

Registration Form

For privacy purposes this information will only be available to daycare staff

In keeping with "How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)" The Apple Tree Preschool has a pedagogical approach that nurtures learning and development in the early years. This includes:

- establishing positive, responsive adult-child relationships
- providing inclusive learning environments and experiences that encourage exploration, play, and inquiry
- engaging as co-learners with children, families/caregivers, and others
- planning and creating environments as a "third teacher"
- using pedagogical documentation as a means to value, discuss, and make learning visible
- participating in ongoing reflective practice and collaborative inquiry with others

Our teachers are all trained in standard First-Aid & Level C CPR including infant.

A full outdoor program is practiced daily highlighting gross motor activities; therefore your child/ren should come dressed according to the current weather conditions. A second set of clothing will be required to be left in his/her cubby as well.

Child's Name: _____

Admission Date: m/d/y _____ Withdrawal Date: m/d/y _____

Centre: Whitby Ajax

Address: _____

Home Phone #: _____

Date of Birth: m/d/y _____ Health Card # (optional) _____

Dr's Name: _____ Dr's Phone #: _____

Dr's Address: _____

Known allergies: _____

Food Aversions: _____

Child resides with: Mother / Father / Both Parents:

Parent #1 Name: _____ Home Phone #: _____

Parent #1 Address: _____

Place of Employment: _____

Business Address: _____

Business Phone #: _____ Cell Phone#: _____

Email addresses: _____/_____

Parent #2 Name: _____ Home Phone #: _____

Parent #2 Address: _____

Place of Employment: _____

Business Address: _____

Business Phone #: _____ Cell Phone#: _____

Email addresses: _____/_____

Alternate Contact Person #1: _____ Relationship: _____ Phone#: _____

H/W/C _____ H/W/C _____

Authorized to pick up child Y / N

Alternate Contact Person #2: _____ Relationship: _____ Phone#: _____

H/W/C _____ H/W/C _____

Authorized to pick up child Y / N

Health Summary

Describe general symptoms of your child's ill health

Medical History

Any history of communicable diseases must be listed

Policies and Procedures

Hours of Operation:

Full day hours: Monday to Friday; 7:00am - 6:00pm.

Nursery School: Monday to Friday; 9:00 am- 11:30 am.

Before & After Care: Monday to Friday; 7:00 am -8:30am, 3:30am -6:00pm. Busing is available to school children needing transportation based on availability.

If an emergency makes it impossible for you to pick up your child by your allotted time, a phone call is required. Late pick up charges will apply. You must notify the school if your child will not be attending, will be arriving late or will be picked up early.

DEPOSIT

If you chose to attend our facility a 2 week non-refundable deposit is required. The deposit will be applied to your final 2 weeks of service. Notice of 2 months must be given to use the deposit as payment. If notice is not given then the deposit will be non-refundable.

PAYMENT

Preauthorized Debit Form required. Please submit the form prior to your start date. Deposits are due in advance of your intended start date to hold your spot. A one-time registration fee of \$100.00 is applied to all enrolments for the initial processing of enrolment documents.

BUSING

We provide an in-house busing service to local schools. Busing will be provided based on availability yearly. A manifest is done up yearly to determine what schools we can provide service to, service is not guaranteed. Busing is charged at a flat fee per child.

** for children not enrolled with The Apple Tree we do offer our busing service from individual homes; fees will differ**

ENROLMENT & WITHDRAWAL

Nursery School (NS)

Enrolment in our Nursery School program follows the school year from Sept to June. If you wish to have your child attend the nursery school program in the summer you need to check for availability with the supervisor. We will always endeavor to accommodate.

Enrolment in any other program whether part-time or fulltime at any of our campuses is intended to be ongoing (without a definitive end date) unless otherwise noted. Once your child is enrolled that spot is held for him/her year round and ongoing. It is our intention to be able to offer continual service at a consistent standard. Any change to your enrolment would require 4 weeks' notice to ensure that consistency. Statutory holidays, sick time and vacation time are paid time.

Part-time care: We offer a part-time M/W/F OR T/TH schedule only

School Age Schedule (SY)

If you chose to enroll your child(ren) for just the school year you would be enrolled continuously from the start of the school year to the end of the school year with the option to attend on PA days and school closures for the full days. The monthly before & after cost is due for each month Sept to June at a minimum. Additional days of full care would be charged in addition to the monthly fee. For school closures: they can be booked based on availability with the supervisor. The cost for these days is due in advance of the time booked and is non-refundable if cancelled within 2 weeks of the date booked. If you chose to book only certain weeks over the summers for our summer camp you can book for the weeks that you chose with no commitment to attend for the entire summer.

Withdrawal in our definition means to remove your child from our care for an extended period of time. This period of time must be more than 4 months to qualify as being withdrawn from our services. You are required to give The Apple Tree Preschool a minimum of **2 months written notice** should you wish to withdraw your child(ren) from our program. The 2 months enables us to find another child to fill your vacancy. Your deposit will be applied against this notice time; if notice isn't given the deposit will not be returned. Because we intend for this to be an ongoing commitment we allow **withdrawal of enrolment due to loss of job, a move out of area, child illness or graduation out of service**. If withdrawal is made for any other reason deposit will not be refunded regardless of notice given.

The Apple Tree Preschool has the right to withdraw a child after providing a minimum of two weeks written notice to the Parents/Guardians. The reason for such withdrawal may include payment default, a part time space being needed for a full time child and/or the inability of The Apple Tree Preschool to meet your child's needs.

Parents/Guardians are responsible to ensure their account is paid in full at the time they withdraw their child(ren).

If a situation arises where a child is endangering him/herself, other children or staff - The Apple Tree Preschool has the right to withdraw that child immediately – without two weeks notice. In addition, if the security/safety of children and staff of The Apple Tree Preschool is at risk, withdrawal of a child will be effective immediately.

VACATIONS

Any vacation time for all enrolments would be paid in full. Our office must be advised of your booked holidays at least 2 weeks in advance in writing. A vacation request submission form must be submitted to your perspective supervisor for accuracy with attendance planning.

CANADIAN STATUTORY HOLIDAYS

The following is a list of holidays that the daycare will be closed. During this holiday time, **regular fee is still due**.

These days include: **New Years Day, Family Day, Good Friday, Victoria Day, Canada Day, Simcoe Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.**

CHRISTMAS SEASON

Our staff are very dedicated and committed. For the holiday season we close for the week between Christmas and New Years to give them all a full week off with their families. **Regular fees are still due.**

ALTERNATE CARE

We can never stress enough the importance of finding substitute care before it is needed. Obtaining a provider for substitute care is the sole responsibility of the parent(s). In care of an emergency situation or illness breakout in the centre we may not be able to provide our regular childcare service.

HEALTH & MEDICATIONS

As required by both the Public Health Department and the Ministry of Education a Record of Immunization form must be filled out and a photo copy of your child/ren's up to date immunization care be attached. If immunizations aren't up to date a "Statement of Medical Exception must be signed.

***** All immunizations must be current *****

All medications (prescription and non-prescription) must be labeled with the child's name, dosage, name of drug and storage instructions along with a 'Medical Authorization and Administration Form signed and dated.

Please give all medications directly to staff when you arrive in the morning. The medications will be stored in a locked box and refrigerated if needed.

Any food or drink brought into the premise must also be labeled with the child's name and be in keeping with our peanut free policy.

EMERGENCY & SECURITY PROCEDURES

The children will only be released to the adults for whom written authorization has been provided. In the event of an emergency the child may be released to an adult for whom the child's parent or legal guardian has given verbal permission. If the child does not know the adult, photo identification is required to assure the adult is the authorized adult to pick up the child.

DISCIPLINE

We will use discipline in compliance with the parent's wishes. We would never authorize corporal punishment of any kind; a time-out or positive reinforcement is used to promote good behaviour.

FIELD TRIPS

Occasionally we will do field trips with the children. There may be a small fee (entrance tickets, lunch etc...) Parents will know about the fee in advance and are expected to pay before the day of the field trip.

MEALS & SNACKS

Our menu has been developed by a dietician to exceed both the Student Nutrition Plan and the Ontario Food Guide. In addition a mid-morning and afternoon snack is provided. Meals include milk, juice, fruit, vegetables, bread and meat. If there are any foods your child may not have or are allergic to please notify us in writing.

Please note any special instructions: _____

SLEEPING & RESTING

Each child will be provided with a clean, comfortable bed to sleep in for a nap or rest period each day. Each child will be required to "rest" for at least one hour per day. This gives the children a chance to wind down and our staff time to pick up and get ready for the afternoon.

Please note any special instructions: _____

PHYSICAL REQUIREMENTS

(circle your answers)

Does your child use diapers? YES / NO

If no, my child: Uses the washroom independently / requires some assistance / requires full support

Please provide relevant details:

Does your child require any additional support or accommodation with respect to physical activity? YES / NO

Please provide relevant details:

OUTDOOR PLAY

It is our policy that children have a minimum of 2 hours of outdoor play per day; during inclement weather gross-motor activities will be done indoors. Inclement weather must be noted by staff to either be too hot/too cold or too wet.

Please note any special instructions:

CONTRACT

A new contract will be provided to parents in January of each calendar year (if there has been a change). Any changes to the contract i.e.: hours, rate or policies will be disclosed at this time. Any part of this contract is subject to change at any time with 30 days notice.

Parent #1 Signature: _____

Parent #2 Signature: _____

Date: _____

Rate Schedule

Full time:	INFANT (0-18 months)	
	▪ \$706.86 /month	
	TODDLER (18 months-2.5 years)	
	▪ \$623.70 /month	
	PRESCHOOL (2.5 years -5 years)	
	▪ \$571.72 /month	
Part-time: ** M/W/F	INFANT	Not Available
	TODDLER	\$399.26/month
	PRESCHOOL	\$368.55 /month
Part-time: ** T/TH	INFANT	Not available
	TODDLER	\$276.41/month
	PRESCHOOL	\$255.15/month
Nursery School: 9-11:30am daily	INFANT	No nursery school available
	TODDLER	\$ 389.81/month
		** M/W/F \$230.34** T/TH \$159.46
	PRESCHOOL	\$ 343.03/month
		** M/W/F \$202.70** T/TH \$140.33
Kindergarten Readiness Program: 9:00-2:00 daily	PRESCHOOL	MON-FRI \$ 498.96 /month
		** M/W/F \$294.84* T/TH \$204.12
	<i>this program is available only to children who will be attending school in the upcoming year</i>	
Before & After Care:	Kindergarten (under 6 years old) - \$363.82/month	
	School Age (over 6 years old) - \$770.00/ month	
	<i>* no CWELCC applied</i>	
	KINDER (4-5 years old) \$8.50 extra fee	
	PRIMARY/JUNIOR (6-8 years old) \$51.50/day for full day care (\$16.50 extra fee)	
	JUNIOR (9+ years old) \$50.00/day for full day care (\$15.00 extra fee)	

* all enrollments are subject to a non-refundable registration fee of \$100.00, this fee is for the processing of all forms necessary for your child's entry into our centre and is non-refundable

** busing is available (not guaranteed) to a wide area and walking school bus to Colonel Farewell **

BUSING- Busing is charged at \$10.00/day for the first child, \$5.00/day per additional child travelling to the same school as a flat fee for before and/or after school. There is no reduced cost for travel only one way. PAD arrangements are required and will be withdrawn on the Monday of the first week of the period noted or the 1st if monthly frequency is chosen.

In the case of an NSF cheque all fees including a service charge of \$75 must be reimbursed as soon as notified.

CWELCC: PLEASE BE ADVISED

**The Apple Tree Preschool is enrolled in the Canada-wide Early Learning and Child Care Program.
All discounts will be applied to the posted rates**

PLEASE INDICATE IF YOU HAVE A SUBSIDY AGREEMENT WITH THE DURHAM REGION YES NO

I am registering my child (ren) for the following:

Child Name _____
DOB (M/D/Y) M / T / W / TH / F Full / NS / KRP
Days Duration

Child Name _____
DOB (M/D/Y) M / T / W / TH / F Full / NS / KRP
Days Duration

Child Name _____
DOB (M/D/Y) M / T / W / TH / F Full / NS / KRP
Days Duration

FOR OFFICE USE ONLY – TO BE FILLED OUT BY SUPERVISOR

DEPOSIT BREAKDOWN:

MONTHLY TUITION /2= _____ + \$100.00 = _____
2 WEEK RATE REG. FEE DEPOSIT AMOUNT

MONTHLY TUITION /2= _____ + 0.00 = _____
2 WEEK RATE WAIVED DEPOSIT AMOUNT

MONTHLY TUITION /2= _____ + \$0.00 = _____
2 WEEK RATE WAIVED DEPOSIT AMOUNT

TOTAL DEPOSIT AMOUNT:

DEPOSIT TO BE RECEIVED VIA: CHQ ☐ ETRANS ☐ PAD ☐ CASH ☐

REGISTRATION ISN'T COMPLETE UNTIL DEPOSIT IS RECEIVED.

DEPOSIT RECEIVED: YES ☐

DEPOSITS CAN BE MADE VIA ETRANSFER TO PAYMENTS@THEAPPLETREEPRESCHOOL.COM
OR CHQ OR THROUGH PAD

**ONGOING PAYMENTS MUST BE MADE THROUGH PREAUTHORIZED DEBITS.
SEE FORM ATTACHED. (TO BE SUBMITTED AT TIME OF ENROLMENT)**

Sick Policy

Please do not bring sick children to the centre.

If your child develops symptoms of illness during the day, your child will be isolated and you will be asked to pick up your child as soon as possible. **For the health and well-being of your child and others please do not bring your child to daycare if they:**

- Currently have or have had a fever, vomiting, diarrhea in the last 48 hours
- If they are in the first 24 hours of antibiotic treatment
- Have a heavy nasal discharge that is yellow or green in colour
- If they have a constant cough
- If they will not be able to participate in daily activities
- Or if the symptoms are possibly due to a communicable disease such as reddened eyes, sore throat, earache, rash or abdominal pain.
- Parents must notify the centre if their child develops a communicable illness that has possibly already exposed other children in the centre's care.
- **Please consult the Definitions of Ill Health provided at enrolment and follow their practices**
- Should you question the return of your child to care consult a Doctor

Whenever possible, please get a prescription from your doctor that does not have to be given during the day. If this is unavoidable, I will give oral medication with a note from the doctor and/or parents permission. Over the counter medication will be treated the same as a prescription medication and will require the same notes from doctors or parents.

Please note: all sick days are paid in full.

Parent#1 Signature: _____

Parent#2 Signature: _____

Date: _____