

**Registration Package
Kings Kids Out of School Care 2025 - 2026**

**2640 Rundlelawn Road
Phone: 403-285-4855**

Child Information

Child's Name: _____

Address: _____

Birth Date: _____

Allergies: _____ Restrictions: _____

My child does NOT eat (please circle) Beef Pork Gelatin/Jello/Marshmallow Meat

Ongoing meds: _____ Immunization: Yes No

School: (Check one) St. Rupert _____ Current Grade in 2025: _____

Parent Information

Child lives with both parents Child lives with mom Child lives with dad

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: _____

Family Heritage: What values, beliefs and traditions are practiced in the home? _____

Does your child have any medical or behavioural issues? 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.

I give permission for Kings Kids OSC to contact my child's teacher to discuss strategies to create continuity between school and King's Kids OSC. Yes No

I understand that I must bring my child into the centre and deliver them directly to the staff member in ratio. Initial _____

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)

I give permission for King's Kids staff to call emergency services to transport my child to receive medical attention in the case of a medical emergency. _____ (Initial)

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

By initializing, 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)

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 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 taken during King's Kids events that included other children are **NOT** to be used for **ANY** social media posts (Facebook, Instagram, Twitter, etc.).

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 about their behaviour and then give the child an alternative of what they may do the next time, then the child may resume their activity.

2. If the child's behaviour is still inappropriate, they will be spoken to privately and asked to find another activity.

3. In the event that the redirection does not help the child's behaviour 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, isolated from an educator or denied basic necessities such as food and water.

Signature: _____

Date: _____

Acts of verbal/physical aggression and anti-bullying 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. In order to ensure children and staff feel safe and respected we must adopt a strong stance against the following 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 behaviours

(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 behaviours 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 behaviours occur will result in either a one day or three day suspension (parents will be responsible for finding alternate care). The third time these behaviours occur will result in a three day suspension 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 on 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 behaviours will not be tolerated from any adults (directed towards staff, other parents or children). Our response to behaviours 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:
