

PETER PAN CHILD CARE AND OUT OF SCHOOL CARE



REGISTRATION BOOKLET

Please Return Booklet back to Director

Policy Changes are made annually. Any time policies and/or procedures change that affect the operations of the Center throughout the year, parents will be notified in writing as soon as administratively feasible. Parents are always welcome to discuss any policy or procedure with the Director at any time.

**PETER PAN OUT OF SCHOOL CARE
APPLICATION**

Please fill out form in Full.

School child is attending: _____

Start Date at Peter Pan: _____ (MM/DD/YYYY)

Child's Name: _____

Birth date: _____ (MM/DD/YYYY)

All information is kept private and confidential. We only share information within Peter Pan Child Care and Out of School Care Centre.

Mother's Name /Guardian:	
Address:	
City/Town/Postal Code:	
Home Number:	
Cell Number:	
Work Number:	
Name of your work: (If applicable)	
Name of your school: (If applicable)	
Hours you are at work/school:	
Drivers licence number:	
Your Date of Birth: (MM/DD/YYYY)	
SIN Number:	
Name of Bank Institution:	

All information is kept private and confidential. We only share information within Peter Pan Child Care and Out of School Care Centre.

Father's Name /Guardian:	
Address:	
City/Town/Postal Code:	
Home Number:	
Cell Number:	
Work Number:	
Name of your work: (If applicable)	
Name of your school: (If applicable)	
Hours you are at work/school:	
Drivers licence number	
Your Date of Birth: (MM/DD/YYYY)	
SIN Number:	
Name of Bank Institution:	

If applicable:

Social Worker's Name:	
Social Worker's Phone Number:	
Social Worker's Fax Number:	
Who has custody of the child? (Guardian, Mother, Father or Both)	

Please Note all cheques from Alberta Works must be payable to:

Peter Pan Out-of-School Care
126 Millbourne Mall Tower 1
3697 Millwoods Road NW
Edmonton Alberta
T6K 3L6

Subsidy:

Please apply for subsidy at:

<http://www.humanservices.alberta.ca/financial-support/15669.html>

For more information about subsidy please call 780-644-9992

3 years to Kindergarten the estimated hours is 100 hours.

Grade 1-6 the estimated hours is 50 hours

Fees:

(Fees are subject to change)

3 years - Kindergarten: \$786.00 per month per child

Grade 1-6: \$525.00 per month per child

July and August Summer fee: Additional \$40.00 per month per child.

Child's Emergency Information:

Child's Name:	
Date of Birth:	
Hobbies and Interests:	
Particular Fears:	
Allergies:	
Health Concerns:	
Operations/Surgeries: (Name and Date)	
Disabilities:	
Medication:	
When is it given? (Time and Date)	
Child's reaction to stress: (Cries, hides, etc.)	
Child's reaction to illness: (Will the child say something or tell someone?)	
Child Immunizations up to date? (Yes/No)	
Child's Doctor's Name and Phone Number:	
Child's Name of School:	
Kindergarten AM or PM (If applicable)	

OPERATION AND CLOSURE POLICY

Hours of Operation

Hours of operation are 7:00 AM to 5:45 PM

The Centre will remain **closed** on the following days:

Family Day	Canada Day
Good Friday	Heritage Day
Easter Monday	Labour Day
Victoria Day	Thanksgiving Day
Remembrance Day	Christmas Break

One week during the Christmas break between Christmas and New Year. (This includes Christmas and New Year's statutory holidays)

The Centre will **not** remain open beyond the closing hours. Should parents be late to collect their child(ren) due to unavoidable circumstances, the Centre should be notified and arrangements must be made to have the child(ren) picked up as soon as possible.

Arrival and Departure Time

Children are not allowed to walk to the door alone or with an older sibling. It is important to take a few minutes, sign-in the child, and ensure the child is ready to begin his/her day.

A parent or guardian will need to sign-out the child when she/he is picked up. Only those designated on the enrollment form will be allowed to take a child from the center. Picture identification (drivers' license, state identification card) will be requested and a phone call to a parent will be made if the childcare provider is still in doubt.

Termination

I reserve the right to terminate any child or family from the daycare for any of the following reasons, but not solely limited to:

- Failure to abide by the policies;
- Non-payment of fees at the beginning of the month;
- Provider's inability to meet the child's needs;
- Lack of parental cooperation and communication;
- Parental termination. You are required to give two weeks notice;
- Destructive or hurtful behavior of child that persists, even with parent/provider cooperation in stopping the behaviour, (biting, hitting, pulling hair etc.)

Custody

Peter Pan Child Care and Out of School Care has no legal authority to refuse the release of a child to either parent EXCEPT in the case of legally served court orders. A copy of a signed court order stating custodial assignment must be in a child's file to refuse release to a parent. Any additional information or questions regarding this should be addressed with the Director.

Child Guidance Policy

We believe in a positive approach when guiding children. Our goals in guidance are to encourage mastery and independence by providing the children with opportunities to do things for themselves. We support the children's feelings and promote their individuality by allowing for choices throughout the curriculum. We strive to be warm, caring, nurturing, respectful, and supportive caregivers. Conflict resolutions are taught to the children at their developmental level.

The daycare centre staff members use the guidance policy on a daily basis with the children. Modeling the behaviours from the guidance policy is essential to the children's learning. A copy of the Policy is provided to staff upon hiring. Child Guidance Policy is posted in the room and provided to Parents if requested. No physical forms of punishment is permitted and disciplinary action taken is reasonable in the circumstances.

Dress Code

Children should arrive clean and dressed. Peter Pan Child Care and Out of School Care is designed to keep children actively learning through play both indoors and out. Parents should dress their children in comfortable, washable play clothing. Children will get dirty and clothes may even be stained, so prepare for the worst by not dressing the children in their best clothing.

All clothing, to include jackets, sweaters, mittens, hats, bathing suits, towels, and footwear should be labeled with your child's name.

Children must wear shoes at all times. Rubber or crepe-soled shoes with closed toes are best in preventing accidents or discomforts. No boots, flip flops, platform, or dress patent leather shoes permitted.

Accident, Incident and Illness Policy

Revised Date: December 2016

Review Date: December 2017

Purpose

Informing clients and staff on the Centre's procedures in the handling of accidents, incidents and illnesses

Revised: December 2016

Accident, Incident and Illness Policy

Accident or Illness

- Parents upon signing the registration form give permission for the Centre to obtain emergency medical attention for their child as required
- Parents will be asked to take their child home if the child was sick the night before ie: vomiting, having fever, diarrhea, rash and cough.
- The licence holder will insure that the child parent is notified immediately in the event of an accident or illness.
- Children who are ill will be housed and supervised by a primary caregiver in an area of the Centre away from other children until they have been picked up
- An incident or accident report form will be filled out and the parent or guardian will sign the form
- If a child is injured at school and returns to the Centre an accident or incident report will be filled out and a parent or guardian will sign a form
- In case of an accident or serious illness involving a child the Centre must forthwith ensure that the child receives medical attention as necessary
- The program will track and analyze accidents and incidents to identify trends or issues by logging accidents in a log book.

Incident Reporting

The following incidents will be reported immediately to Regional Child Care Offices

- An emergency evacuation
- Unexpected program closure
- An intruder on the program premises
- An illness or injury to a child that requires the program to request emergency health care or requires the child to remain in the hospital overnight
- An error in the administration of medication by a program staff or a volunteer resulting in the child becoming serious injured or ill and requiring first aid or the program requesting emergency health care or requires a child to remain in the hospital overnight
- The death of a child
- An unexpected absence of a child from the program (i.e. lost child)
- A child removed from the program by a non-custodial parent or guardian
- An allegation of physical, sexual, emotional abuse and or neglect of a child by a program staff member or volunteer
- The commission by a child of an offense under an Act of Canada or Alberta
- A child left on the premise outside the program`s operating hours

All incidents will be analyzed annually and report using the prescribed form will be submitted to the Regional Child Care office

How did you hear of our Centre? _____

A registration fee of \$50.00 will be charged for each child enrolled in the program. The registration fee is non-refundable.

One month's written notice is required for the withdrawal of your child. In lieu of insufficient notice, one month's rate at full fee will be charged.

No reduction in fees is made for the time lost due to illness or holidays.

Should you be late to collect your child due to unavoidable circumstances, please make alternate arrangements for your child to be picked up and be sure to advise the Centre of same.

Our childcare centre has a late pick-up policy, which states: there is a \$1.00 fee, (payable at the time of pick-up), for every minute that you are late picking up your child/children. If payment cannot be made alternate care must be found until late fees are paid in full.

Our N.S.F. fees are \$25.00 per cheque.

Interest is charged to parents if fees are not paid on the first business day of the month, unless special arrangements have been made.

Children must attend a minimum of 100 hours per month for Daycare to have the government pay full subsidy to the Centre on their behalf. Out-of-School care children must attend 50 hours per month. Parents are liable for the difference of subsidy paid to the Centre if assessed hours have not been attended.

An interest policy of 3% per month compounded monthly will be charged on each outstanding account.

A child can be excluded from external field trips upon the discretion of this Centre.

The Centre will use due care and diligence in caring for all children and their effects. Nevertheless, the Centre will not be liable for any loss of or damage to clothing and other effects; nor any accident, injury, sickness or disease, harm or neglect or anything whatsoever that may occur to any child in the care of the Centre; gross negligence only excepted.

During the months of July and August an additional fee is assessed per child per month to cover the costs of field trips and enhanced programming.

Authorization of Parent

Having entrusted the care of my child(ren) to Peter Pan Out-of-School Care I hereby authorize them to obtain any emergency care required.

In the event of a serious personal injury, the center will attempt to notify the parents or their designee immediately. If the parent or designee is unavailable, the Ambulance will be called to transport the child to the nearest medical facility and the cost will be borne by the parent.

I hereby give written permission for Peter Pan Out-of-School Care to take my child(ren) to and from any activity off the Centre's facility.

I hereby give written permission for Peter Pan Out-of-School Care to post my child(ren)'s name (on lockers, art work, birthday board, etc.), picture (on event boards, in event album, etc.) and medical information (in a non-public area for staff reference only).

This also verifies that an orientation to the daycare was also given at the time of registration of my child.

Your signature on this form is your agreement that you have read and understood the terms outlined in the Admission Agreement Form and to all Policy and Procedure set out in the Parent Handbook and these terms are legal and binding.

Signature: _____
(signature of parent or guardian)

Date: _____
(MM/DD/YYYY)

PETER PAN CHILD CARE CENTRES

DATE: _____

I, _____ do hereby grant consent to Peter Pan Child Care Centres to release confidential information to any one or more of the following:

- My social worker
- Student finance Department
- Province of Alberta Child Care Subsidy Assessor
- Any other agency that I am working with

(collectively the “Agencies”) in connection with subsidies or loans to pay (in whole or in part) the cost of my child _____ attending Peter Pan Child Care Centres now or in the past.

I hereby grant consent to each and every one of the Agencies to release confidential information to Peter Pan Child Care Centres in connection with subsidies or loans to pay (in whole or in part) the cost of my said child attending Peter Pan Child Care Centres now or in the past.

In these regards, “I hereby consent and waive my rights to confidentiality specifically so as to allow Peter Pan Child Care Centres to process and collect fees owing to Peter Pan Child Care Centres for child care services for my said child being rendered at this time or which have previously been rendered”.

The waiver of confidentiality and consent to such waiver is hereby granted pursuant to s.16(2)(a) of the Freedom of Information and Protection of Privacy Act.

(signature of parent or guardian)

(printed name of parent or guardian)

(Date MM/DD/YYYY)

Policy: Transportation

Reviewed Date: December 2016

Review Date: December 2017

Purpose:

All children are walked to and from school with a staff even during inclement weather. The following exceptions apply to those children going by bus.

Transportation Policy

Ensure that the children arrive at school and back to the Centre safely. Ensure that the children get on the proper bus and off the bus safely.

Procedure:

- All children are responsible for dressing themselves and collecting their school belongings (i.e. coat, hat, boots, mittens, scarf, lunch boxes, book, backpacks, etc.).
- In case of very cold weather, staff will check to ensure children are dressed appropriately with clothes you provide them before they leave the school or the Centre.
- Parent(s) please make sure you provide your child with the proper attire for the weather conditions even if they are riding by bus
- Staff carries a first aid kit and children`s portable emergency information
- Children are marked off on their respective school`s attendance sheet as they leave and return to the Centre
- **Parent(s) dropping their child off late will be responsible for transporting their child to school**
- All children will attend school except when the school is closed
- In the event of inclement weather all children will still attend school. If parents, choose not to have their child attend school because of inclement weather alternate care will need to be found for that day
- **Children will be left in the care of school supervisors once on school property and/or at the first bell, before staff return to the Centre.**
- **If there is No Supervisor present staff will ensure children are inside their respective schools once the first bell rings.**
- **Once a child has been left in the care of the school, the school takes full responsibility for that child until the child is back in the Centre`s care.**
- Children must report to the staff picking them up at school.
- If a child does not report to the staff picking them up at school, the staff will go to the school office and/or the child`s classroom and inquire as to the location of the child.
- If the school informs the staff that the child has been picked up at school or sent home from school, the staff will return to the Centre and mark the child absent.

- If the school cannot inform the staff of the child's whereabouts, the staff will then phone the Centre (if possible) to check if the Centre has been informed of the child's location.
- The staff or Director will contact the parent/guardian and determine where the child is.
- Children not taken to school by the Centre and have not reported in after school; will be inquired about at the school office and/or classroom. If the school informs the staff that the child was absent, sent home from school, or picked up from school by a parent/guardian then the Centre will mark the child absent.
- Children who are only picked up after school will be looked for if they do not report in. The staff will make all attempt to locate the child at school by going to the office to confirm whether the child was at school or have been picked up by the parent.
- A designated area for pick up and drop off are assigned at each school according to school regulations and time
- **The Centre will not give permission for child/children who walk on their own to and from the Centre. The Centre understands that we are responsible for children coming back to us, this includes children who participate in extra-curricular activities at school. If parent advises their child to walk home on their own, from the Centre, the Centre must advice the parent to pick up the child/children from the Centre. The Centre will provide staff to escort children to and from extra-curricular activities involving the schools. Please note once the child leaves the Center, they are no longer the Centre's responsibility.**
- Schools are asked not to keep children for detentions. If the child is held at school for detention it will be the responsibility of the school to return the child to the Centre or call the parent to pick the child up at school
- If a child runs away from the group or refuses to follow the group, the staff will follow that child with the main group of children supervised to chase an errant child and notify the Director. The parent/guardian will be contacted immediately. If the parent/guardian cannot be contacted and the child does not arrive back at the Centre immediately then the proper authorities will be called
- If a staff arrives at school and finds a child displaying difficult behaviour that will prevent the child, staff and group from arriving safely at the Centre, the staff will tell the school to keep the child and the school will contact the parent/guardian to come and pick up the child.

BUSSED CHILDREN

- Once a child is sent to school on a bus the child becomes the responsibility of the school and the school transportation company. The school will be responsible for the child to get on the bus to return back to the Centre. If a child does not arrive back at the Centre on the bus, the Centre will confirm with the bus driver that the child was not on the bus and the child will be marked absent.
- If the child that usually only comes to the Centre from school does not arrive on the bus, the Centre will confirm with the bus driver that the child was not on the bus. The child will be marked absent.
- If a bus does not arrive at the Centre to drop off children, the Centre will call the bus company as to the whereabouts of the bus.
- If a child is waiting for a bus to pick him/her up at the Centre and the bus does not arrive the Centre will call the bus company to determine the location of the bus
- If the child bus does not arrive at the Centre to pick the child up the parent will be called to come and take their child to school or let the Centre know if other arrangements will be made. The Centre cannot keep the child in care due to staffing situations. The child will either have to go to school or the parent will need to find alternate care
- **All children will be escorted to the bus and escorted off the bus by a staff. The child is not to go on their own and enter the Centre.**

To register your child for the bus, please call the school and they can assist you.

The bus must drop your child off at our Centre and not at the bus stop. It can take up to two weeks to register your child for the school bus.

Please provide a copy of the bus schedule to the Director and/or Room Supervisor

Policy: Medication

Reviewed Date: December 2015

Review Date: December 2017

Purpose

Ensure children are receiving the proper medication given in the proper dose and at the right time.

Medication Policy

Medication will be administered in accordance with child care regulations set out by the Child Care Licensing Act.

Procedure

- All medication including prescription, over-the-counter and herbal must be in it's original container with a prescription or pharmacy label on it
- Medication is administrated according to label directions

Revised: December 2016

- The label must show the pharmacy's name and phone number, prescription number (prescribed medication), the child's name, dosage and times to be given and dates to be given
- Parent's must fill out and sign a Medication Administration Authorization form listing the above needed pharmacy information. Staff will check the form and post it in the kitchen/snack area
- When medication is to be given as needed the symptoms are to be noted (when having difficulty breathing, when rash is itchy and red)
- Parent's must hand the medication over to the staff
- If medication is given at home prior to the child's arrival to the Centre, the name of the medication and time given must be relayed to the staff and the staff will log the information onto the Medication Administration Authorization form
- Staff must return expired or unused medication over to the parent
- Non-emergency medication must be stored in a locked container either at room temperature or in cold storage and away from the children
- Emergency medication (puffers/epi-pen) will not be locked and put away so it is quickly accessible by the staff and staff are aware of where the medication is stored
- Emergency and prescription medication will be taken on outside excursions and kept secure but accessible to all staff and the medication will be logged on the Medication Administration Authorization form when they return to the Centre
- Older children will be allowed to administer their own medication under the supervision of a staff and staff will log it onto Medication Administration Authorization form
- Staff will log the time, date, medication and dosage on the Medication Administration Authorization form and sign
- All Staff are made aware of which child requires the administration of medication and where they are stored
- All staff are trained in administering basic medication and emergency medication
- All children with allergies or on medication are posted in the kitchen or in snack area
- The Centre is not equipped to provide care to children who require medication over and above the administering of antibiotics, allergy medication, asthma medication and medication for behavioural issues (i.e. Ritalin)
- The Centre is not totally accessible to wheelchairs.

RELEASE POLICY

No children will be released to parties other than the custodial parents(s) unless a release form has been signed by the parent OR the Centre's Administrator receives a phone call from the parent authorizing a third party to pick up their child.

This policy is for your child's protection. Thank you for your co-operation with it.
PLEASE NOTE:

Identification will be requested if the staff do not know the person picking up your child.

Minor must be 14 years of age or older and must have Identification present upon arrival

PLEASE FILL OUT AND RETURN THIS FORM TO THE DIRECTOR

The following people other than myself may pick up my child/children.

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

We ask all Parents/Guardians to please have your child/ren picked up by 5:45 pm. If your child/ren is picked up after 6:00 pm, a fee of \$1.00 per minute is added and is paid when you arrive.

Date: _____ (MM/DD/YYYY)

Parent/Guardian's Signature: _____

Emergency Information:

Emergency Contact #1 Name:	
Local Address: Must be in Edmonton or area	
Home/Cell Number:	
Work Number:	
Emergency Contact #2 Name:	
Local Address: Must be in Edmonton or area	
Home/Cell Number:	
Work Number:	
Emergency Contact #3 Name:	
Local Address: Must be in Edmonton or area	
Home/Cell Number:	
Work Number:	
Emergency Contact #4 Name:	
Local Address: Must be in Edmonton or area	
Home/Cell Number:	
Work Number:	

Emergency information must be kept up to date. Please notify us of any changes.

Emergency contact could be a family member, friend, neighbour, co-worker, grandparent, etc.

Revised: December 2016

Family Orientation Check List

Procedure

- Parents and children are encouraged to take a tour of the Centre prior to enrolment.
- Director or Supervisor will conduct the tour
- During the tour parents and children are introduced to the staff and are shown around each room
- Each room's program is explained to the parents and children
- Parents and children are encouraged to ask questions and express concerns
- Children are given the option to take their own personal tour while the parents are in the office going over the paper work
- Parents are taken through the application and subsidy process
- Help in filling out the papers is offered
- Parents are given the option of having the Centre send the required information to the agencies involved or they are given the necessary contacts to do it themselves
- Information on the schools and neighbourhood is given upon request

Items a child should have at the Centre:

- Indoor Shoes (No saddles and no flip flops)
- 1 set of change of clothes
- Weather appropriate clothing
- Lunch Kit

All items must be labelled with your child's name

Parent or Guardian's Signature: _____

Date: _____

Please make sure all pages are signed and dated.