
Helpful Hands Dayhome Center

Registration





Helpful Hands Dayhome Center

Registration Form for Child Care

(Please complete this form for each child)

Date of Enrollment: _____ Date of Disenrollment: _____

Name of Child: _____ Birthdate: _____ Sex: M F_

Eye Colour: _____ Hair Colour: _____ Height: _____

Weight: _____ Birthmarks/ Scars: _____

Photo attached: Yes / No

Full name of Parent / Guardian: _____

Address: _____

Home Phone #: _____ Work Phone #: _____

Cell Phone #: _____

Place of Work: _____

Full name of Parent / Guardian: _____

Address: _____

Home Phone #: _____ Work Phone #: _____

Cell Phone #: _____

Place of Work: _____

Additional Emergency Contacts

Name: _____ Relationship: _____ Phone# _____

Name: _____ Relationship: _____ Phone# _____

Name: _____ Relationship: _____ Phone# _____



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(Registration Form for Child Care continued)

Other children in family:

Name: _____ Birthdate: _____

Name: _____ Birthdate: _____

Name: _____ Birthdate: _____

Has the child had previous experience away from home? NO _____ YES _____

If YES, explain:

Do you think your child feels comfortable leaving parents? NO _____ YES _____

If YES, explain:

Special instructions concerning care, medication or diet:

Special instruction concerning safe release of child:



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Individuals with no access permitted to the child: *A copy of the Court Order or Custody Agreement must be attached:*

Name: _____ Legal Document Attached: _____

Name: _____ Legal Document Attached: _____

Special Instructions concerning no access permitted:

I consent the follow contacts to pick up my child:

Name: _____ Relationship: _____ Phone# _____

Name: _____ Relationship: _____ Phone# _____

Name: _____ Relationship: _____ Phone# _____

Emergency Medical Treatment Authorization

I, _____ (*parent*) give Helpful Hands Day Home Centre permission to obtain emergency medical/dental treatment for my child.

I, _____ (*parent*) understand and agree to be responsible and financially cover any fees related to emergency services, such as ambulance fees.

Child's Physician: _____

Physician's Phone #: _____

Physician's address: _____

Child's Care Card Number: _____

Parent's Address: _____

Home Phone #: _____ Work Phone#: _____

Cell Phone #: _____



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Safe Release of Child

The children will not be released to an unauthorized person or anyone whom Helpful Hands Day Home Centre deems incapable of providing safe care.

Only people who have been previously authorized to do so, will be allowed to pick up children from childcare. If, in an emergency, you need to send someone else to pick up the children, please call in advance with the name and description of the person who will be coming. Helpful Hands Day Home Center will require identification. The person should then be added to the list of people authorized to pick up the child.

If children are not picked up at the agreed upon time, the authorized alternate will be called. If you or an authorized alternate cannot be contacted, and a reasonable amount of time has passed, Helpful Hands Dayhome Center will consider the children abandoned and call the appropriate Ministry.

If someone whom Helpful Hands Dayhome Center deems incapable of providing safe care arrives to pick up the children, they will be refused and you or your authorized alternate will be called to pick up the children. If an alternate cannot be reached within a reasonable length of time, Ministry for Children and Family Development will be called. If it appears that you are incapable to provide safe care, Helpful Hands Day Home Centre will suggest you call an authorized alternate to pick up the children. If you insist on taking the children, Helpful Hands Day Home Centre will release them to your care and call the RCMP.

The Helpful Hands Day Home Centre cannot become involved in the marital or custody issues of the families that we serve. If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing up to date and accurate information concerning the legal guardianship of the child. Without a custody or court order on file, Helpful Hands Dayhome Center cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the pickup list, the policy on unauthorized persons will be implemented. The guardian will provide all consents.



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Photograph Release / Permission Form

I, _____ (*parent*), consent to the use of any photographs in which I or my child or children appear in, taken by _____ (*childcare provider*) on _____ (*date*) to be used for _____.

I, _____ (*parent*) give full copyright and permission to use my photograph in the above-named production and any subsequent presentation of that production and in any subsequent promotional materials such as newsletter and brochures.

Parent

Date

Child Care Provider



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Requirement to Report Suspected Abuse or Neglect

As a citizen of British Columbia, I am required to report any suspicion of child neglect or abuse to the Ministry for Children and Family Development. I will report any abuse I suspect, that a child discloses to me or that a third party discloses to me.

It is not my responsibility to investigate or question the circumstances of the suspected abuse. I will not inform anyone of my suspicions and subsequent report to the Ministry.

I will keep the information confidential except to the appropriate authorities.

It is the Ministry's responsibility to investigate any report and to inform all those involved of their investigation.

The health and well-being of the children is my first concern.



Helpful Hands Dayhome Center

Sickness policy

Due to children sharing toys germs spread quickly. Helpful Hands Dayhome Center does our best to clean and sanitize all the toys weekly. If your child is sick, it is your responsibility to keep them home. If they have a fever, they will need to be picked up immediately.

It is parents' responsibility to pick up their sick child within an hour of getting a call that they are ill. Parents will keep child home if they are ill. If the child is sick the day or night before they are to stay home. Helpful Hands Dayhome Center will need to be notified that the sick child will not be attending 9am.

Reasons for a child to not attend daycare:

- Diarrhea
- Fever
- Puking
- Coughing sneezing green runny nose that has persisted longer than a week
- Lethargic unable to participate in daycare

A health and clean environment is necessary for keep all the children healthy this is why this policy is in place and you will be required to find alternative care if your child is sick. Thank you for your understanding and cooperation.

Parent Signature

Date

Parent Signature

Date



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Childcare Subsidy Policy

Child Care Subsidy, administered by the Ministry of Children and Family Development BC Provincial Government, is a monthly payment that helps eligible British Columbia families with the costs of childcare. Families fill out an application and provide supporting documentation to apply. Once the family is approved and authorization is established, the provider receives an authorization number and billing forms.

Childcare can not start until authorization and billing forms are received unless the parent agrees to pay the regular fee.

Providers can only bill for the maximum number of the days that the family is qualified for, if the child attends. If the child is booked to attend but does not, the provider can only bill subsidy for that day if the parent informs the provider that the child or their parent was ill or on holidays. It is up to the parent to ensure that the provider is informed if the child is away because of illness or vacation. If the provider is not informed, the parent will be responsible for the regular fee. The fee for missed days that are not covered by subsidy is to be paid before the end of the month.

The parent is responsible for any fees over and above what subsidy pays on behalf of the family. The parent portion is due on the first of the month.

My signature indicates that I have read and fully understand this Child Care Subsidy Policy

Parent Signature

Date

Parent Signature

Date



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Repayment Agreement

Helpful Hands Dayhome Center will be taking monthly fees in advance for childcare, on the first day of each month.

Fees are to be paid to secure a space for a family's child for all days within the month. Therefore, no refunds will be given for missing a day, even if the child is sick and does not attend.

In the case of parents withdrawing children from Helpful Hands Dayhome Center parents need to give 4 weeks written notice on the 1st or they will be billed for the next month.

If either Helpful Hands Dayhome Center or the parents feel that the child is not a good fit, a written 30-day notice must be issued. No refunds will be issued for withdraw. In extreme situations, Helpful Hands Dayhome Center may refund up to 75% of fees paid for time not used, but this will be reviewed on a case to case basis and is not the general policy of Helpful Hands Dayhome Center

If the licensee is unavailable due to vacation or illness a substitute will be called on, thus no refunds will be given.

If there is an extreme circumstance, and extreme financial hardship proven, Helpful Hands Dayhome Center may refund up to 75% of fees paid for time not used, but this will be reviewed on a case to case basis and is not the general policy of Helpful Hands Dayhome Center.

In the case of an extreme situation that would cause Helpful Hands Dayhome Center to be closed more than 5 consecutive days, such as fire, flood or epidemic 50% of the closed days will be refunded.



Guiding Children's Behavior Policy

The goal for guiding children's behavior is to assist children in developing respect, self-control, self-confidence and sensitivity in their interactions with others. Guiding children's behavior is an ongoing process. Guiding children's behavior is done while appropriate behavior is occurring, as well as before, during, and after socially unacceptable behavior is displayed.

Positive guidance techniques will be used to encourage appropriate behavior. They include:

- a) Establishing clear, consistent, and simple limits
- b) Stating limits in a positive way, rather than a negative way
- c) Focusing on the behavior, rather than on the child
- d) Stating what is expected, rather than pose questions
- e) Providing real choices
- f) Allowing time for children to respond to expectations
- g) Reinforce appropriate behavior, with both words and gestures
- h) Encourage children to use me as a resource when there are occasions that they cannot resolve issues on their own.

Inevitably there will be occurrences of inappropriate behavior; it is at these times that there may be a need to intervene. The following intervention strategies, or combination of the strategies, will be used to help ensure that guidance is supportive, rather than punitive.

- a) Gain attention in a respectful way
- b) Remind children of the appropriate behavior.
- c) Acknowledge feelings before setting limits
- d) Redirect or divert when appropriate Model problem-solving skills
- e) Offer appropriate choices
- f) Use natural and logical consequences
- g) Provide opportunities for children to make amends. Rather than demand a superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm.

Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior.

If the child's behavior is not manageable and support is not available, or parents are not willing to get support for their child, the child will be sent home. If the behavior continues the child's parents will be given 4 weeks' notice to find alternative care.

These strategies for guiding children's behavior are based on 'Guiding Children's Behavior Handbook' available at www.healthservices.gov.bc.ca/ccf/child/index.html#publications



I _____ (*Parent*) have read and understand the policies procedures of Helping Hands Dayhome Center.

Date: _____

Signature: _____



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Additional Matters

I, _____ (*parent*) give permission for my child to go on spontaneous walks with _____ (*childcare provider*). Any other outings will require a separate consent form.

I, _____ (*parent*) agree to supply the following items each day for the use of my child: _____

The first two weeks are to be an adjustment period and either party may terminate this agreement during that time if the arrangement turns out to be unsatisfactory. Thereafter _____ weeks' notice is required to terminate this agreement, if notice is not given, full payment is expected. This contract will be reviewed yearly.

Parent Signature

Date

Care Provider Signature