



BRIGHT EYES ACADEMY INC.

www.brighteyesacademy.ca

Registration Form for Child Care

Facility Name (Choose one): HOLLY MEMORIAL PARK BROOKE

Program: (Choose One)

- AM/PM OSC
- AM OSC
- Preschool Regular
- Preschool Extended
- Infant/Toddler
- 3-5 Group Daycare

Full Name of Child: _____

Personal Information

Child's Date of Birth: _____ Gender: _____ Start Date: _____

Parent or Guardian: _____ Parent or Guardian: _____

Address: _____ Address: (if different) _____

Postal Code: _____ Postal Code: (if different) _____

Phone Number: _____ Phone Number: (if different) _____

Email Address: _____ Email Address: _____

Work Address: _____ Work Address: _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

Hours at this location: _____ Hours at this location: _____

Emergency Health Information

BC Care Card Number: _____

Family Doctor/clinic name: _____ Family Dentist/clinic name: _____

Address: _____ Address: _____

Phone Number: _____ Phone Number: _____



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Consent For Emergency Care

I authorize the staff at Bright Eyes Academy Inc to call a medical practitioner or ambulance in the case of accident for illness of my child, if the parent cannot be immediately reached.

Signature of Parent/Guardian: _____ Date: _____

Signature of Manager: _____

Person (s) Authorized to Pick up Child

(Other than parent/guardian listed above)

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Person(s) NOT Authorized to Pick Up Child

(Other than parent of guardian listed above)

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Custody Agreement: Yes OR No (please circle)

If yes, please attach a copy of the custody order for the facility manger/licensee.

Alternate Person(s) to Call and Pick Up Child in Case of Emergency

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Child Immunization Status

(Please attach a copy of immunization record)

Is your child up to date on immunizations: Yes No OR Not Immunized (please circle)

Comments:

Health Information

(Please attach a separate sheet if necessary)

Regular Medication(s) and Reasons for (Please list)

Allergies and treatment of (please list)



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Additional Child History

Eating and Nutrition

List your child's favourite foods:

List any disliked foods:

Please describe eating patterns:

Are there any religious or ethnic observances related to foods:

Sleeping

Nap Time:

How long to settle:

Time of Waking:

Bed Time:

How long to settle:

Time of waking:

Is your child a deep sleeper, or does (s) he wake easily?

Does your child take a favourite comforter? (e.g. blanket or toy)

What is your child's mood upon wakening?

Toileting

Is your child toilet trained? Yes No Partially (please circle one)

Please indicate your child's frequency or patterns of bowel movements:

Describe type of assistance needed for toileting:

What "special" word if any, does your child use for?

Urination:

Bowel Movements:

Injuries/Illness

Injury (ies), illness (es), or operations your child has had; include date(s):

- a) Please describe any concerns/issues regarding your child's health (seizures, asthma, vision, hearing etc)
- b) Please describe any concerns you may have regarding your child's development (e.g. behaviour, vision, hearing, speech, language, mobility etc.)



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c) Describe any specific care instruction regarding a) and/or b):

Other health care professionals involved in your child's life; e.g. occupational therapist/physical therapist:

Group Experiences

What is/are your child's favourite toys/activities?

Has your child had previous play group experiences? If yes, how did (s) he adapt?

How does your child behave towards other children? (e.g. seeks other out, feels shy):

Emotional

How does your child act when with unfamiliar people and/or unfamiliar situations?

Does your child have any particular fears? Please describe:

What suggestions do you have that would help staff make your child's transition into this program easier?

Family and General Household Information

Please list the names of the significant people in your child's life, (e.g. siblings, grandparents etc.)

Please describe the guidance and discipline methods used at home:

Primary language spoken at home:

Other languages:

Name of English speaking person:

Phone Number:



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Consents

Authorization to apply sunscreen:

I _____ authorize Bright Eyes Academy Inc., to apply sunscreen to my child,
_____ to avoid sunburn.

Parent/Guardian Signature

BEA Administrator

Authorization to use disinfectant spray:

I _____ authorize Bright Eyes Academy Inc., to apply disinfectant spray to clean
cuts/scraps, to my child _____ to avoid infection.

Parent/Guardian Signature

BEA Administrator

Authorization to photograph:

I _____ authorize Bright Eyes Academy Inc., to take photographs of my child,
_____ for the sole use of the Academy.

Parent/Guardian Signature

BEA Administrator

My child's photo can be used for the Bright Eyes Academy Inc., website: YES or NO

Any Other Comments

Parent or Guardian Signature: _____ Print Name: _____ Date: _____

Note: Fraser Health Authority Licensing staff as per legislation may review this information.

Facility Use Only

Staff person reviewing family's documents:

Signature: _____ Print Name: _____ Date: _____

Child's Withdrawal Date:

Reason For Withdrawal:



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Bright Eyes Academy Inc.

Parent Agreement

This is a legally binding contract.
Please read carefully.

Bright Eyes Academy Inc (BEA) is an incorporated organization that provides licensed childcare programs. This agreement encompasses the terms of parent responsibilities necessary for BEA to provide these services. The following regulations apply to all programs within the Academy. Conditions may change from time to time. The Manager will arrange additional requirements for individual programs when the child is enrolled if necessary.

As a parent of Bright Eyes Academy, I accept, understand and agree to the following conditions of enrolment and that this

agreement is effective _____, the time of registration:

A. Financial

- 1) That my child's childcare fee shall be paid by the first day of each month. Failure to pay the childcare fees by the first of the month will result in a late payment fee of \$5.00/day. My child will be coming ____/days a week, thus my monthly childcare fee at the time of enrolment is: Fee \$ _____, I understand there may be fee changes from time to time.
 - i. Subsidy: If your family requires child care subsidy, your application will have to be sent in and approved prior to your child starting. If your subsidy has not been approved prior to your child's start date, you as the parent will be responsible for paying the full amount of care. Once BEA receives approval we will reimburse your family.
- 2) An NSF fee of \$30.00 will be applied to any and all cheques that come back NSF. New cheques and the \$30.00 will be payable to Bright Eyes Academy Inc. and due immediately once notified
- 3) That in order to keep my child's childcare space, the full fee must be paid for any period of time in which my child is away from the centre, including vacation, sickness or other absence.
- 4) In order to save and secure a spot for my child I must pay ½ of the 1st months fees at the time of registration. This payment will be deducted from my first month's fees and is NON REFUNDABLE.
- 5) That failure to pay childcare fees by the 5th day of the month may result in notice of withdrawal of childcare services being issued by BEA. If outstanding fees have not been paid, and if a payment schedule acceptable to BEA has not been made and adhered to, the Academy may commence legal proceedings against me or turn my account over to a Collections Agency and the cost of securing payment of my account will be borne by me.
- 6) That I will give one calendar months' notice in writing to the manager by the last day of the month preceding the final month in which my child will be enrolled in the program or will pay one full month fees in lieu of 30 days notice. Eg. My last day will be March 31st. I must provide written notice by March 1st. If I provide notice on March 12th (for example), I will still be required to pay or attend the full month of April meaning my written notice will be accepted by the Academy effective May 1st.
- 7) That official receipts for childcare fees will be issued annually. Please retain this receipt for income tax purposes, as duplicates will not be given.
- 8) If you are late picking up your child from BEA you will be charged a late fee of \$10.00 for the first 5 minutes and then \$1.00/minute for every minute after. (ie. If you are 6 minutes late you would owe \$11.00). The late fee is payable to the staff that is closing.

Section A

Parent	BEA

B. Children's Records

- 1) That I have completed and will keep updated the following:
 - i) Registration Package (with all consents signed)
 - ii) Emergency Consent Card
 - iii) Information Form
 - iv) Immunization Records
 - v) Emergency Package
- 2) That I have listed below all names of persons who are legally restricted in having access/contact with my child due to a Court Order/Separation Agreement.

Section B

Parent	BEA

Name: _____ Age: _____ Relationship: _____

A copy of the Court Order of Separation Agreement must be attached and any changes filed with the centre and the Academy office immediately.



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Section C

Parent	BEA

C. Orientation

- 1) That at the time of enrolment, in accordance with the recommendations of the Manager I will participate in the orientation of my child to the centre prior to his/her full time attendance. I understand that I may be asked to remain with my child during the gradual entry period.

D. Health and Safety

- 1) That to attend the program, my child must be well enough to participate in all aspects of the program including outdoor play.
- 2) That I will advise the staff of any changes in my child's health and update any records immediately upon any change occurring.
- 3) That I have read the "Health and Safety" section of BEA's parent handbook and agree to follow the stated rules.
- 4) That in order to safeguard the health and well-being of all children, I understand that the Manager has the right to exclude my child from the centre and I will provide, upon the manager's request, written medical clearance from a physician before my child's re-admittance.
- 5) That only medication, prescribed or recommended for my child in writing by a physician and provided in its original packing with full instruction and precautions, will be administered to my child by staff. The staff will only administer the medication in the event that I have completed a "Permission to Administer Medication" form, which staff will provide me with and then I will return the completed form to staff.
- 6) That I will sign my child in and out each day on the Sign In/Out sheet posted in each program, as well as fill out an intake form (where applicable).
- 7) That I will notify the staff if someone other than those persons authorized by me on the Emergency Consent Card will be picking up my child.
- 8) That if after 1 hour from closing time, the staff have been unable to make contact with me or the designated emergency contacts, the police and/or the Ministry of Children and Family Development (MCFD) will be notified. The appropriate action will be taken to ensure the safety and well-being of the child.
- 9) That I will abide by the parking regulations at each program.
- 10) That I am aware of the playground exemption (for the Memorial Park and Brooke Locations) and that I understand and agree to the conditions of this exemption and the policies that are in place.
- 11) Driving: there may be times where your child is required to sit in a middle seat in the van. Sitting in a middle seat in our 15 passenger van is completely legal if the child is sitting WITHOUT a booster seat. A booster seat is only required when a child is sitting in a seat where there is a shoulder belt- our middle seats possess only lap belts

Section D

Parent	BEA

E. Parent Involvement

- 1) That I take an active interest in my child's program by participating in parent meetings, fundraising events and other events within each program.

F. Additional specific regulation of the _____ program,.

I am now a registered family: I have read, and understood, and hereby agree to abide by the preceding conditions of enrolment. Further, I understand that Bright Eyes Academy Inc may view non-compliance with the above outlined sections as sufficient cause for withdrawal of childcare service.

Section E/F

Parent	BEA

Bright Eyes Academy Inc- Administrator

Date

Parent/Guardian-Signature

Date

Parent/Guardian-Signature

Date

A COPY OF THIS FORM THAT YOU ARE SIGNING CAN BE REFERENCED ON OUR PARENT ACCESS PAGE. www.brighteyesacademy.ca/parentaccess