop off. Children are required to have a parent/guardian or person designated by the same to sign them in. It is the responsibility of the parents/guardians to inform the centre if your child will be late or absent. Should your child not arrive when expected Happy Day EPK will take the following steps:

 1) Contact the office to find out if you have perhaps called the absence in to them and not us

 2) Centre staff will contact both parent/guardians followed by alternate emergency contact

 3) If child is still not located 911 will be called to report missing child

At 8:30 supervision begins Ecole Pere Kenneth Kearns by school staff and at that time students will be sent outside for regular supervision. Happy Day EPK staff will ensure Ecole Pere Kenneth Kearns staff has begun supervision before sending them out, at this time they become the responsibility of the school.

After school, students become the responsibility of Happy Day EPK once they have entered the classroom. Parents are required to come directly into the centre to sign children out. Should a child not show up to the centre after school when expected the following steps will be taken:

1) Ecole Pere Kenneth Kearns Office will be contacted and the school will begin their search for child.

2) If child cannot be located, centre staff will call the child’s parents/guardians followed by alternate emergency contact.

3) If child is still not located Ecole Pere Kenneth Kearns Staff will call 911 to report missing child.

Every day Centre staff will contact school office when all children have arrived in the centre.

Please Fill out and sign the following page. Signing implies understanding of this policy, agreement to contact the centre directly in event of a late or absent child, and understanding of the steps we will take if your child does not show up at the centre.

Student :\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Morning Arrival:

Child will be dropped off via:

 Parental Drop Off\_\_\_\_\_\_

 Bus Drop Off\_\_\_\_\_\_

 Bus Number:

Bus Driver Name:

Bus Driver Phone Number:

Arrival After School:

Child will arrive at centre after school via:

On own from within school\_\_\_\_

By Bus\_\_\_\_\_

Bus Number:

Bus Driver Name:

Bus Driver Phone Number:

Parent/Guardian:

Parent/Guardian Signature:

Date: