

**Registration Package
Kings Kids Out of School Care**

2640 Rundlelawn Road NE
Phone: 403-285-4855 Fax: 403-590-KIDS

Child Informaion

Child's Name: _____
Address: _____
AHC #: _____
Birth Date: _____
Allergies: _____ Restrictions: _____
Ongoing meds: _____ Immunization: Up to date Prefer not to say
School: (Check one) St. Rupert Cecil Swanson Current Grade: _____

Parent Information

Mother Name: _____
Address: _____
Email: _____
Cell Phone: _____ Home Phone: _____
Work Phone: _____ Extension: _____

Father Name: _____
Address: _____
Email: _____
Cell Phone: _____ Home Phone: _____
Work Phone: _____ Extension: _____

Emergency Contact (NOT a parent)

Name: _____ Relationship to Child: _____
Cell Phone: _____ Home Phone: _____
Work Phone: _____ Extension: _____
Address: _____

History and Other Medical Information

Doctor's Name: _____

Phone: _____

Previous Daycare or After School program experience?

Yes

No

If yes, Where: _____

When: _____

Are there any religious/cultural needs we should know?

Yes

No

If yes, explain: _____

Does your child have any particular fears? (Eg. dark or dogs)

Yes

No

If yes, explain: _____

Authorization and Pick up

Authorized persons to whom your child may be released to?

Is there anyone specifically **not** allowed access to your child?

Please note: We cannot deny access to a biological parent unless legal documents have been issued/are on file.

Permission/Release Statements

I give permission for my child _____, to:

Take part in all scheduled field trips that are planned by King's Kids and are supervised as per Alberta Licensing Ratio Requirements. _____ (Initial)

Be transported to school or on field trips by King's Kids staff; by foot, bus, or transit. _____ (Initial)

Go unannounced on off-site activities. I.E. Tour of nearby community parks, walk to the community store, etc. Supervised as per Alberta Licensing Ratio Requirements. _____ (Initial)

By initialing you state that you have read and agree to the above statements

OPTIONAL, Grade 5 and 6 only

I give permission for my child _____, to:

Walk to and from school unsupervised. _____ (Initial)

Parent Signature

Signature: _____

Date: _____

Photo/Video Release

- I, _____ give King's Kids Out of School Care permission to take photos/ videos of my child _____ during childcare hours and/or on field trips.
- I understand that NO photo/video of my child will display my child's; first or last name, address, nor phone number at any time.
- I understand that photos/videos may be used during presentations, as displays in the centre, and/or as DVD memorabilia for enrolled children.
- I also understand that any photos given to my child, or taken by me or on behalf of my child while enrolled at King's Kids, are **NOT** to be posted or used for ANY social media.

By Signing below you are indicating that you have read and agree to the above statements

Signature of Parent/Guardian: _____

Date: _____

Signature of Director/Supervisor: _____

Date: _____

Redirection (Guidance) Policy

1. Discuss with the child his/her behavior and then give the child an alternative of what he/she may do the next time, then send the child to resume his/her activities.
2. If the child's behavior is still inappropriate, he/she will be pulled aside, spoken to again as to understand why they are being removed from their current activity and then redirected to another
3. In the event that the redirection does not help the child's behavior to improve, the director is notified of the problem.
4. The staff, director, and the parents discuss the problem and try to come up with a possible solution.
5. In severe cases, when the child's inability to cope in group settings is continual, the parent may be asked to remove the child from the centre.
6. Children will never, at any time, be physically punished or in any way be made to feel like a bad girl/bad boy because of their inappropriate behaviour.

Parent Signature

Signature: _____

Date: _____

Acts of Verbal/Physical Aggression & Anti-Bulling Policy

Parents, it is very important that you read and understand the following:

King's Kids strive to provide a safe, caring and respectful environment for the children attending our Out of School Program/Summer Camp program. In order to provide this type of care for your children we must adopt a strong stance against the following unacceptable behaviours.

- Physical harm to self and others
- Threats to others or property
- Obscene or abusive language
- Vandalism or destruction of property
- Harassment
- Defiance of authority
- Leaving the program without permission
- Sexually suggestive comments or behaviors

(the above list is simply a guideline and will be used or added to at the discretion of the director or King's Kids Board of Directors)

The first time these behaviors occur will result in either a written warning or a one day suspension (parents will be responsible for finding alternate care). The second time these behaviors occur will result in either a one day or three day suspension (parents will be responsible for finding alternate care). The third time these behaviors occur will result in a three day suspension and/or removal of the child from the program. All incidents will have written reports that will be signed by the parent and returned to the child's file. Depending upon the severity of the incident, this process may be used as a guideline only at the discretion of the director.

We at King's Kids expect all students and adults in our program to treat others as they wish to be treated.

Parents and adults are expected to set an example for all children. The above behaviors will not be tolerated from any adults (directed towards staff, other parents, or children). Our response to behaviors of this sort will be an immediate dismissal of the family from our program.

Thank you for your understanding and cooperation in the implementing of this policy.

By Signing below you are indicating that you have read and agree to the above statements

Signature of Parent/Guardian:

Date:

Signature of Director/Supervisor:

Date: