

# Mr. Cake's Day Care and Mr. Cake's Out of School Care



The experience in a child care centre is a period of a child's life during which he/she becomes prepared for the transition from home to society. Experiences in our Centre should satisfy the social, emotional, physical, creative, and intellectual needs at your child/children's stage of development; and prepare your child/children for the more structured programs in school and the whole experience of life.

The following pages are the admission requirements and the information we need to have for your child/children's betterment and well being in our Centre. Once fully complete, please return to the daycare on or before your child's first day.

Mr. Cake's Staff are here to serve you and will make every effort to replace the home daytime environment in the areas of love, care, learning, and play. If there are any problems, suggestions or questions you may have with regard to your child/children's advancement, contentment or with our Centre, please do not hesitate to come to the office.

We look forward to sharing your child's early years with you and your family.

## **REGISTRATION INFORMATION**

When registering your child/children in our Centre, you are required to place a deposit that is equivalent to one half of the monthly fees per child. This deposit will hold a spot for your child/children and will apply to the first month's fee. This deposit is non-refundable. Online registration and the following pages need to be completed and returned to the daycare on or before your child's first day.

Registration is done by visiting the link below.

<https://register.runsandbox.com?form=e4a95e25-00c1-4fc3-8fc3-289df4b6871f>

Once you have registered your child and the application is approved, you will need to create a 4 digit pass-code that will be used by the mother and father to check the child in and out for attendance purposes.

An orientation of the routine and a tour of the Centre will be conducted by the program director or manager. A week prior to commencing full-time attendance, we request that the parents/guardians bring their child/children in for three days, the first for two hours, the second for half a day and the third for a full day at no charge. This helps the child/children become familiar with their new environment and bond with the caregivers.

## **TERMINATION POLICY**

If you withdraw your child/children from our Centre, we require one month's written notice. This applies to all parents/guardians, subsidy or full fee. If a month's notice is not given, the next month's fee is due to be paid. Our Centre reserves the right to terminate services for your child/children if his/her behaviour puts themselves, a staff member or other children at risk, or for non-cooperation of parents/guardians. Our Centre also has the right to terminate service for your child/children if fees have not been paid by the 15<sup>th</sup> of the month.

## **ATTENDANCE**

Please use the 4 digit passcode you created to check your child in and out on the front entrance iPad. If your child will be absent, please let the Centre know by phoning or emailing us.

## YOUR CHILD'S HISTORY AND RELEVANT INFORMATION

Child's Full Name: \_\_\_\_\_ 4 Digit Passcode: \_\_\_\_\_

Any recurring medical problems? \_\_\_\_\_

Is child on any on-going medication at home? \_\_\_\_\_

If yes, what medication? \_\_\_\_\_

Favourite play activities: \_\_\_\_\_

Any previous experience of daycare: \_\_\_\_\_

If yes, where? \_\_\_\_\_

Your child will arrive approximately: \_\_\_\_\_

Your child will be picked-up approximately: \_\_\_\_\_

Any step siblings: \_\_\_\_\_

Authorized person/persons with whom your child may leave our Centre and relationship:

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**WE WILL NOT PERMIT YOUR CHILD TO LEAVE THE CENTRE WITH ANYONE NOT STATED AS AN "AUTHORIZED PERSON" UNLESS YOU NOTIFY ONE OF THE STAFF. PICTURE I.D. WILL BE ASKED IF THEY ARE UNKNOWN TO THE STAFF.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HEALTH RECORD

Alberta Health Card Number: \_\_\_\_\_

Immunization up-to-date: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Photo copy of immunization record must be brought in. (We can photocopy them here)

### HISTORY OF ILLNESS (Dates)

Mumps	_____	Tonsillitis	_____
Measles (Red)	_____	Eye Sight Problems	_____
Measles (German)	_____	Hearing Problems	_____
Chicken Pox	_____	Chronic Diarrhea	_____
Scarlet Fever	_____	Rheumatic Fever	_____
Convulsions with Fever	_____	Earaches	_____
Convulsions without Fever	_____	Frequent Colds	_____
Croup	_____	Fractures	_____
Pneumonia	_____	Congenital Deformities	_____
Bronchitis	_____	Operations	_____
Asthma	_____	Eczema	_____

What triggers it? \_\_\_\_\_

### ALLERGIES

Food: \_\_\_\_\_

Drugs: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CULTURAL BACKGROUND (optional)

Languages spoken in your household? \_\_\_\_\_

Holiday and traditions are celebrated in your household? \_\_\_\_\_

What song languages, food, books, art material and toys could we include in our program to represent and support your family? \_\_\_\_\_

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### **MR. CAKE'S ADMISSION REQUIREMENTS**

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1. Your signature indicates your willingness to comply with our regulations, with the understanding that this agreement may be terminated at any time. However, we do require 30 days notice if you should decide to withdraw your child.
2. Your child will enjoy outdoor activities daily if weather permits. Therefore, your child must be properly and fully clothed for the time of the year upon arrival each day.
3. Please supply a complete change of clothes. Clearly label the clothing, coats, shoes, boots, etc. with your child's full name.
4. Please escort your child to their respective rooms. We cannot be responsible for children unless they are received by one of the staff.
5. Your child must remain at home when ill. If a child is too ill to participate in the daily activities at the center then he/she is too ill to attend. Should your child become ill while at Mr. Cakes, you will be contacted and required to pick up your child.
6. If for some reason your child will not be attending Mr. Cakes, please notify the center.
7. Should your child require MEDICATION/HEALTH CARE during the day while in our care, PRESCRIPTION DRUGS and NON-PRESCRIPTION DRUGS (Tylenol, cough medication, etc.) will be administered only with the parent/guardian's written permission. Health care must be in the nature of first aid. All medication must have the child's name on the container and be given to a staff member who will store it in a locked box.
8. Please do not send sweets or toys with your child to Mr. Cakes. We will not be responsible for loss or damage to personal toys.
9. Mr. Cakes is open from 6:30 a.m. until 6:00 p.m. Monday to Friday excluding holidays. It is your responsibility to pick-up your child/children or to arrange to have your child/children picked up by someone else no later than 6:00 p.m. However, should your child/children be in our care at 6:05 p.m., your emergency contact will be called to pick-up your child/children. There will be a charge of

\$15.00 per child at this time and for every ½ hour thereafter. The money will be paid to the Staff member in charge at that time.

**MR. CAKE'S ADMISSION REQUIREMENTS CONTINUED**

- 10. Payment in full is to be made the first working day of each month. No credit will be extended unless prior arrangements are made with the Manager. Fees still owing on or after the 15<sup>th</sup> of the month will incur a charge of \$5.00/day till they are paid. Also, any NSF (non-sufficient fees) from cheques or email money transfers will result in a \$50.00 fee.
- 11. There will be NO refunds for days missed or vacations, with the exception of one month missed. In the case of one month missed, we will require half a month's fee only. This portion will not be as a partial payment for the following month. The full fee will be expected the following month.
- 12. Should your child be involved in an accident during the day at Mr. Cake's, we will contact you immediately. If a serious illness/injury occurs, an ambulance may be called and the parent/guardian will be responsible for the cost of the ambulance.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Kindergarten/Pre-School Information

CHILD'S NAME \_\_\_\_\_

SCHOOL ATTENDING \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

SCHOOL PHONE NUMBER \_\_\_\_\_

FIRST DAY OF SCHOOL \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year

A.M. \_\_\_\_\_ P.M. \_\_\_\_\_ FULL DAYS \_\_\_\_\_  
(please list days)

BUS NUMBER \_\_\_\_\_

BUS DRIVER'S NAME \_\_\_\_\_

TRANSFER BUS NUMBER \_\_\_\_\_

TRANSFER BUS DRIVER'S NAME \_\_\_\_\_

Mr. Cake's Day Care does **NOT** provide bussing. Parents/Guardians must contact Elk Island Catholic or Elk Island Public Student Transportation to arrange for bussing for their child/children. Our Centre will be responsible for escorting your child/children safely to the bus. Our Centre will also be responsible for meeting the busses and escorting them safely into our Centre. It is the responsibility of the parent/guardian to notify our Centre and bus transportation if their child/children will not be on the bus whether it is in the A.M., P.M. or not at all. It will be the responsibility of our Centre to notify the parent if a child, who should be on the bus, does not arrive back at our Centre. **If we cannot get a hold of the parent and have contacted the school and the bus driver and still cannot locate the child, we will then call the RCMP to report a missing child.** Our Centre is **NOT** responsible for what takes place on the bus or at school.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Before and After School Information

CHILD'S NAME \_\_\_\_\_

SCHOOL ATTENDING \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

SCHOOL PHONE NUMBER \_\_\_\_\_

FIRST DAY OF SCHOOL \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year

A.M. \_\_\_\_\_ P.M. \_\_\_\_\_ FULL DAYS \_\_\_\_\_  
(please list days)

BUS NUMBER \_\_\_\_\_

BUS DRIVER'S NAME \_\_\_\_\_

TRANSFER BUS NUMBER \_\_\_\_\_

TRANSFER BUS DRIVER'S NAME \_\_\_\_\_

Mr. Cake's Day Care does **NOT** provide bussing. Parents/Guardians must contact Elk Island Catholic or Elk Island Public Student Transportation to arrange for bussing for their child/children. Our Centre will be responsible for escorting your child/children safely to the bus. Our Centre will also be responsible for meeting the busses and escorting them safely into our Centre. It is the responsibility of the parent/guardian to notify our Centre and bus transportation if their child/children will not be on the bus whether it is in the A.M., P.M. or not at all. It will be the responsibility of our Centre to notify the parent if a child, who should be on the bus, does not arrive back at our Centre. **If we cannot get a hold of the parent and have contacted the school and the bus driver and still cannot locate the child, we will then call the RCMP to report a missing child.** Our Centre is **NOT** responsible for what takes place on the bus or at school. If the school buses are not running but the schools are still open and your child is staying the day at daycare, there will be a charge of \$70 dollars.



Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **DAY CARE CONSENT FORM FOR WALKS**

I understand that Mr. Cake's Day Care (Sherwood Park) Ltd. will be going for walks off the property. I hereby give consent for the Staff to take my child/children on walks while he/she/they are enrolled at the day care.

When Mr. Cake's Day Care goes on any field trips, the parent/guardian will be notified in advance and a consent form must be signed by the parent/guardian at that time. Every field trip will require a signed consent form. There may also be a cost involved which is the responsibility of the parent/guardian.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **OUT OF SCHOOL CARE CONSENT FORM FOR WALKS**

I understand that Mr. Cake's Out of School Care will be going for walks off the property. I hereby give consent for the Staff to take my child/children on walks while he/she/they are enrolled at the center.

When Mr. Cake's Out of School Care goes on any field trips, the parent/guardian will be notified in advance and a consent form must be signed by the parent/guardian at that time.

Every field trip will require a signed consent form.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **CHILD GUIDANCE POLICY**

Our method of child guidance for the children is one that involves (most importantly) a verbal explanation, and therefore determines that the child does not in fact understand that what he/she is doing is unacceptable behaviour. The child is given three reminders (depending on age) that what they are doing must be stopped or they will be required to leave the group for "REFLECTION TIME". Reflection time simply means they sit back from the group and observe until they are ready to join the group again. This time period is usually only a matter of two or three minutes, with a maximum of five minutes for an older child.

For a younger child, re-direction is used rather than "REFLECTION TIME" which has no meaning to a toddler.

I have read the above policy completely, and understand that this is the form of child guidance used in this Centre.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **PARENT HANDBOOK**

I, \_\_\_\_\_, have received, read and understand the

(Please Print)

policies in the parent handbook.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Daycare Closures 2018

JANUARY 1 <sup>st</sup>	NEW YEAR'S DAY
FEBRUARY 19 <sup>th</sup>	FAMILY DAY
March 30 <sup>th</sup>	GOOD FRIDAY
April 2 <sup>nd</sup>	EASTER MONDAY
MAY 21 <sup>st</sup>	VICTORIA DAY
July 2 <sup>nd</sup>	CANADA DAY (In lieu of July 1 <sup>st</sup> )
AUGUST 6 <sup>th</sup>	HERITAGE DAY
SEPTEMBER 3 <sup>rd</sup>	LABOUR DAY
OCTOBER 8 <sup>th</sup>	THANKSGIVING DAY
NOVEMBER 13 <sup>th</sup>	REMEMBRANCE DAY (In lieu of November 11)
DECEMBER 25 <sup>th</sup>	CHRISTMAS DAY
DECEMBER 26 <sup>th</sup>	BOXING DAY

# What to Bring Checklist



## Musts...

- 1 Complete Extra Set of Clothing
- Indoor Shoes and Outdoor Shoes
- Proper Outerwear (for all seasons: hat, toque, and mitts)
- Water Bottle or Sippy Cup
- A Family Picture

## If Needed...

- A Blanket or Stuffy for nap time (optional)
- Bottle
- Diapers
- Pull ups
- Wipes
- Special Creams or Ointments
- Special Foods (allergies or religious reasons)