



DAYCARE REGISTRATION FORM - B

Silver Crescent Academy Children Center
3845 Joseph Howe Drive, Suite LL2A, Halifax, NS, B3L 4H9
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Silver Crescent Academy Children Center - Parental Agreement

It is my desire to have my child/children enrolled in the daycare program at Silver Crescent Academy Children Center. I have received a copy of the Silver Crescent Academy Parent Handbook. I have read, understand and agree to abide by the policies contained therein. This form would be contained in child/children's file as a record.

I further understand that if the policies outlined in this handbook were not adhered to, it would be sufficient cause for the removal of the child/children from the daycare program. I also agree to give a minimum of one month written notice of my intent to withdraw my child/children from the daycare program. If one month notice is not given, I agree to forfeit the deposit, or pay fees for the month following the withdrawal of my child/children.

Please initial next to each item. We want to be sure you understand and agree to these policies.

_____ I understand the daycare fee will be _____ monthly, with no reduction for absences or scheduled holidays in which the Children's Center will be closed.

_____ I understand that the drop-off time will be no earlier than _____ and the pickup time will be no later than _____.

_____ I understand the late pickup fee is \$25.00 per 15 minutes.

_____ I understand that the daycare payment is due on the first business day of the month. Late fees of \$30 will apply after the 5th of the month.

_____ I understand that I must provide medical information including the record of immunizations and valid health insurance policy number/health card copy.

_____ I understand the enrolment and withdrawal policy.

_____ I understand the health policy.

_____ I understand that if payment of fees falls behind more than 2 months, the Center reserves the right to discontinue service, and the child/children may be sent home.

Parent/Guardian Signature: _____ Date: _____

SCACC Director Signature: _____ Date: _____

Parental Consent for Emergency Care and Transportation

Name of Child: _____ Age: _____ Sex: _____

Health Card no.: _____

Parent's Contact: _____

Emergency Contact: _____

If, at any time, due to such circumstances as an injury or sudden illness, medical treatment is necessary, I authorize the child care staff to take whatever emergency measures they deem necessary for the protection of my child while in their care.

I understand that this may involve calling a physician, interpreting and carrying out his or her instructions, and transporting my child to a hospital or physician's office, including the possible use of an ambulance.

If possible, the hospital will be the IWK or the physician's office (include physician's name, number and address) _____

I understand that this may be done prior to contacting me, and that any expense incurred for such treatment, including ambulance fees, is my responsibility.

Parent's signature

Date: _____

Centre Director's signature

Date: _____

Medical History

Child's Name: _____ Age: _____ Sex: _____

Parent/Guardian Name: _____

Provincial Health Card Number: _____

Family Physician's Name: _____

Address / Contact Number: _____

Does your child have any health concerns e.g. Asthma, lung problems...etc.? If yes, please specify:

If a child has any **Allergies** to food, please list the foods and treatment:

Detail the medications, in case of Allergies e.g. Epipen etc....:

Does child have/had any surgery? If yes, please specify:

If your child is on any medication, please specify:

Describe your child's General Health e.g. eating concerns, seizures...etc.:

Are there any diet restrictions?(culturally, religiously...etc.)

Describe any concerns you have about your child? e.g. behaviour, nap time...etc.

Personal Information

How many family members are at home?

Does child have any siblings, please specify:

Language(s) spoken at home:

Have your child been in a childcare setting before?
Please specify his/her experience:

Child's daily routine: (What s/he does at home?)

Child's eating routine and habits:

Describe child's behaviour:

What do you do when child gets upset, setting limits, and guiding your child?

Behaviour Guidance Policy

Each child is recognized as an individual little person. It is very important that a child's development is nurtured through caring, patience and understanding. A professional positive attitude is essential in reinforcing appropriate behaviour.

It is also important to acknowledge the child's feelings and needs. Each child is unique and has different developmental potentials and needs. Children's interaction with one another will be carefully watched so that they learn to respect one another. Children will be encouraged to problem solve on their own, will be provided with variety of materials and time to explore, manipulate, and discover new things in and around themselves.

Teachers will provide support and guidance to support problem solving through a situation while being calm, cooperative, respectful, caring, and consistent. Staff at the Center is not allowed to give timeout to the children. The Centre believes that young children do not develop well when they are pressured, frightened, threatened or punished.

The Center staffs use the following prevention strategies:

- Recognition and appreciation that children experience in their family and culture influences their behaviour
- Environment is carefully planned to encourage the participation and inclusion of all children regardless of cultural background and developmental needs
- Adults provide a caring and nurturing atmosphere, responding to children's emotional needs
- Staff establish clear, consistent and simple limits/boundaries, for e.g. "inside we walk, chairs are for sitting on."
- The Center and staff focus on the behaviour, rather than a child
- Appropriate behaviour is reinforced by staff while modelling it by using clear communication and direction, and professional and positive attitude
- Natural and logical consequences may be used, for e.g. "Yes, I can see that the paint is spilled. Here is a sponge for wiping it up", "When you forget to put the picture on the shelf, it's difficult to find it when it's time to go home."
- Redirection by offering the use of substitute toy or engaging a child in another activity may quickly resolve problems or conflicts
- Offer choices to the children, for e.g. "Your friend is playing with the bus, let's go and look for another vehicle", "If you do not want red crayon, you can choose the color you like to color with."

In order to provide the proper guidance, ECEs will provide a stimulating developmentally appropriate program.

Children will not be humiliated, neglected, isolated, spoken to in a harsh manner, deprived of food, and/or other basic needs.

According to the Nova Scotia Child Care Act 2011

Behaviour guidance:

19 (1) Each licensee, facility director, agency director, family home consultant, care provider, staff member and volunteer of a licensee must behave in a manner that does not harm any child who is attending the day care program, and in particular must not do or permit any of the following:

- (a) use corporal punishment, including;
 - (i) striking a child directly or with any physical object, and
 - (ii) shaking, shoving, spanking and other forms of aggressive physical conduct;
- (b) require or force a child to repeat physical movements;
- (c) use harsh,, humiliating, belittling or degrading responses of any form, whether verbal, emotional or physical;
- (d) confine or isolate a child;
- (e) deprive a child of basic needs, including food, shelter, clothing and bedding.

According to the Standards of Food and Nutrition 2011

11 (1) The licensee's Behaviour Guidance Policy states that:

- (i) staff, volunteers and care providers do not offer food to reinforce positive behaviours
- (ii) staff, volunteers and care providers to not withhold food as a consequence for inappropriate behaviours
- (iii) food is not used as a reward for completing a task or finishing a meal (e.g. dessert will not be withheld if the child does not finish the main meal)

The SCA Children Center is happy to provide knowledge and any type of resources to the parents and the staff in order to learn and enhance their knowledge regarding the children, their needs, feelings, development and proper behaviour guidance. Staff will be encouraged to attend the workshops provided by the Department of Community Services, Mount Saint Vincent University, Nova Scotia College of Early Childhood Education, and other organizational meetings, workshops and conferences.

The policy is intended for all the staff working at Silver Crescent Academy Children Center. It is also intended to apply to parents/guardians, substitutes, volunteers and anyone while in contact with the children and on the premises of the facility.

Staff of SCA Children Center has the Behaviour Guidance Training.

Signature: _____ **Date:** _____

Director's Signature: _____ **Date:** _____

Field Trip Form

I, _____ (Parent's name), parent/guardian of _____
(Child's name), permit my child to go on fieldtrips with the children and staff of Silver Crescent Academy, which is located at 3845 Joseph Howe Dr, Halifax.

Parent / Guardian Signature: _____ Date: _____

Center Director Signature: _____ Date: _____

Media Consent Form

I, _____ (Parent's name), parent/guardian of _____
(Child's name), permit the Silver Crescent Academy Children Centre Staff to take:

- Pictures
- Videos
- Record Sounds

for the **documentations, website, displays, marketing** and **portfolio** purpose.

Parent / Guardian Signature: _____ Date: _____

Center Director Signature: _____ Date: _____