



Summerland Early Learning Centre

Group Child Care (30 months to School Age)

Nurturing the Joy of Discovery and the Love of Learning

Information Handbook & Registration Package

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Table of Contents

General Information	3
Mission Statement.....	3
Goals and Objectives.....	3
Organizational Structure.....	3
Program of Activities offered at Summerland Early Learning Centre	4
Daily Program Schedule.....	4
Summerland Early Learning Centre Policies	5
Active Play Policy.....	5
Attendance and Punctuality.....	5
Behavioural Guidance Policy.....	5
Birthdays and Classroom Celebrations.....	7
Child Abuse and Neglect.....	7
Clothing.....	8
Communication.....	8
Conflict Resolution.....	8
Custody and Access Agreements.....	8
Emergency Preparedness.....	8
Fees, Payment and Repayment Agreement.....	9
Field Trips.....	10
Health/Illness/Emergency Care Policy.....	10
Hours/Days of operation and Closure.....	10
Items from Home.....	10
Lost and Found.....	11
Personal Information Privacy Policy.....	11
Nap/Rest Period.....	11
Nutrition/Meals Policy.....	11
Parent Involvement.....	11
Safe Release of Child Policy.....	12
Screen Use Policy.....	12
Smoking.....	12
Toileting/Diapering.....	12
Transportation.....	12
Trial Period.....	13
Summary of Things to Bring to Summerland Early Learning Centre.....	13
Registration Package	15
Emergency Consent Form.....	17
Registration Form.....	18
Repayment Agreement.....	21
Notes:.....	22

General Information

Mission Statement

The Summerland Early Learning Centre provides a licensed, full day Child Care Program incorporating comprehensive preschool education that nurtures the joy of discovery and the love of learning.

Goals and Objectives

Our goal is to instill a lifelong love of learning, self-confidence, a capable positive attitude and a universal respect for the world and its inhabitants. Our objective is to facilitate a joyous learning journey by providing a carefully planned, stimulating environment which will help children to develop within themselves the attitudes, habits, skills and ideas essential for a lifetime of independent, creative thinking and learning. We provide the children with an opportunity to learn, play and make friends. We combine the best early childhood education practices to create a unique and meaningful Early Learning Program.

Organizational Structure

The South Okanagan Montessori School Society (SOMSS) administers the Summerland Early Learning Centre. The SOMSS is a not-for-profit, registered charity, operated by a Board of Directors. The Board is comprised of volunteer members of the Summerland Montessori School, the Summerland Early Learning Centre, and the greater community, and is elected by its membership each year at the Annual General Meeting held in the fall. The Board is responsible for the overall administration of the society and its programs.

The SOMSS Coordinator is the liaison between the society, its programs and the regulatory bodies that govern Child Care in British Columbia.

The Summerland Early Learning Centre Manager has overall responsibility for the daily operations of the child care programs. The Early Childhood Educator (ECE) is responsible for the planning and implementation of the program of activities. All staff, including our Early Childhood Educator Assistants and After School Staff, meet the licensing regulations with regards to required credentials and experience and work together as a cohesive team to ensure the nurturing and guiding of all children in their care. All staff are employees of the society.

Program of Activities offered at Summerland Early Learning Centre

We believe that children are naturally curious and active participants in their learning journey. Our teachers facilitate learning through discovery and nurture a love of learning by providing children with an engaging environment carefully selected to guide learning outcomes. Learning is a journey of inquiry, a constantly evolving process that interconnects children with their environment and the people in it. Our program of activities incorporates a flexible Preschool Curriculum that fosters holistic, interconnected learning through play. Our qualified and experienced educators create learning activities and environments that encourage children to construct their own knowledge of concepts through their active experiences of play. These play experiences cover a wide spectrum of learning and development in areas such as creative art, drama, literacy, numeracy, social, cultural, environmental, science, construction, music and physical literacy. Our program of activities focuses on encouraging the holistic development of the growing child (physical, intellectual, creative, emotional, social, intellectual and language).

Daily Program Schedule

Our daily schedule serves as a guideline so that there is enough flexibility to respond to the needs and interests of the children. Meals, quiet time and outdoor playground usage will be the only components that are constant with relation to time.	
Time	Activity
7.30 – 8.30	Arrival, Free Play
8.30 - 9.45	Exploration Play: Art-Drama/ Social-Cultural/ Science-Environmental
9.45 – 10.00	Snack
10.00 – 10.30	Group Reflection Circle
10.30 – 11.45	Physical Literacy and Outdoor Free Play
11.45 – 12.15	Lunch
12.15 – 1.15	Relaxation and Reading
1.15 – 2.00	Literacy and Numeracy
2.00 – 2.15	Snack
2.15 – 3.30	Exploration Play: Projects-Construction/ Music
3.30 – 4.30	Outdoor Exploration
4.30 – 4.45	Snack
4.45 – 5.30	Free Play and Dismissal

“Stand aside for a while and leave room for learning, observe carefully what children do, and then, if you have understood well, perhaps teaching will be different from before.”

Quote by Loris Malaguzzi

Summerland Early Learning Centre Policies

Active Play Policy

We believe children are active participants in their learning journey and provide facilitated and un-facilitated active play activities. Our program incorporates physical literacy which helps children to learn fundamental movement skills, gain confidence in their ability to be physically active and motivated to partake in physical activities. Children are not born physically literate and just like with literacy they first learn basic skills which will enable them to make healthy, active choices. A child that has acquired physical literacy skills is more likely to make the most of opportunities for physical activity and the sense of enjoyment that goes along with it helps promote future active life choices. We also encourage cross curricular incorporation of physical activity to help improve children's concentration, thinking and learning skills, and provide opportunities to develop social skills and confidence. Children will spend at least 60 minutes per day playing outdoors in all weather conditions (unless for some reason the weather conditions are deemed unsafe). Please make sure your child has weather appropriate clothing to utilize outdoors each day.

Attendance and Punctuality

If your child will be late or is unable to attend, please call and let us know by 8:30 am. Please ensure that your child is picked up by 5.30 pm at the latest. If your child has not been picked up by 5.45pm we will try and contact the parents/guardians on file. If we cannot reach the parents/guardians we will contact the next authorized person to pick up your child as indicated on your child's registration form. If your child is repeatedly picked up late we may recommend that you find a child care centre that can better accommodate the hours of care that you require.

All children must be signed in and signed out every day they attend the SELC.

Behavioural Guidance Policy

Behavioural Guidance describes the teaching, guidance and support that educators offer to children as they grow and learn appropriate behaviour. This positive and supportive guidance helps children as they learn self-regulation and find appropriate ways to express their wants, needs, views and feelings. Behavioural Guidance provides children with appropriate and positive models of behaviour and helps them to develop respect, self-regulation, self-confidence and sensitivity as they learn and grow in a social environment. Guiding children's behaviour is an ongoing and varied process. The SELC Behavioural Guidance Policy includes prevention and intervention strategies that are based on age-appropriate child development. Consistency is important and we have laid out our Behavioural Guidance Policy in detail to assist parents/guardians to make use of these strategies at home.

Prevention strategies used by educators at SELC

- *Establish clear, consistent, and simple limits.* Limits are statements of what behaviour is appropriate (Example: "Inside we walk")
- *Say limits in a positive way rather than a negative way* (Example: "Inside we walk" rather than "Don't run")

- *Give easy to understand explanations for limits* (Example: “Sand stays down low so it doesn’t get in people’s eyes”)
- *Focus on the behaviour, rather than on the child* (Example: “It’s not safe to climb on tables” rather than “You naughty boy, get off the table”)
- *Say what is expected rather than ask* (Example: “It is time to clean up now” rather than “Do you want to help clean up?”)
- *Provide choices when appropriate* (Example: “Do you want to put your pants on first, or your shirt?” rather than “Get dressed now”)
- *Give children enough time to respond to expectations*. Children need cues and warnings ahead of time to help them prepare for change (Example: “When everyone is sitting quietly, then I will begin the story” rather than “If you don’t sit down there won’t be a story”)
- *Ignore minor incidents*. As long as children’s activities are safe, not harming others or the environment, minor incidents can be ignored
- *Reinforce appropriate behaviour with words and gestures*. Positive reinforcement helps children build self-confidence and a desire to repeat appropriate behaviour (Example: Thank you for taking turns” rather than “Good girl”)
- *Encourage children to use the educators as a resource* (Example: “If you’re not sure what to do, ask me and I’ll help you” rather than “Don’t be silly, just do it”)
- *Alertness, proximity and nearness*. Sometimes it is necessary for educators to stay close by when young children are still learning to play together

Intervention strategies used by educators at SELC

Educators are required to intervene during episodes of inappropriate behaviour. The following intervention strategies or a combination of these will be used during these episodes

- *Get the child’s attention in a respectful way*. Other than situations where children are in physical danger, educators approach the child individually, state their name and get down to the child’s eye level, speaking in a calm and controlled voice to ensure the child feels safe, secure and cared for.
- *Use proximity and/or a shoulder touch* as a gentle reminder that they are nearby and that the child should think about what they are doing.
- *Use simple, positive reminders to clarify or reinforce limits* (Example: “Remember, bikes stay on the bike paths”)
- *Acknowledge the child’s feelings before setting limits* (Example: “You look frustrated. Remember to wait your turn in the line”)
- *Redirect the child*. Changing the situation that is contributing to the inappropriate behaviour, such as engaging them in some other activity or offering a substitute toy (Example: “I can see you have a lot of energy today. Let’s jump up and try reach the sky”)
- *Offer appropriate choices* (Example: “Do you want to wait in line for your turn or do you want to find something else to do?”)
- *Use natural and logical consequences*. Natural consequences are inevitable as a result of the child’s actions. A statement of natural consequences clarifies the inevitable or unavoidable outcome of a behaviour (Example: “When you don’t put your art away, it’s difficult to find when you go home”). Logical consequences are imposed by the educator as a result of the child’s actions and are related to the problem. A statement of logical consequence can help the child understand the problem and the solution (Example: “I can see the spilled paint. Here is a sponge for wiping it up”)

- *Limit the use of toys or equipment.* Educators use this strategy sparingly and only when other strategies have been unsuccessful (Example: “Since you are still having a difficult time keeping the sand low, I’m going to close the sand table until after snack”)
- *Model problem-solving skills.* It’s natural for children to react or get upset. Educators offer help to teach children how to problem solve by guiding the child through the problem solving steps (Example: “Tim has the bike and you want to use it. Have you asked Tim to give you the bike when he is finished? Tell Tim you would like to use the bike when he’s finished. Next time you want to use the bike, you can remember to ask to have it when they are finished”)
- *Provide opportunities to make amends.* Rather than encourage superficial apologies, educators offer genuine opportunities for children to restore relationships after an incident (Example: Would you like to help Daisy pick up the dolls and put them back on their chairs?”)
- *Redirecting to a calming area.* Educators will redirect a child to a calming activity if the child is in an overstimulating area that is causing or about to cause inappropriate behaviour. This strategy provides an opportunity for the child to develop self-regulation and regain control of their emotional or physical state (Example: “Jackie, please go to the audio table and listen to the nature sound CD”)

If a child has a care plan that includes instructions respecting behavioural guidance, the educators will ensure that behavioural guidance given to the child is consistent with those instructions. A child who is in repeated conflict with SELC’s Behavioural Guidance Policy may be asked to withdraw from the program, under the recommendation of the teaching staff, manager, coordinator and Board of Directors, and find a child care centre that is better suited to the child’s needs.

Birthdays and Classroom Celebrations

Children’s birthdays will be acknowledged at the Summerland Early Learning Centre. However, birthday parties and exchanges of gifts are to be done outside of the Child Care setting.

The children will participate in many celebrations throughout the year including but not limited to: Thanksgiving, Halloween, Christmas, Chinese New Year’s, Valentine’s Day, St. Patrick’s Day and Easter. Families are encouraged to participate and share their cultural celebrations with the children. Please arrange specifics with the Child Care Staff

Child Abuse and Neglect

Any concern regarding child abuse and neglect that the staff of the SELC has about a child, will be reported to the Ministry of Children and Family Development. If a child is believed to be in immediate danger, the police will be contacted as well. Staff will reference *The BC Handbook for Action on Child Abuse and Neglect* in regards to what constitutes abuse, how to recognize abuse, how to respond when children disclose abuse, and how to report abuse or neglect concerns. A copy of *The BC Handbook for Action on Child Abuse and Neglect* is available at the SMS office.

Clothing

Children are required to wear comfortable, season appropriate clothing. We recommend dressing children in layers as children have a tendency to get hot during active play. Please provide a spare set of labelled clothing and appropriate accessories (mitts, hats, sunscreen etc.) each day or leave a labelled set at the Centre.

Outdoor footwear must be removed upon entering the SELC and clean indoor footwear is required. Please provide one set of indoor footwear (Velcro runners or slippers with rubber soles) that can remain at the Centre.

Communication

Communication between the child, parent, and staff is critical for the success of the child and their early learning experience. The SELC is committed to creating an atmosphere of trust and open communication. Parents are welcome to seek an educator's help or input regarding their child's early learning experience at any time during the year. Newsletters will be sent out throughout the year to keep families informed.

Conflict Resolution

There are times where problems will arise within our early learning community. In order to maintain the trust and integrity of the SELC and home relationships the following procedures will apply.

1. Concerns will initially be addressed with the educator involved.
2. If the concern or problem is not satisfactorily addressed, then the parent should contact the manager of the SELC or the coordinator of the South Okanagan Montessori School Society.
3. If the problem or concern has still not been dealt with satisfactorily, the parent may contact the Board of Directors directly.
4. If the concern relates to the safety of the children within the SELC it can be directed to the Child Care Licensing Officer.

Custody and Access Agreements

If parents have agreed to live separately, the SELC will abide by the information given by the enrolling parent. However, without a custody or court order on file, the SELC cannot deny access to the non-enrolling parent. A copy of a custody or court order must be submitted at time of registration. Staff of the SELC will call the RCMP if assistance is required to ensure compliance with a custody order. Please make sure that you inform us of changes to names of people who are NOT permitted access to your child. It is critical that you keep this information up to date as staff will only use the information provided on the registration form.

Emergency Preparedness

Earthquake and fire drills are practiced regularly according to Licensing Regulation standards.

Emergency evacuation plans are posted at each exit in the SELC. Parents are encouraged to make themselves familiar with the exit routes and meeting places. The SELC will store emergency provisions in the event children are required to stay at the Centre for an extended period of time due to an emergency situation such as an earthquake or other disaster.

In the event of a medical emergency, a child will be taken to the nearest emergency centre by ambulance in accordance with the signed medical emergency consent form.

At all times we will have one staff member who is trained in First Aid present at SELC.

Fees, Payment and Repayment Agreement

Monthly Fees are calculated according to the number of days per week that you require care for your child. The specific days are selected on the registration form and can only be changed with one month’s notice. Once a child is enrolled, a position is reserved until the child enters the elementary school system. The SELC operating and funding budget is based on fees for enrolled spaces and cannot be reduced for children’s absence from the program due to illness, vacation or other circumstances. The SELC requires a 30 day written notice for withdrawal from the program.

Monthly Fees

Days per week in care	Monthly Fees
5 Days	\$850.00
4 Days	\$715.00
3 Days	\$560.00
2 Days	\$390.00
1 Day	\$205.00

Fees are subject to change.

To find out about Government Child Care Fee assistance initiatives, please contact the Summerland Montessori School Office.

Payment

Payment is due on the 25th of the month prior to care. We accept the following methods of payment: cash, cheque, debit/credit card, or e-transfer. ***A \$100 non-refundable registration fee is payable upon registration.***

December requires full month fees even though the SELC is closed for the winter break at the end of December.

Please make post-dated cheques payable to ‘SOMSS’ for the 25th of each month prior to the month for which the fees are payable. All NSF fees will be borne by the parents/guardians.

Please note the **e-transfer** email address is smsetransfer@shaw.ca. We ask you use the question “where is the school located” and Summerland as the response. Please note the specifics of the payment and complete name of the child. For example: John Smith, November SELC Fees.

Repayment Agreement

In the event the SMS office is in possession of post-dated cheques dated after the official withdrawal date of your child, the SMS office will return these post-dated cheques to the mailing address on your child's registration form. To meet Child Care Licensing Regulation Standards, parents/guardians are required to sign a Repayment agreement which forms part of your child's enrolment documentation.

Field Trips

The SELC understands that parents/ guardians work and therefore rarely plan field trips. However, if a field trip is planned it is organized as an enhancement to the curriculum at the discretion of the Early Childhood Educator, Manager and Coordinator. Consent forms with details of the trip as well as a liability waiver are sent home prior to the outing.

Health/Illness/Emergency Care Policy

Our responsibility is to the health and safety of all staff and children in our care. We strictly enforce health regulations as infections can spread rapidly. Parents/guardians are required to inform the SELC if their child has, or has come in contact with a communicable disease. The child will be required to remain absent from the Centre until such time that the contagious period has passed and a medical doctor has cleared the child to return to SELC. The SELC cannot admit a child who is apparently ill. Conditions of illness make a child unable to cope with the regular activities of our program. If your child shows symptoms of illness while at the SELC the parent or designated emergency contact will be notified and requested to remove the child immediately. Staff at the SELC can only administer medication with a signed 'Medication Authorization Form'. It is the SELC policy to notify parents/guardians immediately when a child is in need of medical attention. If we are unable to contact the parents/guardians or the emergency contacts as indicated on the emergency consent form, we will make the necessary arrangements to take the child to the nearest emergency service by ambulance. The ambulance fee is the responsibility of the parent/guardian.

Hours/Days of operation and Closure

The SELC is open daily Monday to Friday from 7.30am – 5.30pm. We are closed on all BC statutory holidays as well as Easter Monday and Winter Break (December 24 – January 1). Please note, full fees apply to each month regardless of closure, even in the event the Centre is required to close for unforeseen circumstances.

Items from Home

Books and other educational materials that may be of interest to the children are welcomed in the SELC as "show and tell" items only. The SELC is a "weapon-free" zone. Please ensure that all materials are clearly labelled with the owner's name.

Lost and Found

Parents are requested to label all of the children's belongings such as hats, mitts, scarves, swimsuits, cot sheets etc. to ensure that they are returned to the owner. Any items found are placed in the lost and found box located in the cubby area. Once a month any remaining items are donated to charity.

Personal Information Privacy Policy

The South Okanagan Montessori School Society, Summerland Montessori School, Summerland Early Learning Centre and the After School Care Program acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision and instruction of your child at this school/Early Learning Centre, unless written authorization from a parent or legal guardian is provided to the school/Early Learning Centre. The school/Early Learning Centre will securely store all digital and hard copy parent and child personal information.

Nap/Rest Period

All children are required to spend at least half an hour per day resting and relaxing. Learning to relax promotes lifelong health benefits. The Centre provides individual resting mats for each child. All children are required to bring **two labelled sets of crib sheets** (bottom sheet and top sheet/light blanket). Each Friday one set will be sent home for washing and must please be sent back on Monday. Children that do not sleep may move to the adjacent room after the rest period and enjoy a time of reading followed by literacy and numeracy table activities.

Nutrition/Meals Policy

Summerland Early Learning Centre is a "peanut free" facility.

Please provide 3 snacks and 1 lunch meal DAILY plus a water bottle. All items must be separately packed and clearly labelled with the child's name. Please consider choking hazards when packing your child's lunch and snacks (for example: cut grapes, sausages and carrots lengthways-julienne, please do not send popcorn). Children are encouraged to help pack their own nutritionally balanced snacks in reusable, environmentally friendly packaging with a BPA free, non-toxic ice packs. Junk food and candy are not permitted (no high sodium or high sugar foods). Snacks/ lunch are eaten in the SELC under the supervision of the educator. Sharing of snacks is not permitted. Please consult the latest Canada Food Guide for nutrition information. Your child's health is dependent on what you provide for food. SELC will provide filtered/spring water.

Parent Involvement

Parent involvement is essential to the success of the SELC and children's early learning experience.

There are many ways parents can become involved in the SELC community and volunteer opportunities are posted throughout the year.

Safe Release of Child Policy

In accordance with child care licensing regulations, a child in our care will only be released to the authorized parents/guardians or authorized persons as indicated on the registration form. It is the staff's legal responsibility to ensure the safe release of children from their care. In the event an authorized person arrives to pick up a child and it is evident to the staff that the authorized person is unable to adequately care for the child and the child is at risk, the staff member will not release the child and instead contact an alternate authorized person to pick up the child. If an unauthorized person (as indicated on the registration form) arrives to pick up the child, the staff will not release the child and continue to care for the child until such time that an authorized person arrives to pick up the child. It is crucial that information regarding authorized and unauthorized persons remain up to date.

Screen Use Policy

Summerland Early Learning Centre follows a screen-free policy. We do not incorporate any screen use in our daily program of activities related to devices such as TV, computer or handheld screens (such as tablets or other)

Smoking

The SELC follows a no smoking and vaping policy on all of the South Okanagan Montessori School Society premises.

Toileting/Diapering

We encourage self-help skills and request that you dress your children in clothing that is easy for them to remove to use the toilet independently. If your child still requires a diaper or pull up, please ensure that you provide all the daily supplies required to facilitate diapering or pull up changes. This includes spare diapers/pull-ups, baby wipes and diaper cream. We only accept SINGLE USE DISPOSABLE DIAPERS. Please provide an extra pack of diapers/pull ups when your child starts at the Centre. Clearly label all packs and bags with your child's name.

Transportation

We do not transport children unless it is a medical emergency in which case the child will be transported by an ambulance. In the event a field trip is planned which requires children to be transported, a separate consent form will be sent home prior to transporting the children.

Trial Period

Trial Period: Every child attending the program will have a four-week trial period. At the end of four weeks a decision will be reached between the parents and caregivers as to whether or not the program is suitable for the child's needs. A child must be able to follow instructions set out by the staff, treat staff and other children with respect, and not physically or verbally harm another person in any way.

Summary of Things to Bring to Summerland Early Learning Centre

Daily:

- 3 snacks, 1 lunch meal, clean water bottle
- Diaper supplies

Daily or leave at centre:

- Set of spare clothes (labelled). Weather appropriate accessories (hats, mitts, sunscreen)

On First Day:

- 1 pair of indoor shoes labelled (runners with Velcro or slippers with rubber sole)
- 2 sets of crib sheets (bottom sheet and top sheet/ light blanket)

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Summerland Early Learning Centre

Registration Package

The following pages form part of the Registration Package and must be returned to the **Summerland Montessori School Office (SMS)** together with your \$100 non-refundable registration fee. Please make sure your package is complete and that you have signed all the required pages.

Once your registration package has been reviewed, you will receive a confirmation letter stating that your child is enrolled in the Summerland Early Learning Centre and the start date of enrolment.

Please note, we cannot accept your child at the Summerland Early Learning Centre unless the completed registration package, registration fee and first month's fees have been provided to the SMS office.

We look forward to joining your child on their Early Learning Journey.

The Registration Package consists of the following

Emergency Consent Form

Registration Form

Repayment Agreement

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**Summerland
Early Learning Centre**

250-494-7266
10317 Prairie Valley Road
Summerland, BC
V0H 1Z0

Emergency Consent Form



PERSONAL INFORMATION		
CHILD'S FIRST NAME:	LAST NAME:	
BIRTHDATE: <small>YEAR/MONTH/DAY</small>	GENDER:	EYE COLOUR:
HAIR COLOUR:	DISTINGUISHING FEATURES: <small>(BIRTHMARKS/SCARS ETC)</small>	
PARENT/ GUARDIAN NAME:		
PHONE #	ALTERNATE PHONE #	
PARENT/ GUARDIAN NAME:		
PHONE #	ALTERNATE PHONE #	
MEDICAL INFORMATION		
CARE CARD/ MEDICAL INSURANCE #		
MEDICAL CONDITIONS/ DISABILITIES:		
ALLERGIES:	MEDICATION:	
DOCTOR'S NAME:	PHONE #	
EMERGENCY CONTACT AUTHORIZED TO PICK UP CHILD (someone that lives local)		
EMERGENCY CONTACT NAME:	PHONE #	
EMERGENCY CONTACT NAME:	PHONE #	
CONSENT		
<p>In case of illness, injury or other medical emergency, I hereby consent that my above mentioned child may be taken to the nearest emergency centre, in the event I or the above mentioned contacts cannot be reached. I hereby give permission for staff to make the necessary transportation arrangements (including ambulance of which I will bear the cost) and for my above mentioned child to receive emergency medical treatment if required.</p>		
<p>Signature : _____ Date: _____</p>		



Summerland Early Learning Centre

Registration Form

Child's starting date: _____
year/month/day

Child's Date of Birth: _____
year/month/day

Please check the days of care required per week

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

PERSONAL INFORMATION	
Name of child: _____ <div style="text-align: center; font-size: small;">(first/middle/last)</div>	
Name the child responds to: _____	
Home language: _____	Other Languages: _____

PARENT/GUARDIAN COMPLETING THIS REGISTRATION	
Name: _____	Relationship to child: _____
Phone # _____	Alternate phone # _____
Email (please write clearly): _____	
Street Address (please include city and postal code)	_____
Mailing Address if different to street address (please include city and postal code)	_____
Does the above mentioned child live at this street address?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> SOMETIMES (Please elaborate)

OTHER PARENT/GUARDIAN	
Name:	Relationship to child:
Phone #	Alternate phone #
Email (please write clearly):	
Street Address (please include city and postal code)	
Mailing Address if different to street address (please include city and postal code)	
Does the above mentioned child live at this street address?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> SOMETIMES (Please elaborate)

Is there a custody agreement in place? NO YES
 If YES, please submit a copy with this registration

PERSONS AUTHORIZED TO PICK UP CHILD		
Name:	Phone #	Relationship:
Name:	Phone #	Relationship:
Name:	Phone #	Relationship:
Name:	Phone #	Relationship:

PERSONS NOT PERMITTED ACCESS TO THE CHILD	
Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

MEDICAL INFORMATION		
Please provide us with any relevant medical information about your child that the Summerland Early Learning Centre would need to be made aware of. For example any illness, medical disability, special dietary needs, past injuries, past surgeries or current use of medication.		
Does your child have any allergies?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
If you answered YES above, please provide detailed information, including medication and procedure in the event of an allergic reaction		
Child's Immunization Status:	<input type="checkbox"/> Fully Immunized <input type="checkbox"/> Partially Immunized <input type="checkbox"/> Not Immunized <input type="checkbox"/> I have attached a copy of my child's immunization record	

GENERAL CONSENT		
I consent to having photographs of my child posted in SELC	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I consent to having photographs/videos of my child posted in the newsletter	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I consent to having photographs/videos of my child posted on the website	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I consent to having phone numbers listed on the school emergency family phone list which is used in emergencies and closures	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I acknowledge that SELC does not provide food for my child	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I acknowledge that I have read the information handbook and understand and am willing to abide by the policies and the contents within	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I hereby certify that this information is complete and accurate to the best of my knowledge and that by signing this registration package I agree to the terms of the Summerland Early Learning Centre as laid out in the information handbook and all the pages in the registration package including the repayment agreement		
Parent/Guardian Signature	Date (Year/Month/Date)	

FOR OFFICE USE
Date child stopped attending SELC (Year/Month/Date)

Summerland Early Learning Centre

Repayment Agreement



Summerland Early Learning Centre fees are due on or before the 25th of every month prior to the months of care being paid for, payable to 'SOMSS'. \$100 non-refundable registration fee is payable upon registration.

Once a child is enrolled, a position is reserved until the child enters the elementary school system. The SELC operating and funding budget is based on fees for enrolled spaces and cannot be reduced for children's absence from the program due to illness, vacation or other circumstances. The SELC requires a 30 day written notice for withdrawal from the program. In the event the SMS office is in possession of post-dated cheques dated after the official withdrawal date of your child, the SMS office will return these post-dated cheques to the mailing address on your child's registration form. To meet Child Care Licensing Regulation Standards, parents/guardians are required to sign a Repayment agreement which forms part of your child's enrolment documentation.

Tuition Schedule

Days per week in care	Monthly Fees
5 Days	\$850.00
4 Days	\$715.00
3 Days	\$560.00
2 Days	\$390.00
1 Day	\$205.00

Fees are subject to change.

All NSF fees will be borne by the parents/guardians.

I have read the above Repayment Agreement and note it is also in the Information Handbook for my records. I agree to the terms of the agreement by signing below.

I HAVE CAREFULLY READ THE TERMS OF THIS AGREEMENT

_____ Date: _____

_____ Date: _____

Signatures of Parents or Guardians Financially Responsible

Notes:

Please use this page if you have any additional information about your child that you would like us to know
