



Knottwood Kinder School & Out of School Care REGISTRATION

Kinder School Out of School Care

Please check one

DATE: _____

Preferred Start Date: _____

STUDENT INFORMATION

Grade: _____

Student's Name: _____
First *Last*

Gender: Male Female

Address: _____
Street *City* *Prov.* *Postal Code*

Primary Phone Number: _____ Child's Date of Birth: _____

Primary Email Address: _____ *(for school related messages)*

Child's First Language: _____ Other Languages Spoken: _____

PARENT INFORMATION

Mother's Name: _____ Cell Phone: _____
First *Last*

Mother's Email: _____ Work Phone: _____

Mother's Address *(if different from child)*: _____

Mother's Work Address: _____

Father's Name: _____ Cell Phone: _____
First *Last*

Father's Email: _____ Work Phone: _____

Father's Address *(if different from child)*: _____

Father's Work Address: _____

OPTIONAL

Step-Parent/Guardian Name: _____ Cell Phone: _____

Step-Parent/Guardian Email: _____ Work Phone: _____

Step Parent/Guardian Name: _____ Cell Phone: _____

Step Parent/Guardian Email: _____ Work Phone: _____

EMERGENCY CONTACTS (Must be completed in full)

Other than parents. Emergency contact must reside in the Edmonton area.

Emergency Contact Name: _____
First Last

Emergency Contact Home Phone Number: _____ Cell Phone: _____

Work Phone: _____ Relationship to Child: _____

*Emergency Contact Address: _____
(*Required) Street City Prov. Postal Code

MEDICAL INFORMATION (Must be completed in full)

Child's Alberta Health Care Number: _____

Doctor's Name: _____ Doctor's Phone Number: _____

• Does your child have any allergies? Yes* No My child uses an - EpiPen: Yes / No - Inhaler: Yes / No
Please circle one Please circle one
If yes, please explain. Including potential signs or symptoms staff should be aware of: _____

• Does your child have any dietary restrictions? Yes No
If yes, please explain. Including potential signs or symptoms staff should be aware of: _____

• Is your child taking any ongoing medication? Yes** No
If yes, please explain: _____

• Does your child have any other medical conditions that we should be aware of? **INCLUDING: behavioural, emotional, mental, physical** If yes, please explain. Including potential signs or symptoms staff should be aware of: _____

• Are your child's immunizations up to date? Yes No
If no, please explain: _____

• Is there anything else you feel we should know about your child? Yes No
If yes, please explain: _____

* If your child has an ANAPHYLACTIC ALLERGY please request and complete an Anaphylaxis form from Staff members and supply an EpiPen to keep on-site. If your child has ASTHMA please request and complete an Asthma form from Staff members and bring an inhaler to keep on-site.

** If your child requires medicine during our Care hours, please request an Administration of Medicine form.

SCHOOL TRANSPORT INFORMATION

(Must be completed in full)

Please check one: Kinder School Out of School Care

Student's Name: _____ Date of Birth: _____
First Last

School Name: _____ School Phone #: _____

Teacher's Name: _____ Grade: _____

Days Transportation is Required: Monday Tuesday Wednesday Thursday Friday

Transportation Required: AM Drop-Off Mid-Day Pick-Up Mid-Day Drop-Off PM Pick-Up

Attending Kindergarten: Morning Afternoon First Day Requiring Transport: _____

DEFINITIONS OF TRANSPORTATION

AM Drop-Off: Students are walked from Knottwood Community Hall to Satoo School, at the designated drop-off location, where they meet their respective teachers and go in to the school at **8:45 am**. Knottwood Kinder School Care (KSC) and Out of School Care (OOSC) Program Staff stay on school site until each child is safely inside the school. KSC and OOSC Program Staff are responsible for registered children until they enter the school.

Mid-Day Pick-Up (Kindergarten only): At **11:40 am**, Staff meet morning Kindergarten students at the designated pick-up location and walk with them back to program centre. Registered children will eat lunch with staff and then have supervised outdoor time, except during inclement weather, where they will have supervised indoor activities.

Mid-Day Drop-Off (Kindergarten only): Students are walked from Knottwood Community Hall to Satoo School, at the designated drop-off location, where they meet their respective teachers and go in to school at **12:25pm**. KSC and OOSC Program Staff stay on school site until students are safely inside the school. KSC and OOSC Program Staff are responsible for registered children until they enter the school.

PM Pick-Up: Registered Children meet KSC and OOSC Program Staff at designated Pickup location. KSC and OOSC Program Staff become responsible for students once they leave Satoo School and their teacher's care at dismissal, at 3:27 pm and on early dismissal days at 2:15 pm. Registered Children must meet Staff and have their attendance taken and then everyone will walk back to Knottwood Community Hall where children will start their Out of School Care Program.

PLEASE REMIND CHILDREN:

- 1. They are to wait with their teacher or inside the school until they see a Knottwood Kinder School Care and Out of School Care Program Staff member at their designated spot.**
- 2. Children may not go to Knottwood Community Hall without a Knottwood Kinder School Care and Out of School Care Program Staff member.**
- 3. Children are to go directly to the Knottwood KSC and OOSC Program Staff member.**
- 4. If they do not see or cannot find Knottwood KSC and OOSC Program Staff they are to go directly to the Satoo School Office and wait there.**

SCHOOL TRANSPORTATION CONSENT

I will contact and advise the teaching staff at Knottwood Kinder School Care and Out of School Care Program of any changes for transportation and will give ample time to meet these changes.

Due to unforeseen circumstances, changes in transportation may occur, and I understand that Knottwood Kinder School Care and Out of School Care Program makes every effort to transport children on time ensuring safety is a priority.

At times children may forget or leave belongings at school, which the Knottwood Kinder School Care and Out of School Care Program will not have time to return to the school to collect them. Parents will be responsible for retrieving these items.

It is the responsibility of the Parent to notify the School that Knottwood Kinder School Care and Out of School Care Program will be dropping-off and/or picking-up their child from School.

If needed, it is the responsibility of the Parent to arrange a buddy or helper to assist your Child to meet Knottwood Kinder School Care and Out of School Care Program Staff members at the designated transportation location, as staff members may not leave the designated pick-up spots and the group of children.

If your child does NOT require pick up from school, please let us know before 11:00 AM.

TRANSPORTATION:

I, _____ (Parent/Legal Guardian name), **have read and understand the transportation policy and give Knottwood Kinder School Care and Out of School Care Program the consent for my child, _____ (Child's name), to be transported to school and/or from school.**

I have also read the Transportation Policy to my child and agree to follow all the policies and guidelines to ensure safety.

Date

X _____
Signature of Parent/Guardian

PICKING UP YOUR CHILD:

• **Names of the people ALLOWED to pick-up your child:** *(Please let Staff know if someone else will be picking up your child. Individuals may be asked to provide photo I.D. before your child is released to them)*

• **Names of the people NOT ALLOWED to pick-up your child:** _____

• **Are there any custody issues we should be aware of?** Yes No

If yes, please explain: _____

PERMISSIONS FORM & COMMUNITY LEAGUE MEMBERSHIP

EMERGENCY PERMISSION

In case of an emergency, I authorize Knottwood Kinder School Care and Out of School Care Program to give my child emergency care. Should it be necessary, I authorize the teaching staff to seek and obtain medical or emergency care, on site or from an outside location. I will be responsible for whatever expenses are incurred.

Date

X _____
Signature of Parent/Guardian

ON AND OFF-SITE PERMISSION

I give the staff of Knottwood Kinder School Care and Out of School Care Program permission to take my child for outdoor activities (*such as nature walks*) both on and off the premises of Knottwood Community League’s Satoo site. I understand that prior to any field trips, additional forms will be sent home for parent/guardian signatures.

Date

X _____
Signature of Parent/Guardian

PHOTO PERMISSION

I give the staff of Knottwood Kinder School Care & Out of School Care Program, permission to take photographs of my child. These photos may be used for display on behalf of the Kinder School Care & Out of School Care Program, or to assist in the child’s development.

Date

X _____
Signature of Parent/Guardian

COMMUNITY LEAGUE MEMBERSHIP

I understand that, to enroll and participate in Knottwood Community League’s Kinder School Care and Out of School Care Program, I am *required* to have a valid, **current** Edmonton Community League Membership.

Date

X _____
Signature of Parent/Guardian

Edmonton Community League Membership #

Name of Community

Memberships for your local Community League can be purchased online at: www.efcl.org/membership or <https://knottwoodcommunity.ca/product/membership/>

PAYMENT POLICIES

Knottwood Community Kinder School and Out of School Care Program is a not-for-profit program, overseen by the Knottwood Community League and a Board of volunteers. The tuition and fees for Knottwood Kinder School and Out of School Care Program is reviewed and approved annually by the Knottwood Community League Board of Directors and the program administrators. Copies of these policies can be found in the Parent Handbook.

The following policies are in effect for tuition and fees:

TUITION FEES:

Kinder School fees are - \$500 per month for a family's first child; \$475 per month for each additional child*.

Out of School Care fees are - \$425 per month for a family's first child; \$400 for each additional child*.

**To qualify for additional child/children discount: Children must be siblings and reside in the same household.*

LATE PAYMENTS AND NSF FEES:

All payments are due prior the 1st business day of each month. All families are responsible for meeting their monthly tuition obligation to Knottwood Community Kinder Care and Out of School Care Program, in a timely manner. If fees have not been paid by the 15th of the month, our program has the right to terminate services for your child(ren).

Delinquent accounts, late payments, and/or NSF cheques will be dealt with in the following manner:

1. You will receive ONE verbal reminder and ONE email reminder of tuition and fees owed.
2. If payment has not been received by the 15th, child care will be terminated on the last business day of the month.
3. Each and every NSF cheque will be charged an additional \$25 processing fee.

REGISTRATION FEES:

New students are required to pay a non-refundable registration fee of \$42. This fee should be submitted with your registration form and will be processed when accepted into the program. Once accepted into our Program parents/guardians must provide post-dated cheques for a minimum of 6 months or set up automatic withdrawal (PAD) for payment of monthly fees. **ALL REGISTRATION FEES ARE NON-REFUNDABLE.**

SUBSIDY POLICY:

If you require subsidy please go to Alberta Child Care Subsidy website: www.humanservices.alberta.ca/financial-support/15104.html. **NOTE:** Subsidy applications may take up to 6 weeks to be processed. Prior to approval of subsidy, parents or guardians will be required to pay *full* tuition fees for child care. Once we have received written approval of your subsidy, your monthly fees will be reassessed. Subsidy pays for a portion of your child care fees, parents/guardians are required to pay the remainder by the 1st of the month. If your subsidy expires you will be charged the *full* monthly tuition fees until your subsidy has been reinstated.

WITHDRAWAL AND TERMINATION POLICIES:

If you withdraw your child from Knottwood Kinder School & Out of School Care Program, you are required to provide us with a **minimum of thirty (30) days notice in writing**. Less than 30-days notice of withdrawal will result in being you being charged next month's tuition fees in full.

Knottwood Kinder School & Out of School Care Program reserves the right to terminate services for your child(ren) if his/her behaviour is deemed unacceptable; if they put themselves, staff member(s), or other children at risk; or for non-cooperation of parents/guardians.

Knottwood Kinder School & Out of School Care Program has the right to terminate care services if fees have not been paid by the 15th of the month.



Knottwood Kinder School & Out of School Care Program

CONSENT:

I/We have read this agreement and expressly acknowledge Knottwood Community Kinder School Care and Out of School Care's Payment Policies, Tuition Fees, Late Payment and NSF Fees, Registration Fees, Withdrawal and Termination Policy, and the Subsidy Policy (*if applicable*); and I understand and agree with all of the conditions outlined in this agreement.

Agreement Confirmed:

Parent(s)/Guardian(s)

Knottwood Kinder School & Out of School Care Official

X _____
Parent/Guardian Signature

X _____
School Official Signature

X _____
Parent/Guardian Signature

Date: _____

Please do not write below this line

For Office use only:

- Waitlist Registration Fee \$42
- Accepted** **Start Date:** _____
- All forms completed Forms signed and returned
- Current Community League Membership received
- PAD Form or Post-Dated Cheques received Subsidy required
- Anaphylaxis Form EpiPen received
- Asthma Form Inhaler received
- Parent Handbook provided

Additional Notes/Information: _____