

Smart Steps Daycare

Registration Package

Child First Name: _____ Last Name: _____

D:O: B- _____ Sex: _____

Start Date: _____ Drop Off Time: _____ Pick up Time: _____

Days of Care: M ☐ T ☐ W ☐ TH ☐ F ☐

Parent/Guardian 1

Relation to child:

Name: _____ Phone#: _____

Email Address: _____

Address: _____ City: _____

Postal Code: _____ Home#: _____

Place of Work/ School _____ Phone#: _____

Work/School Address: _____

Home Address same as above: Yes: _____ No: _____

Parent/Guardian 2

Relation to Child:

Name: _____ Phone#: _____

Email Address: _____

Address: _____

City:

Postal Code: _____

Home#: _____

Place of Work/ School _____

Phone#:

Work/School Address: _____

Home Address same as above:

Yes: _____

No:

Emergency Contact 1

Relation to Child: _____

Name: _____

Phone#: _____

Address: _____

City:

Postal Code: _____

Home#:

Emergency Contact 2 (Optional)

Relation to Child: _____

Name: _____

Phone#: _____

Address: _____

City:

Postal Code: _____

Home#:

Child Lives with: Mother _____ Father _____ Other _____

Is there any Custody Agreement: No: _____

Yes:

Is Your Child Attending School: Yes _____ No _____

If yes, do you have transportation plan? _____

Medical Information

Health Care # _____

Physician's Name: _____ Physician Phone: _____

Medical Conditions: _____

Dietary Restriction: _____

Any Allergies: _____

Any Food Restrictions: _____

Prescribed or Emergency Medications: _____

Child's Immunization is up to date: Yes _____

No _____

Fee Policy:

Due Date: Fees are due on the first business day of each month.

Initial Payment: The registration fee and first month fees must be paid by e-transfer.

Ongoing Payments: All subsequent monthly fees are paid by Pre-Authorized Debit (PAD); signing the centres PAD Agreement is required.

NSF / Returned PAD: A \$50 administrative fee applies to each NSF/returned payment, plus any late fees.

Late Fees: \$10 per day per child starting the day after the due date (first business day).

No Fee Adjustments: Full monthly fees are charged regardless of planned closures, statutory holidays, illness, vacation, days off, or unexpected centre closures.

Outstanding Accounts: Any balance remaining after care ends (subsidy shortfalls, operating grant shortfalls, NSF fees, late pick-up fees, penalty fees, fees in lieu of

one month notice, etc.) must be paid within 30 days. Unpaid accounts will be sent to collections.

Deposit: Applied to the final months fees when withdrawal notice is provided in accordance with the centre withdrawal policy

Affordability Grant

For children ages 0 - Kindergarten, the Government of Alberta will pay to our centre the Affordability Grant. The Affordability Grant is used to offset fees. To receive the full Affordability Grant, your child must attend the centre a minimum of 100 hours per month. If the centre does not receive the Affordability Grant for any reason, parents will be required to pay the balance of the fees not covered by the Affordability Grant.

It is a Child Care Licensing Regulation for all licensed child care programs to collect personal information in order to register a child for care. All parents will be asked for consent to collect, use and share this information with the Government of Alberta to provide child care services. If a parent or guardian does not consent to sharing their child's information with the government, our centre will not receive funding for that child. Personal information collected includes:

- child's name and date of birth
- parent's name, phone number and email
- child's start date
- monthly hours child is registered to attend

Smart Steps Daycare will handle personal information responsibly and follow privacy laws, such as the Personal Information Protection Act. This information is protected under sections 33(c) of the Freedom of Information and Privacy Act (FOIP). The Government of Alberta has stated that the Child Care Licensing Portal, in which **Smart Steps Daycare** is required to share this personal information, has undergone both a Security Threat and Risk Assessment and a Privacy Risk Assessment, in collaboration with the Cybersecurity Division, Legal Services and Privacy Management Services. These assessments ensure that it meets the government's high standards for security and privacy, and that all personal information collected and used in accordance with all applicable acts and regulations. All information entered into the Portal is encrypted both during transmission and at rest to ensure your data is protected. This encryption is

completed using industry best practices. The personal information entered into the Child Care Licensing Portal is never disclosed to third parties, including within the Government of Alberta, without the consent of the person or their guardian.

By signing this agreement, you explicitly give my permission to share the above-mentioned personal information with the Provincial Government of Alberta.

Hours of Care:

The centre is open from 6:30 a.m. to 6:00 p.m. Parents are required to drop off by 10:00 a.m. Children are not permitted to be dropped off during an off-site activity, such as a walk in the neighbourhood. Children are required to be picked up by 5:45 p.m. Staff remain at the centre until 6:00 p.m. to prepare for the next day and complete all security procedures. Late fees of \$1.00 per minute per child will be charged for pick-ups after 6:00 p.m. Parents agree to notify the centre if their child will be absent or will be picked up by someone other than themselves.

Vacations/Absences/Illness/Unexpected Closures

There is no reduction in fees for holidays, absences or unexpected closures. If your child is taking an extended absence, payment of full fees is required to hold your spot at the centre. Parents must provide alternate care for their child if he/she is ill or becomes ill while at the centre. Parents must pick up their child from the centre if the child has a fever, diarrhea, an unexplained rash or cough, or is otherwise unable to participate in the program, unless a written note is provided by a doctor indicating that the child does not pose a health risk to other persons on the centre's premises

Authorized Pick Up

Children are not permitted to leave the centre with anyone other than those individuals who are listed as emergency contacts or authorized persons. Exceptions will be made only if the Director or Staff are personally notified by the parent/guardian. If the individual picking up your child is not known to the Staff, they will be asked to produce photo identification. In the event of a separated

(formally or informally), or divorced family situation, we cannot prevent either parent from taking the child unless there is a legal custody agreement or a Court Order on file at the centre. For a Court Order to be enforced, the parent/guardian must provide a copy of the Order to the centre to be kept on the child's file. Children will only be released to authorized individuals over the age of 18. Any individual listed as an emergency contact is also considered an authorized person to whom a child may be released.

Lost or Damaged Personal Items

The centre agrees to use all care and diligence in caring for the children's personal belongings. The centre will not be responsible for any loss or damage to clothing or other personal effects of the children.

Communication

_____ I give permission to Smart Steps Daycare to contact me via e-mail and add my e-mail address. I understand it is my responsibility to let the centre know if my e-mail address changes so that I may continue to receive e-mail communication.

Sunscreen Application

_____ I hereby authorize Smart Steps Daycare Care staff to apply sunscreen (provided by parents) on my child in spring and summer as needed.

Insect Repellent Application

_____ I hereby authorize Smart Steps Daycare staff to apply insect repellent (provided by parents) on my child in spring and summer as needed.

Diapers and supplies:

_____ Diapers and other required supplies such as wipes and diaper rash cream will be provided by parents. I hereby authorize Smart Steps Daycare staff to apply the cream provided by parents.

Photos Inside the Centre

_____I hereby consent to and authorize Smart Steps Daycare to use and reproduce photographs taken of my child to post inside the centre. I consent for photos of my child to be uploaded and posted on Daily Reports that are messaged or emailed at the end of the day.

Neighbourhood Walks

_____I understand that walks to neighbourhood areas and parks are part of the programming at Smart Steps Daycare, and I hereby give consent for my child to participate in these activities, without additional notifications for such walks.

Medical Authorization

_____Staff will administer emergency first aid, or obtain medical assistance, for any child in their care when necessary. Parents are responsible for the costs of any medical assistance, including the cost of transportation via ambulance. If a child requires medical assistance: a) The child's parents will be contacted; b) If the parents are unavailable, a listed emergency contact will be contacted; and c) If necessary, an ambulance will be called to transport the child to the nearest hospital. In the event that I cannot be reached and emergency medical treatment is required for my child, I agree to allow the Director or staff of Smart Steps Daycare to seek any medical treatment appropriate. I agree to be responsible for any costs incurred as a result of this medical treatment.

Ending Child Care

Parents must provide one (1) calendar month written notice of an intention to withdraw a child from the centre, or payment of full fees in lieu of one month notice. The Affordability Grant will not be received by the centre if the child is not in attendance, and so, if paying one-month fees in lieu of the notice, the amount required will be your regular payment, plus the Affordability Grant and any subsidy approval amount not paid to the program. Notice MUST be given on or before the 1st business day of the final month of care (e.g., if the child's last day will be August 31, notice must be given on or before August 1). Notice given after the month has started will be treated as if given on the first of the following month and full fees will be required (e.g., If notice is given on June 15 for attendance to

end on July 15 the notice period will be considered as starting July 1 and full fees will be required for the month of June). If insufficient notice of withdrawal is provided, the centre reserves the right to terminate care immediately and will not issue a refund for any fees paid for the current month. The centre reserves the right to end child care at any time it deems necessary, with the amount of notice depending on the situation. In the event of an immediate termination, it is within the centre's discretion as to whether a refund will be issued. If the agreement is terminated due to threats, harassment, or any other similar behaviors towards the centre and its employees, no refund will be issued.

Parent Handbook

_____I acknowledge that I have had the opportunity to review the Smart Steps Daycare's Parent Handbook and have discussed any concerns with the Director and/or their designate and that I understand and agree to follow the policies and procedures set by the centre and as amended from time to time.

Parent/Guardian Signature

Date

Director Signature

Date