

KIDZ IN THE PARK

DAYCARE & OSC

2051 Sherwood Drive
Sherwood Park, AB T8A 3W9
director@kidzinthepark.ca
(780) 464-2637



REGISTRATION PACKAGE / 01

Child and family details

Complete one package per child. Write details once here; all later permissions refer to this child and these guardians.

Child last name	Child first name	Date of birth (YYYY-MM-DD)
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Preferred name (if different): _____ Child lives with: ☐ Guardian 1 ☐ Guardian 2 ☐ Both

Child home address, city and postal code
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Parent or guardian 1

Last name	First name	Relationship to child
Mobile telephone	Email address	Work / alternate telephone
Home address: ☐ Same as child; otherwise write below		Employer name (optional)

Authorized to collect child? ☐ Yes ☐ No

Parent or guardian 2 — ☐ Not applicable

Last name	First name	Relationship to child
Mobile telephone	Email address	Work / alternate telephone
Home address: ☐ Same as child; otherwise write below		Employer name (optional)

Authorized to collect child? ☐ Yes ☐ No

Contact first: ☐ Guardian 1 ☐ Guardian 2 ☐ Either Language: ☐ English ☐ Other: _____

Care requested

Program: ☐ Infant ☐ Toddler ☐ Preschool ☐ Kindergarten care ☐ Out-of-school care

Care: ☐ Full Time ☐ Out of School Care

Start date requested	Usual arrival time	Usual departure time
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Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri Transport: ☐ Not needed ☐ Centre ☐ Yellow bus ☐ Both

School / grade (if applicable; school details need not be repeated later)

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REGISTRATION PACKAGE / 02

Emergency contact and health

Complete one emergency contact other than a parent/guardian. Tick No or None and skip extra details when they do not apply.

Alternate emergency contact

Full name	Relationship	Primary telephone
Complete address, city and postal code		Alternate telephone (if available)

This person may collect my child: ☐ Yes ☐ No. Staff may request photo identification.

Additional authorized pickups — ☐ None

Person 1 full name	Relationship	Telephone
Person 2 full name (if needed)	Relationship	Telephone

Court-ordered access restrictions? ☐ No ☐ Yes — attach order and identify the person below.

Restricted person / instructions — complete only if applicable
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Medical details

Health care number / other coverage

Allergies? ☐ No ☐ Yes Anaphylaxis risk? ☐ No ☐ Yes Auto-injector? ☐ No ☐ Yes

If Yes: trigger / reaction	Required response: ☐ Care plan attached; otherwise explain
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Other medical conditions / support needs? ☐ No ☐ Yes Special diet? ☐ No ☐ Yes

If Yes: details / required care; attach additional plan if needed

Medication needed in care? ☐ No ☐ Yes — list above; attach medication form and provide current labelled medication.

In an emergency, staff provide first aid within their training, call 911 when appropriate, and contact guardians, then the emergency contact. Necessary information may be shared with responders. Emergency care is not delayed while trying to reach a parent. Keep all contact and medical details current.

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REGISTRATION PACKAGE / 03

Child routines and immunization

Tick the options that apply. Only write extra details if educators need them. Child and guardian information is taken from page 1.

Daily routines

Toileting: ☐ Diapers ☐ Training ☐ Independent Naps: ☐ Yes ☐ No ☐ Sometimes

Feeding: ☐ Regular meals ☐ Breast milk ☐ Formula ☐ Bottles ☐ Starting solids

Communicates with: ☐ Words ☐ Gestures ☐ Signs / pictures ☐ Other

If helpful: feeding / sleep schedule, settling routine or support needed

Interests and favourite activities

Enjoys: ☐ Books / stories ☐ Music / dancing ☐ Art / crafts ☐ Building / puzzles

☐ Pretend play ☐ Sensory play ☐ Outdoor / nature play ☐ Running / active games

Optional: favourite toys, topics, songs or activities your child especially likes

Discomforts and things your child dislikes

May find difficult: ☐ Separation ☐ New people ☐ Transitions ☐ Loud sounds / busy spaces

☐ Certain textures / messy play ☐ Particular foods ☐ Other ☐ No concerns known

If applicable: fears, dislikes or triggers, and signs your child is uncomfortable or upset

Optional: cultural / religious preferences, home language needs or other helpful information

Immunization

Immunized? ☐ Yes ☐ No ☐ Unsure

Immunization record: ☐ Attached ☐ Will provide ☐ No record available

Attach the official immunization record; no vaccine-by-vaccine transcription is needed. Provide updated copies when the record changes. Medical conditions and allergies are recorded on page 2.

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REGISTRATION PACKAGE / 04

Parent agreement and fees

Read this page and page 5. Staff complete the fee details; parents review and sign once on page 5.

Kidz In The Park Ltd. provides licensed childcare and out-of-school care. This agreement sets out family responsibilities and is read with the Parent Handbook and written fee schedule.

Fee details — completed by staff

Monthly fee before funding	Confirmed funding / subsidy	Parent amount payable
Transport / other charges and description		Deposit received / credit recorded by staff

Registration deposit: \$200, credited to the first month of care. If the family does not proceed with care after registering, the deposit is forfeited. The director will record the deposit receipt and credit on the family account.

Fees are due on the 1st of each month. If fees remain unpaid after the 10th, a late fee of \$10 per day applies from the 11th. Care may be declined if fees remain unpaid after the 15th. Contact the director before payment is due if an alternative written arrangement is needed.

Accepted payment methods are Interac, Visa, Mastercard, money order and cash; cheques are not accepted. If a separate signed card authorization is on file, unpaid fees may be charged on the 5th unless an alternative arrangement has been made. A declined payment or unpaid account may result in suspension or termination of care and collection action, communicated by the director.

Provide current subsidy approval when applicable and renew it on time. Families are responsible for amounts not covered by confirmed funding. Pending funding and any later account adjustment must be recorded by the director; the fee lines above must reflect the amount agreed with the family.

Fees remain payable to reserve the space during vacation, illness and other absences. July and August out-of-school care fees change to the agreed full-time summer rate. Fee changes will be communicated in writing. Annual childcare receipts are issued by the end of January for the previous year.

Withdrawal or change of care

Give written withdrawal notice on or before the last calendar day before the final full month of enrolment. For example, to end care on April 30, notice is due March 31. For a mid-month departure on May 15, notice is also due by March 31. Without the required notice, one month of fees is payable in lieu of notice. Give at least 30 days' written notice when requesting a change from full-time to part-time care; availability must be confirmed.

Do not write a credit-card number, expiry date or CVV in this package. Arrange any card authorization separately through the centre's secure payment process.

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REGISTRATION PACKAGE / 05

Parent agreement and signature

One signature confirms the child/family information on pages 1–3 and the Parent Agreement on pages 4–5. Optional permissions are chosen separately.

Health, attendance and records

Keep registration, emergency contacts, authorized pickups, health information, immunization records and funding details current. Supply applicable court orders and notify the director immediately of changes.

Follow the centre's illness and exclusion policy and current public health instructions. If your child becomes unwell or cannot participate comfortably, arrange prompt pickup when requested. The director will explain return-to-care requirements; outbreak-specific instructions may apply.

Medication must be in its original packaging, with current instructions and any required pharmacy label. Staff administer medication only after the required medication form is completed and accepted. Provide changes in health or medical instructions promptly.

Sign your child in and out using the centre's attendance system. Tell staff directly about absences and any change in the person collecting your child. Provide suitable clothing and labelled belongings. Photo and off-site permissions are recorded separately in this package.

Hours, late pickup and closures

Operating hours are Monday to Friday, 6:30 a.m. to 6:00 p.m. Late pickup is \$15 for the first 15 minutes and \$1 for each minute after that, payable at pickup. If a child remains after closing, staff will contact parents and emergency contacts. If no authorized adult can be reached within 30 minutes, staff will follow the centre's uncollected-child procedure and contact the appropriate child intervention or emergency service as needed.

The centre observes closures for New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, National Day for Truth and Reconciliation, Thanksgiving and Remembrance Day. The centre closes at noon on December 24 for the winter holiday period. The annual calendar confirms observed closure dates and the reopening date.

Confirm before signing

- ☐ I confirm the child/family, emergency and health information is accurate and will report changes promptly.
- ☐ I have received and reviewed the Parent Agreement and Parent Handbook.
- ☐ I have reviewed the completed fee details and understand the payment and notice terms.
- ☐ I will provide required medical plans, labelled medication and separate medication authorizations.

Parent agreement signature (☐ Guardian 1 ☐ Guardian 2)	Date (YYYY-MM-DD)
Additional guardian signature (only if required)	Date
Director / owner signature	Date



Provincial childcare record and funding consent

This permission is separate from field trip and photo permissions. Child and guardian details are taken from page 1.

Provincial childcare record and funding consent

With informed parent/guardian consent, the centre submits the child's legal name, date of birth, parent/guardian details from page 1, and enrolment details to Alberta's provincial childcare registration system. Enrolment details include start and end dates, age category, full-time or part-time status, and attendance or hours needed for applicable funding claims.

The information is used to create or match a Child Care Participant Number (CCPN), maintain the child's childcare record, and support funding administration and verification. An existing CCPN should be reused when a child changes providers. Records are handled under applicable privacy requirements.

Existing CCPN (if known) — leave blank if unknown

☐ I consent to the collection, use and disclosure described above for the provincial childcare record and applicable funding administration.

☐ I do not consent. Please discuss enrolment and funding implications with me before confirming fees.

Funding depends on child and program eligibility and current government requirements. Consent does not guarantee a funding amount. The director will explain any impact of declining or withdrawing consent and document the agreed parent fee.

Funding consent signature (☐ Guardian 1 ☐ Guardian 2)

Date (YYYY-MM-DD)

For record or privacy questions, contact the director at (780) 464-2637. Staff match the CCPN and confirm funding; parents do not need to repeat their contact details here.

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REGISTRATION PACKAGE / 07

General Field Trip Permission

Please review the details below, select Yes or No, and sign this permission form.

Child full name

Our field trips extend play-based learning into the community. Children explore nature, discover new places and practise social skills with friends. Activities reflect the children's ages, interests and developmental needs.

Summer field trips and community destinations

Summer programming may include community adventures, cultural experiences, nature exploration and recreation. Local walks and library visits may also take place throughout the year. Destinations may include:

- Local parks and green spaces — outdoor exploration, nature walks and active play.
- Millennium Place and Kinsmen Place — community recreation and age-appropriate activities.
- Edmonton Valley Zoo — learning about animals, habitats and caring for the natural world.
- Royal Alberta Museum — exploring history, science and cultural exhibits.
- Ukrainian Village — discovering heritage, traditions and community history.
- Strathcona County Library — books, stories and opportunities to develop a love of reading.
- Cineplex Sherwood Park — age-appropriate movie experiences as part of planned programming.
- Edmonton downtown library — exploring books, literacy activities and library learning spaces.

Transportation, supervision and trip information

Children may travel on foot, in a centre vehicle or by a chartered yellow bus, depending on the destination. Staff provide appropriate supervision, check attendance before and after travel and during activities, and carry emergency contacts, first-aid supplies and a phone. Transportation and restraints must meet applicable requirements.

Trip length varies by destination and activity. Families will receive the destination, date, departure and return times, transportation method, supervision arrangements and any clothing, supplies or costs to prepare for the trip in advance. Plans may change because of weather, availability or children's needs. Additional trip-specific permission will be obtained when required.

Emergency arrangements and parent permission

Staff will call 911 when urgent assistance is needed, notify guardians and use the alternate emergency contact if guardians cannot be reached. Necessary information may be shared with responders. Please keep contact and medical information current.

I authorize my child to participate in the field trips described above, with trip information provided in advance: ☐ Yes ☐ No

This permission applies during enrolment unless changed or withdrawn in writing. Discuss any limits or support needs with the director before participation.

General field trip permission signature (☐ Guardian 1 ☐ Guardian 2)

Date (YYYY-MM-DD)

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REGISTRATION PACKAGE / 08

Photo and Video Permission

Select Yes or No for each use and sign this permission form.

Child full name

Photo and video uses

A No choice does not affect enrolment. These choices apply during enrolment unless changed in writing.

Internal classroom displays and learning documentation: ☐ Yes ☐ No

Sharing with my family through the parent communication system: ☐ Yes ☐ No

Newsletters distributed to enrolled families: ☐ Yes ☐ No

Public centre website: ☐ Yes ☐ No

Public centre social media (Facebook / Instagram): ☐ Yes ☐ No

The centre will not publish a child's name, home address, birth date or contact information with an image. Public images can be copied or shared by others. You may change or withdraw permission for future use in writing; the centre will take reasonable steps to remove affected content it controls but cannot guarantee removal of others' copies.

Only if needed: additional restrictions or instructions

Photo and video permission signature (☐ Guardian 1 ☐ Guardian 2)

Date (YYYY-MM-DD)

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REGISTRATION PACKAGE / 09

School transportation — if needed

Skip this page if transportation is not needed. Staff use the child, school and contact information from pages 1–2 and confirm the route details below.

Service: ☐ Centre vehicle ☐ Escorted walk ☐ School yellow bus ☐ Combination

Required: ☐ Morning ☐ Afternoon ☐ Both Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

School / bus operator contact and telephone — STAFF CONFIRM

Morning route / bus no. (if applicable)

Afternoon route / bus no. (if applicable)

Morning handover location

Time / school arrival

Afternoon meeting / bus stop location

Dismissal / collection time

Alternating days / kindergarten / early dismissals — only if applicable

Service start / end date — STAFF

Transport fee / month — STAFF

Only if needed: additional instructions / support needs

Responsibilities and authorization

Notify the centre as soon as an absence, family school pickup or schedule change is known: before morning departure and, for afternoon service, before 2:00 p.m. or earlier if pickup is before then. Confirm changes directly with staff. For school yellow buses, also notify the school/bus operator; do not rely on them to notify the centre.

Centre staff confirm the planned handovers, check attendance, and carry emergency contacts, first-aid supplies and a phone. Centre vehicles and restraints must meet applicable requirements. If weather or roads prevent the arrangement, the centre will confirm a safe alternative or notify families. Yellow buses are operated by the school or its contractor; centre staff escort or receive children at the agreed stops.

If the child is missing from the expected pickup point or bus, staff promptly check with the school, driver or operator and contact guardians and the director. Staff follow the missing-child procedure and contact police without delay if the child's location or safety cannot be confirmed. Families confirm any alternative pickup with the centre.

☐ I authorize only the completed transportation arrangements above and will report changes promptly.

Transportation signature (☐ Guardian 1 ☐ Guardian 2)

Date (YYYY-MM-DD)