



**KOOTENAY KIDS EARLY CARE  
& LEARNING CENTRE  
REGISTRATION**

<b>Centre</b>	<b>Hours of Operation</b>	<b>Age of Children</b>	<b>Fees</b> *fee reduction initiative in place to reduce monthly totals.
<b>ECLC Infant and Toddler Program</b>	7:30 am- 5:15 pm	6 weeks to 3 years	\$59.00/full day * \$34.00/ half day *
<b>ECLC- 3-5 Year Olds</b>	7:30 am- 5:15 pm	3-5 years	\$47.00/full day * \$29.00/half day *

**Registration**

- To register your child at Kootenay Kids Early Care & Learning Centre, please contact the Director of Childcare Programs at 250-354-4673.
- Messages will be checked frequently and calls returned as quickly as is possible.
- Parents wishing to register their children must clear all outstanding accounts with Kootenay Kids Society.

**My childcare needs are:**

Please enter arrival and departure times. This is very important as management needs to ensure that our child/staff ratios are maintained according to licensing requirements.

The latest pick up time is 5:15 pm as the centre is closed at 5:30 pm and staff must be out of the centre by 5:30 pm.

My Child's Name is \_\_\_\_\_  
 She/he is in the \_\_\_\_\_ Infant/Toddler or \_\_\_\_\_ 3-5 program (circle one)

**Mondays** I will drop off my child at \_\_\_\_\_ and pick her/him up at \_\_\_\_\_

**Tuesdays** I will drop off my child at \_\_\_\_\_ and pick her/him up at \_\_\_\_\_

**Wednesdays** I will drop off my child at \_\_\_\_\_ and pick her/him up at \_\_\_\_\_

**Thursdays** I will drop off my child at \_\_\_\_\_ and pick her/him up at \_\_\_\_\_

**Fridays** I will drop off my child at \_\_\_\_\_ and pick her/him up at \_\_\_\_\_

My Schedule is flexible. I would like \_\_\_\_\_  
\_\_\_\_\_

I have a fixed schedule; it is \_\_\_\_\_

I have attached a calendar for the year to clarify this.

### Personal Information

Child's Name: _____	
Name child responds to: _____	
Gender: _____	Birth date: (month/day/year) _____
Mother's name: _____	Home Phone _____ Work Phone _____
Email address: _____	
Father's name: _____	Home Phone _____ Work Phone _____
Email address: _____	
Address: _____	
Postal Code: _____	Phone: _____
Emergency Contact: _____	Relationship to Child _____
Phone: Work _____	Home _____

Do you identify yourself as an aboriginal person? Yes No First Nations \_\_\_Metis \_\_\_Inuit\_\_\_  
Do you identify your children as an aboriginal person? Yes No First Nations \_\_\_Metis \_\_\_Inuit\_\_\_

### Background Information

Has child been in a child care arrangement before? YES _____ NO _____	
If yes, please give a short description of how your child enjoyed previous care arrangements: _____ _____	
Other Person(s) Living at Home:	
Children: _____	Age: _____
_____	Age: _____
_____	Age: _____

Adults: \_\_\_\_\_ Relationship: \_\_\_\_\_  
\_\_\_\_\_ Relationship: \_\_\_\_\_

Have there been any significant changes in your child's life in the past year?

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please describe:

\_\_\_\_\_

Describe any particular fears your child has: \_\_\_\_\_

### Pick-Up Information

Name(s) of Person(s) authorized to pick up your child (please let childcare staff know prior to pick-up)

\_\_\_\_\_

Please record the name(s) of any person **NOT** permitted access to your child (staff may ask for copies of restraining orders or custody papers).

\_\_\_\_\_

Our policy regarding parent access is that the parent of a child has access to her or his child at any reasonable time, regardless of whether or not the visit is scheduled.

#### Definition of a parent:

- The guardian of the child
- The person legally entitled to custody of the child, or the person who usually has custody of the child

### Medical Information

BC Medical# \_\_\_\_\_ (Care Card Number)

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have a public health nurse? NO YES (please circle one)

If yes, name of public health nurse: \_\_\_\_\_

Does your child have any health concerns? NO YES (please circle one)



**Feeding**

\_\_\_\_\_ Breast Fed                      \_\_\_\_\_ Bottle Fed                      \_\_\_\_\_ Cup

Eating solids?        \_\_\_\_\_ NO        \_\_\_\_\_ YES

Favorite foods: \_\_\_\_\_

Religious/ethnic observations: \_\_\_\_\_

Any food restrictions/allergies: \_\_\_\_\_

It is the parent's responsibility to make staff aware of food restrictions and allergies.

**Development History****Physical**

Does your child nap?        NO                      YES (please circle one)

Times of naps: \_\_\_\_\_

Does your child sleep with:

\_\_\_\_\_ Soother        \_\_\_\_\_ Soft toy        \_\_\_\_\_ Special blanket

Does your child sleep on:

\_\_\_\_\_ Back        \_\_\_\_\_ Side        \_\_\_\_\_ Tummy

Has your child had any vision, hearing, or speech challenges?    NO                      YES (please circle one)

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

\_\_\_\_\_

\_\_\_\_\_

**Toileting**

My child uses:    \_\_\_\_\_ Diapers    \_\_\_\_\_ Pull-ups    \_\_\_\_\_ Training Pants    \_\_\_\_\_ Trained

**Toilet training**

Is your child toilet training?        NO                      YES (please circle one)

If yes, any special words for urination/bowel movements? \_\_\_\_\_

\_\_\_\_\_

## **Ages & Stages Development Assessment**

Kootenay Kids Early Care and Learning Centre ask all families who are attending the Centre to please complete Ages & Stages. We ask for it to be completed to the best of your ability and feel free to ask questions. KKECLC staff will also complete Ages & Stages as your children develop and learn here at ECLC. We believe in high quality care for children and this is one tool we use to make sure we provide this.

**Completed**                      **Yes**                      **No**

### **Child's Previous Childcare Experience**

Has your child had pervious child care experience away from home?    NO    YES    (please circle one)

If yes, please explain: \_\_\_\_\_

Special instructions/comments for the caregivers regarding the care of your child:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Additional Information**

If your child is an infant or toddler, please give a brief description of his/her daily routine (for example when he/she usually eats, sleeps, etc.) Attach an extra page if you wish.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Field Trips**

a)        Walks around the neighborhood are a regular part of the program. I give permission for my child to accompany the staff and children on walks around the neighborhood:

YES                      NO    (please circle one)

b) Field trips are a regular part of the 3-5 daycare programs. These field trips may include transportation by city or school bus. Information regarding field trips will be posted in the cubby room. I give permission for my child to attend field trips with the staff and children of Kootenay Kids. I understand that these field trips may include transportation by city or school bus.

YES NO (please circle one)

### **Photographs**

While on field trips around the community, the children are sometimes photographed by the local press or Kootenay Kids staff.

1. I give permission for local press to take my child's photograph.

YES NO (please circle one)

2. I give permission for my child's photograph to be taken and displayed in the childcare centre:

YES NO (please circle one)

3. I give permission for my child's photograph to be taken and displayed on the Kootenay Kids website.

YES NO (please circle one)

### **Kootenay Kids Society Agreement regarding Health Care**

a) If my child has been prescribed antibiotics, I will make sure that he/she has been on them for at least 24 hours before bringing him/her back to the centre.

b) If my child has had diarrhea or vomiting, I will not bring him/her back for 48 hours after the last episode.

c) If my child has been sick, I understand that there are times when Kootenay Kids may require me to bring a doctor's note confirming that my child is well enough to come back.

d) If my child becomes ill while at daycare, I will be called and will arrange for my child/children to be picked up within the hour.

e) If my child has been sent home during the day, I will keep him/her home the following day to fully recover.

f) I have read Kootenay Kids' Health Policy and agree to abide by it.

Signed: \_\_\_\_\_  
(Parent's signature)

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

## **ACTIVE PLAY/SCREEN TIME POLICY**

Kootenay Kids Early Care and Learning Centre (KKECLC) recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future.

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our centre encourages all children to participate in a range of daily physical activity opportunities that are appropriate for their age, that are fun and that offer variety.

Adequate physical activity promotes bone health, is protective against obesity and is beneficial for child social, psychological and fundamental movement skills development. Through active movement a child becomes stronger, coordinated and can explore the capabilities of their body. For babies, providing opportunities to move freely helps to develop their senses, promote good posture, strength and balance, and teaches them about their bodies and the world around them.

Fundamental movement skills are the building blocks for more complex and specialized skills that children need throughout their lives so they can competently and confidently play different games, sports and recreational activities. Fundamental movement skills include running, catching, jumping, kicking, galloping, leaping, hopping, dribbling a ball, side-stepping, striking a ball, underarm rolling and over arm throwing.

In order to promote physical activity and provide all children with numerous opportunities for physical activity throughout the day KKECLC will:

### **Daily Physical Play**

- Encourage a least restrictive, safe environment for infants and toddlers at all times.
- Provide a designated safe outdoor area for infants (ages 0-12 months) for daily outdoor play.
- Provide toddlers (ages 1 through 2 years old) with at least 60-90 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Provide children (30 months to school age) with at least 90-120 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Increase indoor active play time so the total amount of active play time remains the same, if weather limits outdoor time.
- Provide a variety of play materials (both indoor and outdoor) that promote physical activity.
- 

### **Role of Staff in Physical Activity**

- Encourage children to be physically active indoors and outdoors at appropriate times
- Provide 5- 10 minutes of planned physical activities at least 2 times daily for children age 3 and older.
- Provide outdoor spaces that support children to explore and experience the natural environment.
- Provide safety procedures and risk management strategies when implementing physical activity.
- Ensure that all rough and tumble and risky play is well supervised and all children involved are willing participants.



## **Screen Time Limitations**

- Not permit screen time (e.g., television, movies, video games and computers) for infants and children two years and younger.
- Only permit minimal use of screen time (ipad, computer) to enhance a learning opportunity with visuals or with specific programming (e.g. Moe the Mouse – Speech/Language Program) for children 30 months to 5 years.

## **Physical Activity and Guidance**

Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behaviour is dangerous to him/herself or others. Staff members never use physical activity or exercise as a consequence for unacceptable behaviour. Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Our centre uses appropriate alternate strategies as consequences for negative or undesirable behaviours. See Guidance Policy in Parent Handbook for more details.

## **Appropriate Dress for Physical Activity**

We at KKECLC require that all children come to the centre Ready to Play! Please bring your child ready to play and have fun each day. Your child will participate in both indoor and outdoor play. Therefore, play clothes and shoes which can get dirty and allow for free and safe movement are most appropriate. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons. For safety, open toed shoes, sandals or flip-flops are less desirable for everyday use and a definite no for field trips. In Winter please provide a warm jacket, snowsuit or snow pants, hat, waterproof mittens and winter boots. In Spring and Fall, provide a jacket or sweater as well as a rain jacket, pants and boots. In Summer, provide light clothing, swimsuit, towel, sun hat and sunscreen. Please label all outer garments with your child's name.

It is our expectation that children will go outside on at least two occasions EVERYDAY!! If you feel your child is too sick to go outside then he/she is too sick to be at the centre. We request that you keep him/her home until they are well enough to go outside.

## **Rough and Tumble/Risky Play**

Here at KKECLC, we believe in the value of exuberant, boisterous, rough and tumble play to a child's overall development. This vigorous body play allows children the opportunities to use language-both verbal and non-verbal, and learn how to negotiate, take turns, wait, compromise, sometimes lead and sometimes hold back, and make and follow rules. They are learning about cause and effect and developing empathy. Big body play also supports optimum physical development because it is so vigorous. Since children enjoy it so much they tend to engage in it for an extended amount of time. This style of play incorporates a range of physical behaviours that range from running and chasing to tagging and wrestling. By definition, rough and tumble play is when children willingly do the following: Laugh, run, jump, tag, wrestle, chase and flee.

To support the use of big body play, we do the following:

- Provide training to all staff on the importance of big body play and how to supervise it.
- Prepare both indoor and outdoor environments for this style of play.
- Establish classroom and playground rules with the children to keep them safe and help them know what to expect.

- Encourage staff to use big body games with the children.
- Supervise the play constantly, which means ensuring an adult is watching and listening at all times.
- Model appropriate play, coach children as they play so that they are able to interact comfortably with each other in this way.

My signature below indicates that I have received a copy of the physical activity/screen time policy, it has been reviewed with me if necessary, and I have read and understand this policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please circle as appropriate:      STAFF      PARENT

If Parent, name of child \_\_\_\_\_

### **Parent-Society Agreement**

**I understand that:**

- a) My child will not be released to anyone other than those persons listed as authorized to pick up my child as per Registration Form, unless I inform the Centre.
- b) My child will not be permitted to depart from this facility for an extra-curricular activity, or otherwise without the accompaniment of an authorized adult. Employees are not responsible for bringing children to and from activities that are not part of the Centre’s program.
- c) Smoking is not permitted on the premises.
- d) If a custodial parent does not want a non-custodial parent to have access to their child, the Centre must have a copy of the custody papers and/or court order on file.  
The Society is required by law to report to the Ministry for Children and Family Development, or the RCMP in cases of suspected abuse.
- e) A parent/guardian or delegate arriving intoxicated to pick up the child will be asked to find an alternate form of travel. If a parent or delegate chooses to continue to operate the vehicle, the police and the Ministry of Children and Family Development will be notified. If the parent/authorized individual chooses to leave with the child on foot, and appears unable to protect the child, the police and the Ministry of Children and Family Development will be notified.

Signed: \_\_\_\_\_  
(Parent’s signature)

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

**I agree to comply with the above policies. I have read the current KKECLC Parent Handbook and understand that I will be notified of any existing concerns regarding the care for my child.**

Printed Name of Parent:  
\_\_\_\_\_

Signature of Director or Senior Supervisor  
\_\_\_\_\_

Signature of Parent:  
\_\_\_\_\_

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

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

**Office Use Only**

Application Date: \_\_\_\_\_ Daycare Subsidy Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ Withdrawal Date: \_\_\_\_\_

Reason for Withdrawal: (circle one)

Graduation

Lack of Attendance

Employment

Other: \_\_\_\_\_

Referrals: \_\_\_\_\_