

# Tender Heart Childcare Centre Ltd.

3319 – 118 Avenue, Edmonton, AB T5W 4X1 Ph: 780-479-4351 Fx: 780-486-6736

## REGISTRATION FORM

\_\_\_\_\_ DAYCARE      \_\_\_\_\_ OUT OF SCHOOL CARE      \_\_\_\_\_ PRESCHOOL  
(Fill out form on your computer, print, sign and initial where necessary, and bring in to centre or fax to 780-486-6736)

### REGISTRATION / DEPOSIT FEE

**Please send all deposits and registration forms to:**

202, 10479 – 184 Street, Edmonton, AB T5S 2L1

Fax: 780-486-6736

I \_\_\_\_\_, understand and acknowledge that I must pay a **\$300.00 deposit** plus a **\$40.00 registration fee** to Tender Heart Childcare Centre Ltd.

I further understand that these amounts are **non-refundable** and the deposit will be used towards first month's childcare fee.

Print Name:

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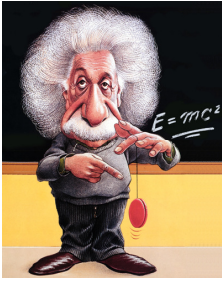
Signature:

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Date:

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*( This form must be completed, signed, dated and returned with registration. )*



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Child's Name: \_\_\_\_\_

Date of Registration: \_\_\_\_\_

Starting Date: \_\_\_\_\_

Child's Age: \_\_\_\_\_ Male  Female

Child's Date of Birth: \_\_\_\_\_

Legal Guardian: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mother's Home Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_

Mother's Place of Work: \_\_\_\_\_ Phone: \_\_\_\_\_

Is mother allowed to pick up child? Yes  No

Father's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Father's Home Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_

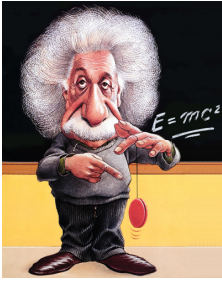
Father's Place of Work: \_\_\_\_\_ Phone: \_\_\_\_\_

Is father allowed to pick up child? Yes  No

Child's Home Phone: \_\_\_\_\_

Child's Home Address: \_\_\_\_\_

Edmonton, Alberta                      Postal Code: \_\_\_\_\_



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Parent to be Contacted in Emergency: \_\_\_\_\_

Emergency Contact Person #1: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Emergency Contact Address: \_\_\_\_\_

Emergency Person Place of Work: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_

Emergency Contact Person #2: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Emergency Contact Address: \_\_\_\_\_

Emergency Person Place of Work: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Alberta Healthcare Number: \_\_\_\_\_

Is the child on daily medications?      Yes       No

If yes, what name? \_\_\_\_\_

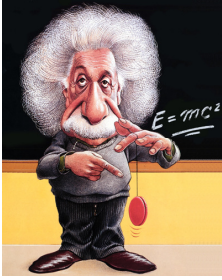
What dosage? \_\_\_\_\_ How many times a day? \_\_\_\_\_

Any allergies or medical problems?      Yes       No

If yes, please describe: \_\_\_\_\_

Is child's immunization up to date?      Yes       No

Any other information the staff should be aware of?      Yes       No       If yes, please specify: \_\_\_\_\_



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Is anyone PROHIBITED (not allowed) to pick up the child? :    Yes                       No

If yes, name of person(s): \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

- Children **WILL NOT** be released to anyone who is not authorized in writing by the parent / legal guardian.
- **NO TELEPHONE CALLS** are acceptable to change authority for pick-up authorization (**MUST BE IN WRITING**).
- All persons picking up the child **MUST** provide picture identification.
- Tender Heart Childcare Centre reserves the right to refuse **ANYONE** picking up a child who does not appear to be in a responsible condition.

### BESIDES THE PARENTS, LIST BELOW THE ONLY OTHER PERSONS THAT YOU AUTHORIZE TO PICK UP YOUR CHILD:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_

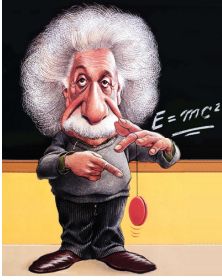
Address: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_



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Has child been in childcare before?    Yes     No

If yes, name of centre: \_\_\_\_\_

Child will arrive at centre at what time? \_\_\_\_\_

Child will be picked up at what time? \_\_\_\_\_

**CHILDREN MUST BE PICKED UP NO LATER THAN: 5:45 P.M.  
\$20.00 “LATE FEE” FOR EACH 15 MINUTES LATE.**

INITIAL \_\_\_\_\_

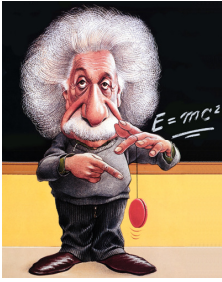
I understand that the monthly fee for my child is due and payable on the day the child starts and that monthly fees are due on the first day of each month. If the first is a holiday, then the fees are due on the next business day that the centre is open. If monthly fees are not received on the 1st of the month, a late fee will be due in the amount of \$40.00 unless previous arrangements have been made. Parents are encouraged to pay by post-dated cheques.

INITIAL \_\_\_\_\_

I understand that **I AM REQUIRED TO GIVE TENDER HEART CHILDCARE CENTRE LTD. ONE (1) FULL MONTH “WRITTEN” NOTICE PRIOR TO REMOVING MY CHILD.** If I fail to provide that “Written” notice, I will be required to pay one additional month’s fees.

INITIAL \_\_\_\_\_





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I, \_\_\_\_\_ hereby give permission for **Tender Heart Childcare Centre Ltd.** to photograph \_\_\_\_\_ (name of child) in his/her daily activities and special events and understand that they may be displayed on the picture board. No pictures will be used for publication or telecast.

I hereby grant permission for my child to leave the centre premises under the supervision of the staff members of **Tender Heart Childcare Centre Ltd.** for outdoor walks, field trips (i.e. Sledding, or going to play in the nearby playground), and other such related activities.

I also grant permission for the Owner, Administrator, Director, or Acting Charge Staff to take whatever steps are necessary to obtain emergency medical treatment if warranted. I will also be responsible for any ambulance expenses. These steps may include, but are not limited to: **a.** Attempt to contact a parent or guardian **b.** Attempt to contact the child's physician **c.** Have the child transported to an emergency facility/hospital in the company of a staff member.

I grant permission for and give consent to medical or surgical treatment by a licensed physician and/or hospital, and further consent to the administration of any necessary anesthetics, medical treatments including tests, transfusions, injections, or drugs, and the performing of whatever operations may be deemed necessary or advisable in the event of an emergency.

I/We acknowledge that **Tender Heart Childcare Centre Ltd.** endeavors to provide the finest care possible for all children enrolled in its program. Accordingly, I/We acknowledge that **Tender Heart Childcare Centre Ltd.** reserves the right to refuse enrollment or the continued enrollment of my child, should the management of **Tender Heart Childcare Centre Ltd.** in its sole discretion, determine that my child poses a health, behavioral or management problem to its childcare, operation or staff.

I/We acknowledge that we have read the contents of the PARENT HANDBOOK and agree to be bound and abide by the rules and regulations set forth therein. However, I/we acknowledge that the PARENT HANDBOOK is set up to regulate the day to day activities and long range plans of the centre, as well as to inform parents of the goals and working of the Child Care Centre, and as such, the contents thereof may be subject to change by **Tender Heart Childcare Centre Ltd.** in its sole discretion. I/We hereby agree to abide to any new rules or regulations established by **Tender Heart Childcare Centre Ltd.** and communicated to me/us.

Should legal action be necessary, I understand that all legal fees will be at my cost.

Parent Signature \_\_\_\_\_

I understand all of the details of the "Registration Form" including the "Late Fee" structure and the "Notice when leaving" requirements. I have received a copy of "**Tender Heart Childcare's** information and policies" outline and I acknowledge same.

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_