

Admission: _____
Prog & Loc: _____
W/D Date: _____
W/D Reason: _____

The Tottle Inn Children's Centre

P.E.A.K. Admission Application 2011/2012 Current Students

Child's Name: _____ Date of Birth: _____

Email Address for centre communication: _____

The admission documents completed for the 2010/2011 school year contain the health and background information for enrolment. Please provide any changes to contact information or updated health, development or other information required for the continued care of your child in the space below and complete all remaining pages:

ALTERNATE CONTACTS:

A minimum of three contacts other than parents are required. Alternate contacts will be phoned if parents cannot be reached in case of an emergency or other situation requiring immediate attention.

Name:	Relation to child:	Home Phone	Work Phone	Cell Phone
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EMERGENCY CARE CONSENT:

The signatures below indicate authorization for _____:

_____ -to attend field trips, outings and excursions away from The Tottle Inn Children's Centre, under adequate supervision. Transportation other than walking will require additional authorization.

_____ -to be examined by a Public Health Nurse or other health practitioner when deemed necessary.

_____ -to be transported to a hospital or doctor by whatever means necessary to receive medical attention in the event of accident, illness or injury. I understand an attempt will be made to contact the child's parent, guardian or other designated person unless the time necessary to attempt to make contact would cause apparent unnecessary delay in the child receiving medical attention. I/We agree to the administration of medical attention for my child where circumstances would make it impossible, imprudent or impractical to first attempt to contact a parent or designated person.

_____ - I/We hereby waive and release The Tottle Inn Children's Centre, it's Director, employees or any volunteer from any and all legal liability, action, cause of action or claim for damages arising as a result of any accident, injury, illness or loss which may occur to any child of mine/ours, which did not arise as a result of the gross *negligence* of The Tottle Inn, it's Director, employees or volunteers. This and all other authorizations shall become effective as of the date signed and shall remain in effect until termination of care is received in writing by the Director and the child is no longer attending The Tottle Inn Children's Centre.

AUTHORIZATIONS FOR PHOTOGRAPHS:

At The Tottle Inn Children’s Centre, we like to provide parents with special “keepsakes” from their children. We often take pictures of the children during their play activities to be used in a variety of ways. The list below indicates the manners in which the photos may be used. Parents are asked to indicate authorization for your child’s photo to be taken and used in the manner described. We hope that all parents will allow photos to be taken of their children to be used in the manner described below as it is difficult to exclude children from photos when their peers are included. Please direct any questions to the Director.

The initials below indicate authorization for The Tottle Inn Children’s Centre to photograph my child(ren).

Name of child(ren) : _____ . Program : _____ Initials: _____

Parents consent to photos being used in the following manner(s):

Arts and Craft activities. (Crafts may displayed at the centre)

In The Tottle Inn Children’s Centre newsletter.

In slide shows or other photo displays at special events organized by the Centre.

Pictures of children *will not* be used for flyers or other marketing materials without additional consent.

Pictures of children *will not* be added to our web site without additional consent from parents. Our website includes photo galleries to show the activities the children participate in as well as individual photos for special events such as Star of the Week or Birthdays.

If you consent to your child’s photo being included on our website – please indicate your authorization by initialing here: _____. If you do not consent to photos being included on our website initial here: _____

There may be times when video cameras are used as part of our program as well, however we will request separate permission from parents should we plan to use a video camera in our program. There may also be times when videos are used for observational and assessment purposes by developmental professionals working with the children. (This includes professionals working with children other than your own.). We will request separate permission before allowing your child to be videotaped for any purpose.

SUMMARY:

The information contained within these forms is requested in order for us to ensure we provide a safe, nurturing and stimulating environment for your child’s living and learning. We also require the information in order to comply with licensing and other regulations. We ask parents please provide updated information whenever necessary.

Date

Parent/Guardian

Date

Parent/Guardian

Date

Director

P.E.A.K. ENROLMENT AGREEMENT

The following agreement is made between:

The Tottle Inn Children's Centre : Falmouth Location / Hantsport Location

and

Parent's Name: _____

Address: _____

Child(ren): _____

I/We acknowledge the receipt of a hard copy or electronic copy of The Tottle Inn Children's Centre Policy & Procedures Manual. I/We agree to adhere to all policies contained within this manual including, but not limited to: (Please initial spaces to indicate rec'd)

_____ -Attendance, Drop Off & Pick Up Procedures

_____ -Payment, Holiday & Vacation Policies

_____ -Storm Closures

_____ -Communicable Illness Policy

_____ -Behaviour Guidance

_____ -Celebration of Birthdays & Holidays

_____ -Field Trip Policy

_____ -Accidents & Emergencies

_____ -Participation

_____ -Termination of Care

Scheduled Attendance: Before & After School:

My/Our Child is to attend sessions on the following days of the week:

____ -Monday ____ -Tuesday ____ -Wednesday ____ -Thursday ____ -Friday ____ -As Scheduled

The scheduled morning drop off time is (if required): _____

The scheduled afternoon pick up time by parents is: _____

The fee per day is _____ for before/after school care.

Scheduled Attendance: Full Day Program-Special Circumstances:

Please note – the regular before/after school fee applies for all days of the week normally included on your child's schedule regardless of attendance requests for early dismissals or full days listed below.

Full Day Space Guaranteed On: (*Full day fee will apply if space guaranteed regardless of attendance):

____ - Storm Days, school cancelled prior to opening for the day. (Regular b/a fee applies if no space is needed)

____ - Storm Days, early dismissal from school. (Regular b/a fee applies if no space is needed)

____ - In-services, full day. Parent Teacher Etc (Regular b/a fee applies if no f/d space needed)

____ - In-Service etc, early dismissal from school. (Regular b/a fee applies if no f/d space needed)

*If your child will not be attending over March Break, we must be advised in writing by December 31st, or the full day fee will be charged for the full week. Parents may request all or some of the days the children are off for March Break. We are closed between Christmas & New Year. However, we are open until December 23rd. If your child is not going to attend during the full day program for the few days before we close for Christmas, we must be advised by October 15th or the full day rate will be charged. Payment is required for holidays as per holiday policy, including holidays during Christmas break. (See parent manual). Please ensure proper

notification – in writing – by the deadlines as there will be no exceptions made. Notification can be given with registration in September if you know your child’s schedule.

Christmas Break:

- _____ - I do require care for my child on the few full days leading up to the Christmas break
- _____ - I do not require care for my child on the few full days leading up to Christmas break
- _____ - I will advise by October 15th if I do or do not require care for the few full days leading up to Christmas break. I understand the full day fee will apply if I do not provide notice in writing by October 15th.

March Break:

- _____ - I do require care for my child over March break on the following days: _____
- _____ - I do not require care for my child over March break
- _____ - I will advise by December 31st if I do or do not require care for March Break. I understand the full day fee will apply if I do not provide notice in writing by December 31st

Drop off time for full days will be: _____
 Pick up time for full days/early dismissal will be: _____
 The fee per day for the Full Day Program is : _____
 The fee per day for early dismissal from school is: _____

-A change in scheduled attendance must be received in writing at least thirty days prior to the change taking place. This includes any changes in attendance for the above special circumstances. Please refer to Termination of Care Policy and Payment, Holiday & Vacation Policy for further information.
 -Children who are picked up after their scheduled time will have additional fees added to the next invoice in the amount of \$2.00 per fifteen minute interval or part thereof. Children who are repeatedly picked up later than their scheduled time will have their pick up time and daily fee adjusted to reflect the later time everyday.
 -Children who are dropped off prior to the centre’s opening time *for a particular day*, or who are picked up after the centre’s closing time *for a particular day* will have an additional flat rate fee of \$10.00, plus \$5.00 for each 5 minute interval or part thereof added to the next month’s invoice.

Permission to pick up:

The following people have permission to pick up my/our child from the centre on any given day with or without advance notice. I/We understand photo identification will be required on occasions when the employee on duty cannot personally identify the person(s) arriving for pick up. I/We understand all alternate contacts listed on the Emergency information form also have permission to pick up my/our child.

Additional Information:

This agreement is effective as of _____ and shall remain in effect until notice of termination of enrolment is received in writing by the Director as per the Termination of Care Policy.

Date

Parent/Guardian

Date

Parent/Guardian

Date

Jacquelyn Miller-Director

PAYMENT POLICY AGREEMENT

PLEASE READ PRIOR TO SIGNING

A primary goal of The Tottle Inn Children's Centre is to provide accessible, affordable high quality child care programs for families in our community. Since we are a private centre, we do not receive the funding opportunities that many other centres receive. In an effort to keep parent fees low, it is important for us to manage our expenses carefully. Parents can help with this by making prompt payments and ensuring your child is dropped off and picked up at the designated times. Our payment policy is outlined in our Policy Manual. In order for our business to operate financially, all policies will be strictly and equally enforced for all families. In an effort to ensure all families are fully aware of our payment policy, late pick up fees etc, and to avoid confusion, we have outlined some of the information below. Please read this information and the Policy and Procedure Manual carefully prior to signing the agreement. Please do not ask for exceptions to be made to our policies. Thank you.

Scheduled Attendance:

PEAK fees are based on scheduled attendance and are unaffected by absenteeism. Parents who request a space for storm days, in-service days etc will be charged the fee even if your child does not require the full service on a particular day.

Children who are picked up after their scheduled time will have additional fees added to the next invoice in the amount of \$2.00 per fifteen minute interval or part thereof. Children who are repeatedly picked up later than their scheduled time will have their pick up time and daily fee adjusted to reflect the later time everyday.

Children who are dropped off prior to the centre's opening time *for a particular day*, or who are picked up after the centre's closing time *for a particular day* will have an additional flat fee of \$10.00 plus \$5.00 for each 5 minute interval or part thereof added to the next month's invoice. There will be no exceptions to these charges.

Late Payment Fees:

Program fees are due to be paid on or before the 1st of each month in advance. If the 1st of the month falls on a weekend, holiday, storm day, in-service day, sick day or a day when your child is not scheduled to attend, fees are due on the last scheduled day prior to the 1st of the month. Parents may provide post dated cheques to help avoid late payments. Monthly fees can be divided into two equal installments provided a post dated cheque dated no later than the 15th of the month is left with the payment prior to the 1st. Accounts cannot be held for two payments per month without a post dated cheque for the 2nd payment.

A late payment fee in the amount of \$25.00 will be added to all accounts not paid by the 1st of the month. An additional late payment fee of \$15.00 will be added to all accounts not paid in full by the 15th of the month. No exceptions can be made to our late fee policy. Parents are asked to include the late payment fee when making your payment after the due date. The late payment fee will be included on the next month's invoice for parents who do not include it with their late payment. We understand that sometimes unforeseeable circumstances may arise causing an occasional late payment. Please be sure to speak with the Director to make payment arrangements and please include the late payment fee with your payment. Repeated delinquency may result in termination of care. There will be no exceptions to these fees.

All cheques returned by the bank will have a returned cheque fee of \$40.00 added to the account. Returned cheques must be covered immediately upon notification, on your child's next scheduled day of attendance or before. Returned cheques that are not covered on the child's next day of attendance or before will also require the late payment fee be covered.

Fee Calculations:

Please refer to the Policy and Procedure manual for complete information regarding our payment, holiday and other policies which affect our fee calculations. Payment is required for holidays as per the holiday schedule. The regular before and after school fee is charged for all days your child is normally scheduled to attend regardless of attendance – this includes storm days and in-service days even if the additional hours for full days or early dismissals are not requested.

Registration fee is \$40.00/child annually, \$60.00/family

I have read, understand and agree to all policies contained within this document and the Policy and Procedure Manual:

_____ -Parent _____ - Date

_____ -Parent _____ -Date