



## Registration Procedures

Your child must have the Kindergarten Child Care registration information filled out completely and submitted before he/she can attend the program.

**Registration:** **Registration for the 2020/21 school year opened on July 22, 2020 via email survey.** During the summer if you have any questions, please contact Principal, Karen Spencer, for more information at [spencerk@suzukischool.ca](mailto:spencerk@suzukischool.ca). Beginning in the fall, you may contact Out of School Care (OSC) Director, Nina Wemyss, at [wemyssn@suzukischool.ca](mailto:wemyssn@suzukischool.ca).

### Enrolment Requirements:

- Registration forms are available on the Suzuki Charter School website – Parents – Kindergarten Child Care - Registration Form.
- Our program has limited spaces so students will be registered with priority for currently registered students and siblings, and then on a first-come, first-serve basis for remaining spots. All other students will be placed on a wait list and contacted directly in the event there are openings.
- **Students without fully completed registration forms will not be able to attend OSC program due to regulations so please submit the completed form on or before the first day of school. Please note: all information requested must be filled in completely as required by the Child Care Licensing Act, Children and Youth Services, Alberta. Incomplete applications will not be accepted.**
- Any change to your registration status must come with 30 days written notice to the OSC Director, Nina Wemyss, at [wemyssn@suzukischool.ca](mailto:wemyssn@suzukischool.ca).

### Program:

- **Time:** Kindergarten Child Care will start at 8:10am and go to 3:00pm Monday and Wednesday following the school calendar.
- **Snacks and Lunch:** Please send your child with lunch, snacks and a fillable water bottle daily.

### Fees:

- **Fees:** Will be collected in September 2020.
- **Hours:** 8:10am – 3:00pm daily
- **Overtime:** Parents will be charged \$1.00 per minute per child for every minute past 3:00pm. Our supervisors expect parents to be on time as they have other commitments and parents will be asked to seek alternative care after 5 infractions. We also cannot overlap the Kindergarten Child Care Program and the After School Care Program, so on-time pick up is essential to meet our licensing regulations. ***If you cannot commit to this timeframe, you are expected to seek alternative childcare that will better meet your needs.***

## **Student Sign In/Out**

- Every child attending Kindergarten Child Care must be registered – NO DROP IN available.
- **Music Lessons:** Parents, you must arrange to sign out your child from Kindergarten Child Care and attend his/her lesson. Students will not be released to music teachers.
- **Playdates:** Written permission needs to be completed allowing your child to go with other adults for playdates.



# Registration Form 2020-2021

Please note: all information requested must be filled in completely as required by the Child Care Licensing Act, Children and Youth Services, Alberta. Incomplete applications will not be accepted.

## Student Information:

Student Name: \_\_\_\_\_

Date of Birth M/D/Y: \_\_\_\_\_ AHC#: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

City \_\_\_\_\_ Postal Code \_\_\_\_\_

## Parents/Guardians (Parent 1 and Parent 2 are considered Primary Contacts and will be contacted first.)

Parent 1: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
Address: _____ _____
Postal Code: _____
E-mail: _____

Parent 2: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
Address: _____ _____
Postal Code: _____
E-mail: _____

Parent 3: _____
Home Phone: _____
Cell Phone: _____
Address: _____
E-mail: _____

Parent 4: _____
Home Phone: _____
Cell Phone: _____
Address: _____
E-mail: _____

If the child has more than one residence, please indicate specific dates and times of when they reside at each and/or specific parenting times or days.

---

---

**Emergency Contacts (An emergency contact is someone we would call if we cannot reach parents.)**

Contact 1: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postal Code: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Contact 2: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postal Code: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Medical Information**

My child has an Emergency/Medical Plan that you should be aware of.

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

Medical conditions/concerns \_\_\_\_\_

---

Immunizations up to date: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ No Answer

Physician's Name \_\_\_\_\_ Phone # \_\_\_\_\_

I understand and agree to the following emergency/medical procedures in the event my child becomes ill or injured while attending Kindergarten Child Care (*please initial each line and sign and date below*):

- \_\_\_\_\_ initial • I will need to pick up my child immediately if he/she is suspected of having a communicable disease. He/she will be separated from other children while waiting to be picked up.
- \_\_\_\_\_ initial • I understand that I will be contacted if my child has a serious accident. I agree that I will keep my contact information up to date and further understand and agree that child care staff will give basic first aid if necessary.
- \_\_\_\_\_ initial • If my child requires transportation in an emergency vehicle I understand and agree that I will incur the cost.
- \_\_\_\_\_ initial • In the event that I can not be reached, a child care staff member will make the medical decision for my child.

- I understand that medication can only be given to my child with parental written consent, and if the medication is in the original labeled container with clear directions. I agree to provide both, in the event that my child needs medication.

\_\_\_\_\_ initial

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

**Date** \_\_\_\_\_

**Authorized Adults For Pick-Up**

When picking up your child, you must check with an ASC supervisor and sign the child out. The adults listed below are authorized to do the same.

Name	Phone	Name	Phone

*For more information refer to School Website [www.suzukischool.ca](http://www.suzukischool.ca) under After School Care Handbook which is in the process of being updated to include our new Kindergarten Child Care Program and will continue to be updated in response to government direction regarding CoVid health and safety measures.*