



# LICENSED CHILD CARE REGISTRATION PACKAGE

Welcome to the YMCA-YWCA of Vancouver Island. We are excited to offer your child a space in one of our Child Care Programs. We look forward to building a relationship with you and your family.

**Your child’s space is being held in your program of choice for three (3) days as outlined on your confirmation email. If this package is not received within three (3) days, your space will be made available to another family.**

To complete your child’s registration in your chosen program we require the following pages to be provided as outlined below.

- Registration Form
- Authorized Pick Up List
- Child’s Personal Information
- Child’s Health Information
- Getting to Know Your Child
- Parent Permissions
- Payment Information
- Emergency Card and 2 Recent Colour Photos of Your Child
- Fees and Enrollment Policy Sign Off – From Family Info Package

*If you have multiple children registering, a separate package is required for each child.*

## **Provincial Child Care Subsidy, Ministry of Children and Family Development (MCFD)**

Families who may need subsidy are encouraged to apply right away. Parents who receive the subsidy are responsible for the full child care fees until subsidy is in place, which in our experience can take several weeks. We will refund the subsidy portion of the payment to parents once subsidy is in place. Please contact MCFD at 1-888-338-6622 or online at [www.mcf.gov.bc.ca/childcare](http://www.mcf.gov.bc.ca/childcare) for more information. **Once you have completed this package drop off your package to a location listed below. Please mark your package “Attn: Registration Services” or email your package to [registration@vancouverislandy.com](mailto:registration@vancouverislandy.com)**

**Registration Services**  
*\*Entrance 2<sup>nd</sup> floor beside library*  
 202-1314 Lakepoint Way  
 Langford, BC V9B 0S2  
 Monday – Friday 8:00am – 8:00pm  
 Saturday & Sunday 8:00am – 6:00pm

**Westhills Y**  
 1319 Westhills Drive  
 Langford BC V9B 0S2  
 Monday – Friday 5:30am – 10:00pm  
 Saturday & Sunday 7:00am – 8:00pm

**Downtown Y**  
 851 Broughton Street  
 Victoria, BC V8W 1E5  
 Monday – Friday 5:30am – 10:00pm  
 Saturday & Sunday 7:00am – 8:00pm



# LICENSED CHILD CARE REGISTRATION PACKAGE

## REGISTRATION FORM

### PROGRAM INFORMATION

|                       |                   |
|-----------------------|-------------------|
| CHILDCARE CENTRE      | CHILDCARE PROGRAM |
| START DATE (YY/MM/DD) | END DATE          |

### CHILD INFORMATION

|                             |                    |   |
|-----------------------------|--------------------|---|
| Child's Surname             | Child's First Name |   |
| Child prefers to be called: |                    |   |
| Birthdate (YY/MM/DD)        | Gender             | Potty Trained<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Address                     | City               | Postal Code   |
| Main Phone/Cell Phone       | Care Card Number   |   |

### PARENT/GUARDIAN #1

|  |            |   |             |
|--|------------|---|-------------|
| Surname  |            | First Name  |             |
| Address <input type="checkbox"/> same as child |            | City  | Postal Code |
| Main Phone/Cell Phone                          | Work Phone | Email   |             |
| Relation to Child                              |            | Access Card Required <input type="checkbox"/> Yes <input type="checkbox"/> No |             |

\*Access to the Child Care Centre requires a card swipe. Each family may have 2 access cards. All other authorized pick up people MUST ring the doorbell/phone.

### PARENT/GUARDIAN #2

|  |            |   |             |
|--|------------|---|-------------|
| Surname  |            | First Name  |             |
| Address <input type="checkbox"/> same as child |            | City  | Postal Code |
| Main Phone/Cell Phone                          | Work Phone | Email   |             |
| Relation to Child                              |            | Access Card Required <input type="checkbox"/> Yes <input type="checkbox"/> No |             |

\*Access to the Child Care Centre requires a card swipe. Each family may have 2 access cards. All other authorized pick up people MUST ring the doorbell/phone.

### HOW DID YOU HEAR ABOUT OUR YMCA-YWCA CHILD CARE?

|                                  |                                  |  |  |
|----------------------------------|----------------------------------|--|--|
| <input type="checkbox"/> Website | <input type="checkbox"/> Friends | <input type="checkbox"/> Current/Past Y Member | <input type="checkbox"/> Other (please specify): |
|----------------------------------|----------------------------------|--|--|

### OFFICE USE ONLY

|   |             |
|---|-------------|
| Start Date (YY/MM/DD)   | Monthly Fee |
| <b>REGISTRATION SERVICES USE</b><br><input type="checkbox"/> All Required documents submitted<br>Missing Information: |             |
| Follow up:<br><input type="checkbox"/> Complete Package sent to CC Supervisor<br>Date: _____ Initials: _____          |             |



# LICENSED CHILD CARE REGISTRATION PACKAGE

## AUTHORIZED PICK UP LIST

|                 |                    |
|-----------------|--------------------|
| Child's Surname | Child's First Name |
|-----------------|--------------------|

## AUTHORIZATION

I authorize the following people (in addition to Parent/Guardian 1 AND 2) to pick up my child and/or to be contacted in case of an emergency:

### CONTACT #1

|                       |            |   |             |
|-----------------------|------------|---|-------------|
| Surname               |            | First Name  |             |
| Address               |            | City  | Postal Code |
| Main Phone/Cell Phone | Work Phone | Email   |             |
| Relation to Child     |            | Access Card Required <input type="checkbox"/> Yes <input type="checkbox"/> No |             |

\*Access to the Child Care Centre requires a card swipe. Each family may have 2 access cards. All other authorized pick up people MUST ring the doorbell/phone.

### CONTACT #2

|  |            |   |             |
|--|------------|---|-------------|
| Surname  |            | First Name  |             |
| Address <input type="checkbox"/> same as child |            | City  | Postal Code |
| Main Phone/Cell Phone                          | Work Phone | Email   |             |
| Relation to Child                              |            | Access Card Required <input type="checkbox"/> Yes <input type="checkbox"/> No |             |

\*Access to the Child Care Centre requires a card swipe. Each family may have 2 access cards. All other authorized pick up people MUST ring the doorbell/phone.

### CONTACT #3

|  |            |   |             |
|--|------------|---|-------------|
| Surname  |            | First Name  |             |
| Address <input type="checkbox"/> same as child |            | City  | Postal Code |
| Main Phone/Cell Phone                          | Work Phone | Email   |             |
| Relation to Child                              |            | Access Card Required <input type="checkbox"/> Yes <input type="checkbox"/> No |             |

\*Access to the Child Care Centre requires a card swipe. Each family may have 2 access cards. All other authorized pick up people MUST ring the doorbell/phone.

## PLEASE INDICATE PERSON(S) TO WHOM WE *MAY NOT* RELEASE YOUR CHILD (NAME AND DESCRIPTION)

|              |            |
|--------------|------------|
| Surname      | First Name |
| Description: |            |

|              |            |
|--------------|------------|
| Surname      | First Name |
| Description: |            |



# LICENSED CHILD CARE REGISTRATION PACKAGE

**PLEASE INDICATE ANY PERSON(S) TO WHOM ACCESS IS DENIED (NAME, DESCRIPTION AND RELATIONSHIP)**

|              |            |
|--------------|------------|
| Surname      | First Name |
| Relationship |            |
| Description  |            |

COURT ORDER IN EFFECT? Please Circle YES      NO  
If YES, please attach copy

|              |            |
|--------------|------------|
| Surname      | First Name |
| Relationship |            |
| Description  |            |

COURT ORDER IN EFFECT? Please Circle YES      NO  
If YES, please attach copy

|                                    |             |
|------------------------------------|-------------|
| Parent / Guardian Signature: _____ | Date: _____ |
|------------------------------------|-------------|



# LICENSED CHILD CARE REGISTRATION PACKAGE

## CHILD'S PERSONAL INFORMATION

|                 |                    |
|-----------------|--------------------|
| Child's Surname | Child's First Name |
|-----------------|--------------------|

### CHILD'S HOME INFORMATION

|  |                                       |                                 |                                 |                                      |                                      |
|--|---------------------------------------|---------------------------------|---------------------------------|--------------------------------------|--------------------------------------|
| Child lives with?                      | <input type="checkbox"/> Both Parents | <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Guardian #1 | <input type="checkbox"/> Guardian #2 |
| Other siblings in home?                | <input type="checkbox"/> Yes          | <input type="checkbox"/> No     |                                 |                                      |                                      |
| Other adults in home?                  | <input type="checkbox"/> Yes          | <input type="checkbox"/> No     |                                 |                                      |                                      |
| <i>If yes, please include name(s):</i> |                                       |                                 |                                 |                                      |                                      |
| Surname                                | First Name                            |                                 |                                 |                                      |                                      |
| Surname                                | First Name                            |                                 |                                 |                                      |                                      |

### IF THERE IS A CUSTODY AGREEMENT

|   |
|---|
| Is there a copy of the agreement attached? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Please provide details:   |

### IF YOU HAVE JOINT CUSTODY, PLEASE SPECIFY ARRANGMENTS TO PICK UP CHILD

|  |
|--|
|  |
|--|

### IF YOU DO NOT HAVE A LEGAL CUSTODY AGREEMENT BUT HAVE AN INFORMAL SEPARATION AGREEMENT PLEASE PROVIDE SPECIFICS

|  |
|--|
|  |
|--|



# LICENSED CHILD CARE REGISTRATION PACKAGE

## CHILD'S HEALTH INFORMATION

|                 |                    |
|-----------------|--------------------|
| Child's Surname | Child's First Name |
|-----------------|--------------------|

### BC CARE CARD PERSONAL HEALTH NUMBER

### IMMUNIZATION RECORDS

The Community Care and Assisted Living Act – Child Care Licensing Regulation (VIHA) requires that we have immunization records for each child in our program.

Please enter the dates of immunization in the assigned space, or **submit a copy of your child's immunization records available from your local health unit.** *PENTA; Combines Pertussis, Diphtheria, Tetanus, Polio, Haemophilis Influenza B in one dose.*

| Date/Age     | Date/Age    |
|--------------|-------------|
| PENTA or DTP | Measles     |
| PENTA or DTP | Mumps       |
| PENTA or DTP | Rubella     |
| PENTA or DTP | Hepatitis B |
| DTP          | TB          |
| Other        |             |

I have chosen not to immunize my child. **Signature:** \_\_\_\_\_

My child's immunizations are *not* up-to-date. **Signature:** \_\_\_\_\_

### FAMILY DOCTOR

|      |       |
|------|-------|
| Name | Phone |
|------|-------|

### FAMILY DENTIST

|      |       |
|------|-------|
| Name | Phone |
|------|-------|

### DOES YOUR CHILD HAVE ANY ALLERGIES?

|  |                       |
|--|-----------------------|
| Food Allergies: <input type="checkbox"/> Yes <input type="checkbox"/> No                                 | Please Specify:       |
|  | Severity of reaction: |
| Other Allergies: <input type="checkbox"/> Yes <input type="checkbox"/> No                                | Please Specify:       |
|  | Severity of reaction: |
| Does your child have use an epi-pen or inhaler? <input type="checkbox"/> Yes <input type="checkbox"/> No |                       |

### DOES YOUR CHILD HAVE ANY HEALTH OR MEDICAL ISSUES SUCH AS?

|                                 |                                 |  |  |                                  |
|---------------------------------|---------------------------------|--|--|----------------------------------|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Vision | <input type="checkbox"/> Skin Conditions | <input type="checkbox"/> Special Medications | <input type="checkbox"/> Hearing |
| <input type="checkbox"/> Other  | Please Specify: _____           |  |  |                                  |

### DOES YOUR CHILD RECEIVE SUPPORT FROM AGENCIES SUCH AS: Queen Alexandra Centre for Children's Health, Speech Language Pathologist, Occupational Therapist

|                 |
|-----------------|
| Please Specify: |
|-----------------|

### OTHER HEALTH PROFESSIONALS INVOLVED WITH CHILD:

|      |       |
|------|-------|
| Name | Phone |
| Name | Phone |



# LICENSED CHILD CARE REGISTRATION PACKAGE

## GETTING TO KNOW YOUR CHILD

To ensure your child and family can grow and be successful in our program please complete the following in as much detail as possible.

|   |
|---|
| <p><b>Has your child participated in social group settings (such as play groups, recreational programs)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br/>If Yes, what were their successes and challenges?</p> |
| <p><b>Has your child been in child care before?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br/>If Yes, what were their successes and challenges?</p>  |
| <p><b>What are your child's favorite activities?</b></p>  |
| <p><b>Does your child have a regular nap?</b></p>   |
| <p><b>Does your child have any food preferences and/or dietary concerns?</b></p>  |



# LICENSED CHILD CARE REGISTRATION PACKAGE

## PARENT PERMISSIONS

|                 |                    |
|-----------------|--------------------|
| Child's Surname | Child's First Name |
|-----------------|--------------------|

### IMAGE RELEASE:

I \_\_\_\_\_ (parent/guardian) give my permission for video, photo and digital images of my child to be taken during the program for in-house purposes within the YMCA-YWCA of Vancouver Island. I understand that the name of my child will not be published without my express written permission.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FIELD TRIPS:

I \_\_\_\_\_ (parent/guardian) give my permission for my child to accompany child care staff on short neighborhood trips (i.e. library, local park). I understand that all excursions will be carefully pre-planned and adequately supervised. I understand that I will be informed of field trips that require public transportation and/or take place outside of the immediate neighborhood of the child care centre.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PERMISSION TO ADMINISTER SUNSCREEN:

I \_\_\_\_\_ (parent/guardian) give the YMCA-YWCA of Vancouver Island Child Care Staff permission to apply sunscreen to \_\_\_\_\_ (child) on an as-needed basis. If sunscreen is not provided by the family, the staff will administer sunscreen.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENT COMMITMENT:

I have received and read the Early Child Care Family Handbook. I accept and agree to abide by the policies as stated.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENT CONSENT:

In permitting my child to attend YMCA-YWCA Child Care, I, the undersigned, permit my child to participate in the full range of child care activities and authorize the Supervisor or their appointee, in the event of an accident or illness affecting the above named child, to authorize on my behalf all procedures, including admission to hospital and any necessary treatment therein as he/she may deem essential for the care and well-being of the child. Such action is only to be taken when immediate contact with the undersigned cannot be made. It is understood that the YMCA-YWCA is not responsible for medical care or ambulance costs.

I, the undersigned, release and discharge any and all rights and claims for damages and causes of suit or action that I or my child have at any time against the YMCA-YWCA of Vancouver Island; along with their employees and agents; for any and all injuries or losses suffered by my child as a result of participating in the YMCA-YWCA of Vancouver Island Child Care programs.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PRIVACY POLICY

At the YMCA-YWCA of Vancouver Island, your privacy is, and always has been, very important to us. We are dedicated to providing you with superior service while protecting your privacy and safeguarding your personal information by following responsible information handling practices in keeping with privacy laws.





# LICENSED CHILD CARE REGISTRATION PACKAGE

## PAYMENT INFORMATION

|  |            |            |             |
|--|------------|------------|-------------|
| Surname  |            | First Name |             |
| Address <input type="checkbox"/> same as child   |            | City       | Postal Code |
| Main Phone/Cell Phone  | Work Phone | Email      |             |
| <i>In accordance with Canada Revenue Agency guidelines, Child Care Tax Receipts will be issued in the name of the Payer.</i> |            |            |             |

## PAYMENT OPTIONS

Please indicate your preferred method of payment. All Child Care payments are withdrawn on the 1<sup>st</sup> of the month through Pre-Authorized Debit (PAD).

- I would like to pay by pre-authorized debit (PAD) and **have attached a void cheque or PAD form** to this registration.
- I would like to pay by credit card.

**Please do not fax, email or write down your credit card number. You will be contacted at the time of registration with instructions on providing your credit card information in a secure manner.**

## PRE-AUTHORIZED PAYMENT CONDITIONS AND AUTHORIZATION

I hereby authorize the YMCA-YWCA of Vancouver Island (YMCA-YWCA) to deduct monthly child care fees from my bank account, financial institution or credit card on the **first (1<sup>st</sup>) of each month**. If the funds are unavailable, the YMCA-YWCA will attempt to withdraw fees a second time (up to 30 days from original payment date). The YMCA-YWCA will not be responsible for any costs charged by my bank/financial institution. These services are for my personal purposes.

To make changes to your account information, ten (10) days notice is required, prior to the first (1<sup>st</sup>) of the month. It is the responsibility of the parent to ensure that the YMCA-YWCA of Vancouver Island has a current address.

My child care services may be cancelled if payment is not received for child care fees.

Child care fees are subject to annual increases, however, parent/guardians will be notified forty-five (45) days in advance of any such increases. Any fee increases or changes will be adjusted accordingly.

I may revoke my authorization at any time, by providing written notice of 30 days. I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or inconsistent with this PAD Agreement. To obtain a sample cancellation form, or for more information on my right to cancel a PAD Agreement or more information on my recourse rights, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

In the event I want to make changes to the program my child attends or to withdraw my child from the program, I agree to provide sixty (60) days notice. For example, to withdraw July 1<sup>st</sup>, written notice would be required on or before May 1<sup>st</sup>.

Payer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature (if not payer): \_\_\_\_\_ Date: \_\_\_\_\_



# LICENSED CHILD CARE REGISTRATION PACKAGE

| <b>EMERGENCY – PERMISSION CARD</b>              |                  |                   |
|---|------------------|-------------------|
| Please attach child's colour photo to this form |                  |                   |
| Child Name:                                     | Gender:          | DOB:<br>Y / M / D |
| Address:  |                  |                   |
| Home Phone:                                     | Medical Number:  |                   |
| Parent/Guardian Name:                           | Work/Cell Phone: |                   |
| Parent/Guardian Name:                           | Work/Cell Phone: |                   |
| Emergency Contact:                              | Phone:           |                   |
| Date of most recent Tetanus Shot:               |                  |                   |
| Child's Doctor:                                 | Phone:           |                   |
| Child's Dentist:                                | Phone:           |                   |
| Medical Conditions/Allergies/Medications:       |                  |                   |

| <b>PERMISSION FORM</b>   |                                |
|--|--------------------------------|
| <p>1. It is the facility's policy to notify the parent when a child is ill or requires medical attention. If we are unable to contact the parent and the child needs immediate medical help, parental consent is necessary for facility staff to take appropriate action on behalf of the child. Your consent will accompany the child to the emergency service.</p> <p>2. I hereby authorize the staff at _____ child care facility to call a medical practitioner or ambulance for my child, _____, in case of accident or illness if I cannot immediately be reached. If such an emergency should arise, I shall be notified as soon as possible. I agree that I shall be solely responsible for any cost incurred for such services.</p> |                                |
| <b>Date:</b> _____   | <b>Parent Signature:</b> _____ |