



**Please indicate which School your child/ren will attend:**

- Kateri Tekawitha CES
- Sir Richard W. Scott CES
- St Edward CES
- St Joseph CES
- St Julia Billiard CES
- St Justin Martyr CES
- St Patrick CES

**Please Indicate which program your child/ren will attend:**

- Before School Only
- After School Only
- Before and After School
- Kindergarten (available only at St Joseph and St Edward)



# ADMISSION INFORMATION

Childs Full Name \_\_\_\_\_ Date of Birth (YY/MM/DD) \_\_\_\_\_

Childs Full Home Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Doctors Full Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

**PARENT/GUARDIAN CONTACTS:**

\_\_\_\_\_  
Name of Parent and or Guardian \_\_\_\_\_ Name of Parent and or guardian \_\_\_\_\_

\_\_\_\_\_  
Home address (if different than above) \_\_\_\_\_ Home Address (if different than above) \_\_\_\_\_

\_\_\_\_\_  
Home Telephone Number (If different than above) \_\_\_\_\_ Home Telephone Number (if different than above) \_\_\_\_\_

\_\_\_\_\_  
Daytime Location \_\_\_\_\_ Daytime Location \_\_\_\_\_

\_\_\_\_\_  
Daytime Address \_\_\_\_\_ Daytime Address \_\_\_\_\_

\_\_\_\_\_  
Daytime Telephone Number \_\_\_\_\_ Daytime Telephone number \_\_\_\_\_

\_\_\_\_\_  
Alternate contact number \_\_\_\_\_ Alternate Contact number \_\_\_\_\_

\_\_\_\_\_  
Email Address \_\_\_\_\_ Email Address \_\_\_\_\_

**CUSTODY/VISITATION ARRANGEMENTS (IF APPLICABLE):**

Are there any court orders pertaining to this child which will prohibit specific individuals from picking up your child?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No Please check one. If yes, please provide a copy of the order for your child's file since it is required to restrict a parent from picking up a child.

I/We authorize ONLY the following persons to pick up my child from the Program (all of whom are over 18 years of age) or act as an emergency contact in the event that I/we cannot be reached: Under no circumstances will your child be released to anyone not listed about without written authorization.

	Persons Name	Relationship to the child	Home Phone #	Daytime Phone #	Cellular Phone #
1					
2					
3					
4					

Please list any special instructions that are relevant and important for the staff to be aware of regarding your child: \_\_\_\_\_  
 \_\_\_\_\_

<b>Office Use Only:</b> Enrollment Start Date: _____ Withdrawal Date: _____
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**CONSENT/ AGREEMENT FORM**

Please read the following policies and procedures and initial on the side your understanding of the policy and your willingness to abide by it.

	Yes, I understand and agree.	No, I do not agree & do not give consent.	Comments
I/We agree to read the Parent Handbook of The Village Children's Programs and follow policies set out in it.			
I/We will bring our child(ren) into the classroom and greet the teacher at drop off and pick up times to exchange pertinent information and ensure supervision.			
I/We agree to always use proper car seats whenever transporting our child(ren).			
I/We will keep The Village and/or program staff informed of changes in information relevant to my child, i.e. file information such as telephone numbers, change in child's health, unusual happenings at home etc.			
I/We will keep payments current and up to date and paid in advance. Fees are due for statutory holidays and any other absent days (for illness or any reason) and any closure of the centre in the event of an emergency.			
I/We allow my child(ren) to use all the play equipment and participate in all of the activities of the program. I hereby grant permission for my child to leave the centre premises under the supervision of a staff member for neighbourhood walks.			
I/We hereby consent to have my child leave the premises of The Village Children's Programs from time to time, to participate in excursions to places of interest, planned as part of the children's program. It is understood that members of the staff will provide supervision and every precaution will be taken for the safety of the child. Parents will also receive written notification prior to each full day field trip or excursion to enable them to decide at that time if they wish to take part.			
I/We give consent for the appearance of my/our child to appear in any publicity arranged by The Village through the various media, newspapers, radio, television, slide presentation and other publicity or educational purposes. This publicity may be in the form of photographs, video, writing pieces, and artwork with child's first name It is felt that it is important for the community to be kept informed of activities of the program.			
I/We grant permission for the operator, or designate of The Village Children's Programs to take any necessary steps to obtain emergency medical care if warranted. A full outline of emergency procedures, policies and practices is in the Parent Handbook. Any expenses incurred during an emergency will be the responsibility of the child's family. The Village Children's Programs will not be responsible for any incident that may occur as a result of false information given at the time of enrollment.			
The Board of Directors reserves the right to review and adjust the current rates during the year as deemed necessary.			
Depending on the program your child is registered for, closing times will vary. Any parent who arrives to pick up their child after their pre-determined scheduled times will be required to pay a late fee of \$2.00/minute. Fees owed will be invoiced. In the event that the parent is late to pick up their child on more than 2 occasions the family may be withdrawn from the program.			
The Village Children's Programs reserves the unilateral right to cancel any arrangements, if policies of The Village are not followed by a child or parent.			

**We have read the above policies and fully understand all of the above information:**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

## Child Health Record

Under the Day Nurseries, Section 33, "every operator shall ensure that before a child is admitted to a day nursery operated by the operator from time to time thereafter, the child is immunized as recommended by the local medical officer of health."

**Call the York Region Community and Health Services Immunization Team at 1-877-794-1880 facilities if:**

- This child needs an exemption from immunization against any disease listed for medical, religious or philosophical reasons, or
- This child does not have an immunization record, or
- You have any questions about this form

In the event that immunizations are not given to the child a fully signed letter must accompany this form.

Please fill in the date below that your child received the following or attach a copy of your child's immunization record. Immunization records are required for Infant, Toddler and Preschool children only.

Month/day/year	
	Diphtheria
	Tetanus
	Pertussis
	Polio
	Haemophilus B (Hib)
	Pneumo conjugate
	Measles
	Mumps
	Rubella
	Men C conjugate
	Varicella
	Hepatitis B

Previous Medical History – please indicate all that apply

<input type="checkbox"/>	German Measles	<input type="checkbox"/>	Poliomyelitis	<input type="checkbox"/>	Measles	<input type="checkbox"/>	Tuberculosis
<input type="checkbox"/>	Chicken Pox	<input type="checkbox"/>	Small Pox	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Giardia Lamblia
<input type="checkbox"/>	Rheumatic Fever	<input type="checkbox"/>	Eczema	<input type="checkbox"/>	Mumps	<input type="checkbox"/>	Diphtheria
<input type="checkbox"/>	Scarlet Fever	<input type="checkbox"/>	Reaction to Bites or stings	<input type="checkbox"/>	Whooping Cough	<input type="checkbox"/>	

Other medical issues: \_\_\_\_\_

Allergies: \_\_\_\_\_

Skin Conditions: \_\_\_\_\_

Sight Difficulties: \_\_\_\_\_

Hearing Difficulties: \_\_\_\_\_

Please verify any special attention that may be required regarding development, behaviour, diet, speech etc.: \_\_\_\_\_

\_\_\_\_\_

Is your child under any forms of treatment/medication for illness or injury? If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

Will this problem interfere with his/her participation in any Centre activities?

\_\_\_\_\_

Please list any other information regarding your child's past medical history that will enable us to work more effectively with him/her. \_\_\_\_\_

\_\_\_\_\_

Signature Parent/Guardian

Date

Signature Parent/Guardian

Date



## “Code of Conduct” Contract

As a participant of the School Age Program, you are expected to conduct yourself within the following code of behaviour which promotes safety, comfort and respect.

Anyone causing or intending to cause harm to another person or staff member or is creating an unsafe environment or impeding on a positive experience for others may face withdrawal.

### **At all times you will:**

- Be courteous to others.
- Use acceptable language. Swearing will not be tolerated.
- Conduct yourself in a manner which allows each child and staff member to feel safe from verbal and physical abuse.
- Resolve conflict in a peaceful manner.
- Respect the building and equipment as well as the personal property of all children and staff.
- Show respect for all individuals through your behaviour and words.

### **Possible Consequences:**

Failure to meet the above expectations may result in any of the following consequences:

- Contact with parents.
- Meeting with parents, teacher and/or supervisor.
- Loss of privileges or participation in programs.
- Sent home without refund.

I have read the above code of conduct and agree to follow it. I also understand that if I choose to not follow these rules, it is my responsibility to accept the consequences of my behaviour.

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Child's Name

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Child's Signature

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Parent Signature

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Date

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Staff Signature



## Sharing of Information Permission Form

From time to time it is necessary to share information regarding your child/ren, between staff of the school they are currently attending and staff of The Village Children's Programs. All information exchanged will remain confidential.

I, \_\_\_\_\_ give permission for staff of my child's current school and staff of The Village Children's Programs to share information regarding my child/children: \_\_\_\_\_

Child or Children's Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## **The Village Children's Programs Parent Code of Conduct**

We all have the right to be safe and feel safe in our school community. The Village Children's Programs sets clear standards of behaviour that apply to all individuals involved in our organizations community including parents or guardians, volunteers, teachers, and/or board members.

These standards apply whether they are on centre property or at organization-sponsored events and activities.

All members of the organizations community are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability or any other ground protected by Ontario's Human Right Code.

All adult members have the responsibility to act as models of good behaviour. Foul language (swearing, name-calling, shouting), is not appropriate. Individuals engaging in such behaviour will be asked to leave the premises immediately.

Inappropriate behaviour or harassment of any kind towards a student, parent or teacher will result in immediate intervention up to and including the family's expulsion from the centre and/or police intervention. This type of behaviour included but is not limited to harassment or intimidating by written note, email, words, gestures, and/or body language.

No weapons are allowed on The Village Children's Programs property or at any function operated by The Village. The consequences for failure to comply will include but is not limited to the family's expulsion from the organization.

The privacy and confidentiality of our parents, guardians, teachers, volunteers and students is important to us. All concerns and comments should be addressed with the teachers. Should this discussion not address your concerns, the next step is to review the situation with the Supervisor and/or Executive Director. Failing resolution with the Supervisor/Executive Director, the matter will be referred to the appropriate member of the Board of Directors.

Gossip and public criticism are unacceptable. There should be no discussion of concerns with other parents in the hallways, the parking lot or via electronic medium such as Facebook, Myspace, personal blog sites or other forms of electronic information sharing.

Any pictures taken at any of our programs or during events are for the private use of the family only. These pictures cannot be posted in on-line photo albums (i.e. photobucket, Facebook, Myspace, etc).

School cubbies are used solely for the purpose of children's storage and communication between parents and The Village Children's Programs. They are not to be used for business promotion.

This code of conduct must be signed by any and all adults that will be involved in your child's experience at The Village Children's Programs including parents, grandparents, siblings and caregivers.

I have read the Code of Conduct and agree to terms as stated. I have been given the opportunity to review this document, ask questions if required, and confirm that no further clarification is necessary.

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

Parent/guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Parent/guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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