

NOAH'S ARK CHILDREN'S CENTRE
118 LIMERIDGE ROAD EAST
HAMILTON, ONTARIO
L9A 2S3
(905) 389-2204

REGISTRATION PACKAGE

Please read through carefully.

FEE PAYMENT:

FEES ARE DUE EACH WEEK, THE FIRST DAY OF THE WEEK YOUR CHILD IS AT THE CENTRE. Your first week's payment must be in cash with the registration fee of \$ 20.00 included. However, you may there after pay by post dating cheques dated for MONDAY of each week or the first day of the week your child attends. Any overdue fees must be paid in cash.

DAYCARE RATES:

TODDLERS: **Full Day-\$45, Half Day with Lunch- \$34, Full Week-\$225**
PRESCHOOL: **Full Day - \$35, Half Day with Lunch - \$34, Full Week -\$175**
SCHOOL AGE: (ELKP & up) **Before School - \$6.50, After School - \$12.00, Full Day - \$28, Half Day \$18**
 Full Week - \$140

VAN TRANSPORTATION:

Transportation to and from school is **\$4.00 each way**. There is a 0.25 (25 cent) discount per ride if van fees are paid a week in advance (by Friday of the previous week) and all other childcare fees are paid up to date.

Your van fees will be the same each week, **PREPAID THE WEEK BEFORE** for the upcoming week. You will be charged for all your normally occurring rides even if your child does not ride. We will NOT GIVE CREDIT for rides missed. If your van ride falls on a Statutory holiday, you are still responsible to pay for that day. With regards to Professional Activity days, the van fee for that day is still paid for. No van fees will be charged during Christmas break, March break, or PA days.

If you need transportation when school begins, please let the centre know as soon as possible. There is a limited number of schools we can get to within the allotted time. If you are not particular about whether your child goes to school in the A.M. or P.M. kindergarten, it may be easier to fit you into the schedule. There are conflicts which can sometimes be solved by working with the school. If the school is willing to let your child come or go 5 minutes later or earlier than their appointed time, it can make the difference needed. However, the school will NEED YOUR CONSENT. Most of the time, in this situation, a child will need to wait in the school office.

If for any reason your child will not be riding the van on a day they normally would, the daycare staff will need to be made aware of that well in advance so they can inform the van driver. If the driver goes to pick up your child and he/she is not there and the centre has not been notified you will be CHARGED TWICE for the ride. Waiting for a child that is not there means the driver is late for all the other schools scheduled that day.

Noah's Ark Management

PLEASE SIGN AND DATE:

I, _____, HAVE READ THE ABOVE AND AGREE TO THE TERMS STATED.

DATE: _____

NOAH'S ARK CHILDREN'S CENTRE

REGISTRATION FORM

NAME OF CHILD _____ DATE OF BIRTH _____

ADDRESS _____ POSTAL CODE _____

HOME PHONE NUMBER (905) _____ CELL PHONE _____

Start Date _____ Withdrawal Date _____

Arrival Time _____ Departure Time _____ *Child will be here no more than 9 hours.

Marital Status _____ Visiting Rights _____
Work# _____ Ext. _____

MOTHER'S NAME _____

Place of Employment _____

Address _____ (Include #, street, city, postal code)
Work# _____ Ext. _____

FATHER'S NAME _____

Place of Employment _____

Address _____ (Include #, street, city, postal code)

EMERGENCY CONTACTS (other than yourself)

1) Name _____ Address _____

Phone # _____

2) Name _____ Address _____

Phone # _____

NAME OF PERSONS TO WHOM YOUR CHILD MAY BE RELEASED TO: _____

DOCTOR'S NAME _____ Address _____
Postal Code _____ Phone Number _____
City _____

I hereby consent to have my child examined and treated by a physician if an emergency should arise.

HEALTH CARD # _____ (Include the letters at the end)

DATE _____ SIGNATURE _____

NOAH'S ARK CHILDREN'S CENTRE

HEALTH RECORD

PHYSICAL:

Does he/she enjoy good health? _____

Any physical handicaps (Speech, hearing, eye sight, etc..)? _____

Any major injuries? _____

Allergies? _____

Medications? _____

Is he/she used to outdoor play? _____

If so, how long? _____

Is he/she used to nap? _____

Does he/she enjoy eating? _____ **Any disliked foods?** _____

Toilet skills? _____

SOCIAL:

Has your child previously been in daycare or nursery school? _____

If yes, how long? _____

How does he/she relate to other children? _____

Is your child outgoing, average, shy? _____

EMOTIONAL:

Does he/she have any particular fears? _____

How does he/she handle frustration? _____

Is he/she easily disciplined? _____

What method of discipline is used at home? _____

Any behaviors we should know about? _____

COMMENTS: _____

I hereby allow the above information to be given to my child's teachers.

SIGNATURE _____

DATE _____

NOAH'S ARK CHILDREN'S CENTRE

INFORMATION SHEET

It is my desire to enroll _____ in Noah's Ark Children's Centre.
(Child's full name - Please Print)

Name to appear on tax receipt at the end of the year: _____
(Please print)

FINANCIAL TERMS

I UNDERSTAND THAT DAYCARE FEES ARE DUE THE FIRST DAY OF THE WEEK MY CHILD ATTENDS THE CENTRE. TRANSPORTATION FEES ARE TO BE PREPAID A WEEK AHEAD OF TIME FOR THE FOLLOWING WEEK IF I WISH MY CHILD TO RIDE THE VAN. I understand that my child will not be able to attend if payment is not received upon arrival to the centre. **I agree to pay my child's first week's fees and registration fee in cash.** I may there after pay fees in advance via post dated cheques for the first day of the week my child is in attendance. **ANY OVERDUE FEES MUST BE PAID IN CASH ONLY.** I understand a \$20 fee will be charged for each cheque returned for NSF or other reason.

I, _____ agree to pay the sum of \$_____ for daycare services on the first day of the week my child attends the centre. I understand that the above rate is subject to change, but I will receive at least two weeks notice of any change.

I, _____ agree to prepay my van rides a week ahead of time for the following week to allow my child to ride the centre's van.

I, _____ am subsidized by the Regional Government for the child care of _____, and agree to pay the user fee, if applicable, in the amount of \$_____ per day, due by the 15* of the month. User fees of more than \$2.00 a day will be divided into weekly payments due on the first day of your child's week.

POLICIES OF THE CENTRE

LENGTH OF DAY

I understand that my child shall remain at the centre no longer than **9 hours a day** for all day children, except by special permission from the director. I understand half day programs allow for 4 hours attendance (8:00--12:00). Attendance of more than 4 hours will be charged as all day fees. Children should arrive by **9:30 am**. Therapeutic referral and special needs children will attend from 8:30 am to 3:30 pm.

LATE PICK UP AT END OF THE DAY

Half day children remaining longer than four hours (as specified above) shall be subject to full day fees. Chronic late pick up may result in termination of child care.

Program operates from 7 am to 5:45 pm. Late fees are as follows:

5:15 pm - \$5

5:55 pm - \$10

6:00 pm - \$15 (after 6 pm, late fees will increase to \$15 for every 5 minutes).

VACATION POLICY

I am entitled to 2 weeks waiver of fees for vacation purposes during each 12 month period, following a three month attendance period. I agree to give written notice to the director one week prior to my intended vacation. If this one week notice is not given, I am responsible for all fees during my child's absence. If I wish to take more than 2 weeks vacation, I am still able to do so but regular daycare fees must be paid.

HOLIDAYS

The centre will be CLOSED for the following statutory holidays, but **I am still responsible for my usual fees.**

- | | |
|--------------------------------|---------------------|
| 1) NEW YEAR'S DAY | 6) LABOUR DAY |
| 2) GOOD FRIDAY & EASTER MONDAY | 7) THANKSGIVING DAY |
| 3) VICTORIA DAY | 8) CHRISTMAS DAY |
| 4) CANADA DAY | 9) BOXING DAY |
| 5) CIVIC HOLIDAY | 10) Family Day |

*Christmas Eve and New Year's Eve have reduced hours.

TERMINATION NOTICE

Written notice to the director must be given two weeks prior to the withdrawing of my child from the centre. I AGREE THAT IF NOTICE IS NOT GIVEN, I WILL BE RESPONSIBLE FOR TWO WEEKS FEES.

ABSENTEE POLICY

I will receive no reduction in fees for days that my child may be absent (due to illness, appointments, etc.), whether they are enrolled in full time or part time programs. I agree to pay for all scheduled transportation on days my child is absent

REGISTRATION FEE

I agree to pay a \$20.00 fee upon registering my child. This fee is non-refundable.

SCHEDULING OF DAYS

I understand that for any extra days that my child is in attendance, I will be financially responsible. The days that are originally scheduled upon enrolment shall not be changed unless the change is permanent.

ILLNESS

"A child will stay home for a minimum of 24 hours when:

THE CHILD HAS A HIGH FEVER

THE CHILD HAS DIARRHEA, VOMITS, OR HAS ANY COMMUNICABLE DISEASE DEEMED

BY THE PUBLIC HEALTH DEPARTMENT AS CONTAGIOUS." If a child becomes ill at the centre, the parent will be contacted to pick up the child and keep the child home the next day.

TAX DEDUCTIBLE RECEIPTS

Tax deductible receipts will only be issued when all fees have been paid.

PERMISSION TO PHOTOGRAPH

I give / do not give Noah's Ark Children's Centre staff permission to photograph my child (curriculum purposes only).
(please circle)

MEDICATION

The centre will only administer prescribed medication from a physician. Medication must have the child's name on it. No over-the-counter medication will be given unless accompanied by a physician's note.

BEHAVIOUR MANAGEMENT

Children will be disciplined in a positive manner at a level that is appropriate to their age and to their actions, in order to promote self-discipline, ensure health, safety, and respect for the rights of others.

Re-direction, verbal warnings, and a time out will be used to correct an undesired behaviour. Recurring behavioural problems will be addressed with the parent by the director to assess any possible strategies to help to improve the child's behaviour.

If a child becomes physical (hitting, biting, slapping, etc.), suspension will follow. Should the behaviour continue, child care services will be terminated.

SIGNATURE: _____

DATE: _____

Noah's Ark Children's Centre

118 Limeridge Road East Hamilton, Ontario L9A 2S3
(905) 389-2204



A ministry of the Mountain View Christian Church

Classroom Binder FORM

While my child is in attendance at Noah's Ark Children's Centre, I hereby give permission for him/her to participate fully in all and any outdoor excursions. This sheet is placed in the child's classroom binder where staff have quick access to all contact information.

If I do not wish for my child to participate in any trip, it is my responsibility to notify the staff of my child's inability to participate or to find alternate arrangements for that day.

CHILD'S NAME: _____ **DATE OF BIRTH:** _____

ADDRESS: _____

PHONE #: _____ **CELL #:** _____

DOCTOR'S NAME: _____

ADDRESS: _____

PHONE#: _____ **EXT.** _____

HEALTH CARD#: _____ **(INCLUDE THE FINAL LETTERS)**

ALLERGIES: _____

PARENTS' NAME & WORK#: _____

EMERGENCY CONTACT NAMES & NUMBERS: _____

Parent's Signature: _____

It is the parent's responsibility to let the supervisor/staff know of any changes to the above information.

In the event of a serious occurrence your child will be taken to the hospital, without parents' consent and will only treat if life threatening. **MAKE SURE STAFF KNOWS WHERE TO CONTACT YOU AT ALL TIMES.**

Noah's Ark Children's Centre