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**Parent Handbook to keep at home**

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**Personal letter from Miss Tammy**

 Updated March 2016

Program Statement

Our Program at Little Buddies Preschool Centre is an indication of our philosophy and belief that there is nothing more important than family. It is important to us to provide the best possible environment to assist children and their families to develop and thrive in a safe and inclusive atmosphere. This is why we choose to provide our services in a home, not an industrial building, and connect with families on a personal level. We believe that every family is unique, with their own set of family dynamics. Our goal is to be there to help foster and attend to those dynamics. When you drop off your little one, we want our families to feel like they are an extension of our family. We believe that this gives families a sense of belonging and positive well-being. We provide flexible hours to accommodate a variety of schedules, and nights and weekend care.

We hold an image of children as strong, independent, and capable of pursuing their goals. We make every effort to provide teacher support and a strong sense of family to make this vision possible. We believe that by promoting self-regulation, we are guiding children to understand their behaviors and the behaviors of others, make informed decisions, and cope with stressful situations, in and out of the learning environment. Through our program, we are attentive and responsive in children’s endeavors. By creating bonds with children, and their families, mutual respect and compassion are at the heart of our everyday interactions. They learn that Little Buddies is a safe place to be, and that there is always someone there to help them if they need it. Asking for help, from staff and peers, as well as offering help to others, allows children to become more successful and open to change.

**Meal Times ~** We promote eating in a family setting at meal times, by sitting with the children and taking part in conversations and self-serving practices. By providing home cooked meals from our on-site licensed food handler, children are given healthy choices throughout the day following the regulations set out by the Canadian Food Guide. With cooperation with parents and the local health unit, our two week rotating menu incorporates family favourites as well as a variety of new foods. We feel that by doing so, children will become familiar with new foods and create healthy eating habits. Accommodations are made for allergies and dietary restrictions, and are monitored at each meal.

**Smaller Classrooms ~** We provide smaller classrooms to enhance care, safety, and monitoring to all the children in our programs. High quality teaching is more attainable when teachers have more time to interact with children on a daily basis. They are able to meet the needs of the children according to developmental levels, as well as support and communicate with the children in positive ways. Little Buddies Preschool Staff play an important role in self-regulation and problem solving strategies within the classroom.

**Curriculum** ~ We believe that our interpretations of various learning theories, such as Reggio Emilia, Montessori, High Scope, and Emergent, form our daily programming. We believe that this dynamic approach takes the best of all theories, and creates a stronger curriculum for fostering skills such as: discovery, creativity, practical life skills, learning through play, hands on experiences, and conflict resolution.

**Exploration is our Foundation**~ At Little Buddies Preschool Centre, exploration is the key to learning, whether it is through play, interactions with others, or adventures within our community. We believe that by becoming co-learners with the children in our care, we can support a positive learning environment. Adventure time in our everyday play promotes interest in things that may not have been noticed. By taking the time to explore the little things that grab the child’s attention, we can promote their interest in and out of the classroom. We ask ourselves, “What are the children’s asking?” “What are they looking at?” and “What do they want to explore deeper?”

**Environment** ~ When you walk into our classrooms, you walk into an enriched environment filled with a variety of learning possibilities. Photos of the children at play throughout the centre set the tone for a sense of belonging. Documentation panels, and samples of children’s work, show ongoing learning within the classrooms. Large undisturbed play time throughout the day provides children with time to engage in deeper exploration, leading to more meaningful learning. A variety of hands on experiences opens the door to children’s curiosity, and allows the teacher to better understand where the children are at developmentally. Through scaffolding, the teachers provide opportunities for children to consistently be challenged and exceed their goals. Interest centers, such as Language, Math, Science, and Arts, are based on children’s interest and promote age appropriate skills. These areas guide children in their discovery and creative thinking. Practical life skills, such as self-dressing, eating, and toileting, form structure, routines and competence in our children. Teamwork, communication, and collaborative play, give the children opportunities to be engaged and expressive amongst their peers. With so many unique and diverse individuals, conflict is a natural part of the growing process, but our staff strives to be Conflict Resolution experts. By guiding the children through the 6 steps of Problem Solving, conflict is reduced to a minimum, which allows learning to thrive. Teachers are proactive is dealing with issues before they arise, and maintain a positive environment for all our Little Buddies.

**Community Partners** ~ We are involved in training future educators in our local community through high school and college programs. We encourage volunteers, and other government-sponsored agencies to be part of our program. Outside resources are valuable to the success and growth of our programs and families. Community involvement is a huge part of growing into diverse and well-rounded individuals. Children are encouraged to help out local charities, in order to develop a sense of pride and accomplishment when helping others. Our Buddies take part in a variety of field trips around town and participate in community events. Through these experiences they learn to be strong and responsible citizens in our community.

**Professional Learning** ~ As teachers, our role in the classroom is to provide opportunities for children to discover and explore the world around them. At Little Buddies Preschool Centre, a teacher’s learning never ends. We stay current and up-to-date with Ministry Regulations, such as “How Does Learning Happen”, Health and Safety standards; Safe Water Testing, Sanitary practices, Leading Education Research, and Professional Development. All staff are required to maintain up-to-date health assessments, First Aid, CPR, and Police Clearances, with vulnerable sector back-checks. Continuous staff monitoring and self-evaluation promotes our idea of reflective practice. By following the Code of Ethics, and Standards of Practice, set out by the College of E.C.E’s, we ensure that all our staff at Little Buddies is following the same guidelines to create a safe and secure environment for our children.

**Documentation** ~ In our program, daily observations and documentations to drive our curriculum. With parent approved social media, such as Hi Mama, Instagram, Email, and our Website/Blog, parents can get a snapshot of their child’s day at the touch of a button. There is something special about seeing your little one interacting with their buddies, and still being involved with their day even when parents are away. Learning stories and documentation panels are shared with parents via Instagram, HiMama, as well as in print. Children’s individual progress is collected in portfolios to create a vision of their learning at the centre. Sketch pads are available for children to express themselves, document what they are learning, and work through their own creative process. We believe that this provides a unique opportunity for teachers to get an insight into children’s thinking.

In order to ensure that we deliver the highest quality of care, we follow and implement the strategies of this program statement, on a daily basis, monthly staff meetings and hold yearly reviews on staff to serve our families better. We promise to work closely together with families on any concerns or issues, and will always be accepting with non-judgment.

We wish to thank you in advance for choosing our centre, and giving us an opportunity to be part of your family.

**From the Brochert Family and Staff**

**Rates and Programs Offered at Little Buddies Preschool Centre**

**Infant Children 0 months to 17 months old Ratio 1 to 3**

**Full Day**

No more than a 11 hour day $50.00

No half day rate available at this time, due to only 3 spaces provided with 2 day minimum requirement.

\*Ask when registering if this option might be available, depends on interest of other families and space available if we can accommodate this request.

**About our** **Infant Program**

We have provided a place where babies have a loving and nurturing environment that make them feel like they are at home.  We believe we have a great program that will include sensory and gross motor activities that will benefit their development including outside play time each day.  They will have room to grow and be comforted to promote a healthy relationship between infant and teacher.  Parents can return to work feeling confident that their babies are going to be well taken care of.  Teachers follow routines that are kept at home for an easy transition for flexible schedules between home and daycare.  Parents can follow progress and milestones through the Hi Mama app that the teachers complete each day.

**Toddler Children 18 months to 29 months Ratio 1 to 5**

**Full Day**

No more than a 11 hour day $40.00

**Half Day**  $27.00

6 hour portion of the day (includes lunch and snack times)

**About our** **Toddler Program**

Your toddler will take part in a scheduled routine throughout the day, giving them a sense of structure that will help promote self help skills.  When children learn what to expect in the day they will feel a sense of security while you are away.  They will have fun learning new skills such as gross motor, sensory and cognitive learning, preparing them for the preschool level. Toilet training will be introduced and part of their daily routine.  Children will take part in special activity days, neighbourhood adventures and also attend field trips on a monthly basis.

**Preschool Children 30 months to 5 years old Ratio 1 to 8**

**Full Day**

No more than a 11 hour day $36.00

**Half Day**  $24.00

6 hour portion of the day (includes lunch and snack times)

**About our Preschool Program**

Children will be part of a program that will enhance all their learning skills needed to be school ready.  We encourage diversity and thrive to help develop children into well rounded and caring individuals.  The children will take part in large group activities, small group and science projects.  Kids will be encouraged to use self help skills and develop good healthy eating habits by letting kids use the self serve option at our lunch and snack times.  Children will also take part in special activity days, neighbourhood adventures and attend monthly field trips.

**School Age Children Ratio 1 to 15**

**Before and After School**

Flat rate charges of $22 for either the morning or after school if using the full hours of care with shuttle service to and from local Amherstburg schools.

Before school 6:30am – 9:10am After School 3:00pm - 6:00 pm

Hourly rate may apply if just using an hour of service with no shuttle service the rate of $7 per hour applies.

School age children not needing shuttle service that can be dropped off or picked up at the centre will be eligible for a discounted flat rate price for morning 6:30-9:10 $15 and for after school 3:00pm-6:00pm $18

**P.A. Days and Breaks**

Children attending elementary school grade one and above

**Full Day**  $30 with lunch no more than an 11 hour day

**Half Day** $2 3 with lunch 6 hour portion of the day

Children in JK or SK follow the preschool payment schedule

**About our Before and After school Program**

School age children will benefit from their time with us before and after school in many ways. Mornings are dedicated to getting kids ready for school making sure they eat their breakfast, get dressed and that they have all their items for the day.  It also gives children a time to settle down and relax with friends and have a snack after a hard day at school.  We will also be giving them the opportunity to complete any unfinished homework that they may want to finish so they don't worry about it once they get home and also provide assistance to some struggles they may be having.  Children will gather as a group and take part in activities such as craft, science, music, gym and group games.

**About our Breaks and P.A. Days**

Activities will be planned with the children ahead of time so that we can take their interests and create fun ways to spark their interests. Themed days and field trips that children can participate in make it possible to bring their ideas to life. Teachers will plan and implement activities such as craft, science, cooking activities, gross motor activities, neighbourhood walks and games. The classroom is filled with educational and fun activities that the children suggest on a monthly basis.

**Extended Care and Weekend Program open from 5:30am-12:00am**

Used when families need service outside our regular business hours and days which are 6:30am-6:00pm Mon – Fri. We offer services before regular open as early as 5:30am and also after 6pm until midnight. These rates apply for any portion of the weekend program as well.

Service can only be used once Registration Package with all emergency contact information is collected.

**Full Day**  $70 with lunch or dinner no more than an 11 hour day

**Half Day** $50 with lunch or dinner no more than 6 hour portion of the day

\*extended care for infants only available if arrangements are made, please speak with owner.

**About our Extended and Weekend Program**

Some parents start work early in the morning before daycares typically open, so we have extended our services for parents and hour before open to accommodate such a schedule. Children will come in and normally for a bit and then start their breakfast, get dressed, brush their teeth and comb their hair. Our children for night care merge at the end of the day and gather for dinner, which they will sit down with the teacher and disguise things that happened throughout the day. This encourages a family atmosphere that the children need during this time of night. Children will take part in a special planned activity for the night, followed with some quiet reading and homework time. Children will have a small late night snack and then get ready for a resting routine which includes pyjama time and brushing their teeth. Parents can pick up from a hard day at work and know their child will transition into bed without having to worry about all these details.

Our weekend friends take part in a regular scheduled day just like the rest of the week but we include special weekend outings that are available in our community. Children will rest and be provided opportunities for learning and having fun. Our staff realize that being away from home on the weekends is hard, so making it exciting and getting the children involved with the planning is very important.

**Emergency Care Service**

This is an option for families who may not have scheduled a day of care during the week with the centre and need to have child care at the last minute. Parents may also use this service if they regularly use family to watch over the children and for some reason are not available during a time of need. Parents can call the centre and if we have available space for the day we are able to accommodate the request for care.

\*All rates are outlined above depending on age of child and type of care needed for the days.

**Parent Policies**

**Payment Policy**

 **\*\*\*ALL ACCOUNTS SHOULD BE FIRST DAY OF SERVICE FOR THE WEEK\*\*\***

If parents choose to pay bi weekly or monthly the payment is still due the first day of service. We can prorate care to get to the payment schedule that is required. E.g. if a parent pays monthly at baby bonus time on the 20th and it is the 10th day of the month. Parents will be required to pay up to the 19th and than on the 20th day parents can pay for the month in advance at that time. Then each month after on the 20th payment for the month is due. Any credits for sick days and days not scheduled for prepaid days will show up on weekly billing.

**Late payment fee:**

$5 will be billed each week for any balances on account, this pays for the statement and follow up time taken to send out reminders. This charge will be done weekly for every account with a balance forward when doing the next billing.

**Subsidy Families:**

If applying for subsidy there is a link on our website [www.littlebuddiespreschoolcentre.weebly.com](http://www.littlebuddiespreschoolcentre.weebly.com) that will allow you to apply on line. Follow the instructions and send in the paperwork they request and The City of Windsor children’s services department will get in touch and finalize the application. Payment is provided by the City of Windsor, if parents are responsible for a co pay it will be due on the payment schedule that you chose from above. Payment is still due for statutory holidays and absent days just like full fee paying families. If subsidy is not approved before the start date that services are needed then parents are responsible for full fees until subsidy has been approved. If The City of Windsor has chosen to back date to your start date then we can apply any payments made to your co pay that is due or refund your payment when subsidy has started paying for your services.

**Minimum Day requirement:**

We request all families with scheduled care follow a minimum requirement of 8 days per month. Parents can schedule 2 days per week or 2 weeks on and off. Depends on parents schedule and how they want to make the 8 days work.

**Days of Service and Holidays:**

**Our centre is open 356 days per year and closed only 9 statutory holidays**

1. New Years day 2. Good Friday 3. Victoria Day

4. Canada Day 5. Labour Day 6. Thanksgiving

7. Christmas 8. Boxing Day 9. Family Day

**Vacations:**

All families are entitled to two weeks per calendar year with non payment. If taking more time off then the 2 day requirement will need to be paid during the extra time off.

**Illness:**

Please call in as far in advance as possible to adjust staffing accordingly. Parents are allowed one non paid sick day per week as long as a call in was made for staff changes. If no call was made and child was absent than we will be charging for the absent day. Parents will be contacted if your child not fully participating in the program due to illness. As well as if the child is suffering from fever, loose bowels, or throwing up. If children arrive at the centre with prescription medication we can administer according to doctor recommendations. Staff cannot administer non prescription medicine without doctor approval and recommendations with weight and quantity of medication.

**Statutory Holidays:**

 Payment is still due for scheduled days your child usually attends

**Late Pickups:**

If children are not picked up at their scheduled time, teachers may need to stay past their assigned shifts resulting in an extra charge for parents. There will be a late pick up charge of $5 for any children picked up before 6pm. After 6pm extended care begins and the cost is calculated based on the extended care rate schedule and hours of care used.

**Making Payments and Getting Receipts:**

When making a payment, parents can choose cash, cheque, money order, e-transfer or credit card. When making a payment in the drop box located in the main hall, use the provided envelop. Write your name and amount on the envelope and deposit it into the box. The accounting person opens the box and sends a receipt via the email provided on registration package. An end of year receipt is also handed out at the end of January.

**Lost or Damaged Items:**

 We are not responsible for any lost or damaged items; any items you feel are valuable should not be brought to the centre. Each classroom is provided with a lost and found bin if something has gone missing please request to look at the bin.

**Assessments:**

May be done on your child in the centre as we feel needed, such as language, speech and developmental. Any assessments done will be discussed with you the parents/guardians before contact is made with any outside agencies such as Children's First. If your child needs in classroom support please refer to the consent page and send in with this registration package our office can make a referral and work with the agencies to get the best outcome for your family

**Aggressive Behaviour:**

Any behaviour that we see such as biting, hitting, bullying etc. will not be permitted in our centre. We offer a bully free environment for children and staff. Teachers will document and monitor behaviours for a period of time and than a meeting with staff and management will convey and we will discuss how we can improve behaviours. If no results come out of the teachers attempt at solving behaviours at the centre than parents/guardians will be requested to attend a one on one meeting with the teacher and Miss Tammy to discuss any possible solutions. If problem still persists this child may be removed from the centre for the safety of other children and staff.

**Monthly Family Events and newsletters**

Each month our teachers work hard to plan special evenings with our families to encourage parent involvement and create an opportunity for parents to talk with teachers and other parents about their children and their progress. Watch for the events on our monthly newsletters. Teachers also plan special activities in the classroom for the month these details are outlined in our monthly newsletter and also sent out through Hi Mama app.

**Menu**

All food is prepared and homecooked by our certified food handler cook. All foods are offered in a variety of color, shapes, sizes and temperatures. Child sized portions are offered to promote healthy eating habits and follow the Canadian Health Guide and children are encouraged to participate with self help skills. Our seasonal garden is maintained by staff and children and grown vegetables are brought in and served with our meals. Parents and children actively take part in planning our menu and all allergies are taken into consideration. Staff sit with children during eating times to promote a family like environment and encourage conversations.

**Communication with Parents**

Teachers and management strive to make sure that a strong communication between parents and staff is maintained at all times. When parents and staff create bonds with each other they are able to focus on positive outcomes for their children and working together as a team to guide children into strong and independent learners is our focus. There are several ways to communicate and we encourage parents to use all resources provided to them. Any concerns can also be brought up with Miss Tammy and dealt with promptly and with discretion.

**Schedules**

Parents are asked to send in their weekly schedule to via email to lbpscentre@hotmail.com the staff in charge of doing schedules will forward any information to the appropriate teachers and staff will be scheduled based on parents needs. Our deadline for receiving schedules is Friday afternoon at 2pm. After Friday parents may need to be on emergency care and may not be able to receive care on certain days if staffing is not available. Any changes to the schedule need to be promptly sent via email to lbpscentre@hotmail.com so that staffing can be arranged. Parents of school age children are recommended to contact Miss Tammy for any schedule changes via text message through company cell phone. This ensures prompt attention while out doing school runs.

**Prohibited Practices Policy**

**Prohibited Practices**

Regulations set out inn accordance with the Child Care and Early Years Act as of Aug 31, 2016 states that with respect to a child receiving child care at a child care centre it operates or at a premises where is oversees the provision of child care,

**No licensee shall permit,**

 a) Corporal punishment of a child by an employee of the operator, or by another child or group of children.

 b) Deliberate harsh or degrading measure to be used on a child that would humiliate a child or undermine a child's self respect

 c) Deprivation of a child of basic needs including food, shelter, clothing or bedding.

 d) lock or permit to be locked for the purposes of confining a child, the exits of a day nursery operated by the operator or location where private-home day care is provided by the operator; or

 e) Use a locked or a lockable room or structure to confine a child who has been withdrawn from other children.

Staff and volunteers will receive monthly information on how to deal with difficult situations and behaviors through our monthly staff meetings and should address any concerns they may have at that time. If situations occur prior to a staff meeting than please address these issues prior to feeling like this above layout might occur. No teacher should ever put a child in any of the above situations and if any of the above situations are observed, it will be recorded monitored and addressed promptly. Loss of employment with Little Buddies Preschool Centre may be the outcome.

**Responsibilities of management**

1. It is the responsibility of the supervisor to complete these observations and report findings with staff adding suggestions and strategies for improvement where necessary. This monitoring will be done throughout the day while reviewing cameras and walking through classrooms. Any occurrances that are deemed a prohibited practice will be addressed immediately with management and a meeting will set up to review the future employment with Little Buddies Preschool Centre

2 Little Buddies Preschool Centre will ensure that Monitoring of Program Statement will be completed annually by all staff, using the Employer Review checklist and the Self Reflection process we have implemented.

3. Support teachers with their behavior management observations in the classroom and work with families and outside community helpers to support their learning environment.

**Responsibilities of Staff**

No child shall be disciplined by physical means. The role of the Early Childhood Educator is to censor and discourage negative and aggressive behavior, while recognizing the children’s rights to express themselves in positive ways. Negative behaviors will be redirected, as children are encouraged and assisted in expressing his/her feelings in a socially acceptable manner.

**Guidelines for success**

a) Ensure the safety of all individuals

 b) Ensure equality among individuals

 c) Encourage respectful behavior from all individuals

 d) Prohibit the destruction of possessions among individuals

1. All staff members are required to intervene as needed, honoring the safety of the child or children involved.

2. All staff members are required to document in their behavior management books any behaviors they see as inappropriate for their Childs developmental stage. These books are reviewed weekly by the teacher and if there is a pattern noticed the next week the teacher is to support the child before the behavior starts. If this still has not stopped the behavior than a meeting is set up with the supervisor and both parties will review the ABC charts and frequency charts come up with a plan that they think would help better support the child, teacher and classroom. If this strategy still does not help Miss Tammy will set up a meeting with the parent and teacher. They will sit down and discuss all the strategies used and see if the parent can help support their child and the teacher. An individualized support plan will come into action and we will seek outside agencies for help if needed. Miss Tammy will follow up with the progress of this support plan and see if it needs to be reviewed or continue with what if happening in the class.

 3. The policy book will be reviewed yearly by staff to ensure they are up to date with any changes.

4. Staff will attend monthly meetings and address any concerns privately if needed.

5. Any upcoming training or seminars that are available for staff will be encouraged.

6. Staff are expected to follow daily routines set up in the classroom to ensure all regulations are met.

7. Self evaluations will be done yearly to reflect how they are adapting to new learning strategies, and teachers will be responsible for collecting classroom manuals, fire drills, discussion panel books, children’s individual support plans, learning stories,

**Permitted Practices in the centre**

a) Providing the child with a quiet calming station to reflect on their feelings

 b) Redirection whenever possible

 c) Reinforce positive behaviors

 d) Implement any individualized support plans that are necessary for the success of a child

 e) Time away from others

 f) Using the color zones for evaluating their feelings

 g) Follow the 6 steps of problem solving

**Procedure for intervention using color zones**

a) Approach the situation calmly.

 b) Acknowledge feelings and ask what zone they are in at moment

 c) Gather information on how we can help get them to the zone they want to be in

 d) Guide the child to the calming station where they can find the tools needed to calm themselves

 e) Give them feedback on their solution and revisit the zone they are in

 f) Follow up with the children to ensure they are feeling how they want to feel

g) Allow the child to express what zone they are currently in and let them know that whatever zone they choose to be in is ok and that as the teacher you are there to support them.

**Procedure for 6 steps of problem solving**

1. Acknowledge feelings that the child or children are feeling at that moment.
2. Ask for the problem from the child or children and make sure that you explain each child will be heard
3. Restate the problem that the child or children have expressed
4. Ask for some solutions agreed upon with the child or children
5. Follow through and guide the child or children to their solution that they agreed upon
6. Follow up with how they are doing and make sure they are happy with their outcome.



Personal note from Miss Tammy owner and operator

Thank you again for your interest in our centre and we appreciate the opportunity to show what our centre has to offer your family. I take great pride in the service and quality of care your family receives with us, I work really hard every day on promoting enriched environments for the children and staff and love to see all the families that walk in our doors on a daily basis. You will find that I am very active in the daily activities that happen at the centre and I am always available to talk when you need me. Working together as a team with families and staff is what helps keep child care a positive experience for everyone. Knowing you can rely on staff and management to care for your child while you are at work. Keeping communication open through our different apps, technology and documentation will allow parents to see that their children are engaged and are free to express themselves with the help of their teachers. We learn so much from children everyday, and we look forward to spending lots of time together and building friendships that will last years to come.

If you have chosen to register with our centre the following section is to be filled out and handed into Little Buddies Preschool Centre before commencing care.

If a deposit is required, the payment can be added with this registration and a receipt will follow via email.

All information shared with the centre is private and remains the sole property of Little Buddies Preschool Centre. All staff sign a Confidentiality Policy that restricts sharing of information outside our centre. Staff and volunteers in the building are monitored using our regulations set out by Child Care and Early Years Act and also by our company policies and procedures. Staff remain professional and are not allowed to use cellular devices on premise other than a cell phone for field trips and will not have photos of children shared outside the centre.

Thank you again from my family to yours

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**Information to fill out and return to centre**

**Registration Package**

**Child Care Contract**

**Emergency Medical Care Consent**

**Permission to Participate**

**Consent for Photographs and Media**

**Consent to Release and Exchange with Agencies**

**Information about your child**

**Registration Package**

**Enrolment info:**

Child's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date enrolled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of discharge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health Card Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reaction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctors Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parents Information**

Mother's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information**

Attempt to contact parents through work or cell phone numbers provided. If parent(s) are not reached then the list of emergency contacts will be called in this order

Picture of child

**First Contact**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Second Contact**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Third Contact**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child Care Contract**

Days Needed: Mon Tues Wed Thurs Fri Sat Sun

Services Needed: Full Day Half Day Extended Hours Emergency drop off

Payment Schedule: Weekly Bi Weekly Monthly Subsidy

**Admission and Discharge Policy:**

Infant parents are required to submit a $100 deposit that is credited to their account. This deposit is used the first week of service; it is a deposit to hold your infant spot. Other age groups are not required to make a deposit because they typically start right away where infants tend to register up to a year in advance.

 **Payment Policy**

**\*\*\*ALL ACCOUNTS SHOULD BE FIRST DAY OF SERVICE FOR THE WEEK\*\*\***

A late payment of $5 will apply each week of non payment.

Payment can be made in the form of cash, cheque, money order, e-transfer or credit cards, and receipts are sent via email.

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/guardian) have read and fully understood the child care policies. If any issues or questions arise while in a contract with your centre I as a parent/guardian will request a meeting to discuss any concerns in advance before withdrawing.

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

**Emergency Medical Care Consent**

Should a medical situation arise in the care of my child, the following steps will be followed:

 1. Supervising staff will make every attempt to call the parents at the phone numbers provided in registration package and if needed may use the emergency contact numbers provided.

 2. If by any chance parents and emergency contacts cannot be reached, the staff member may take the responsibility to contact emergency services. All medical information on file will be shared with local hospital, and emergency personnel.

 3. Any expenses incurred during the care of your child in an emergency situation as described in section 3 will be the responsibility of the family to cover. Including items such as ambulance fees and bracing.

I hereby agree with the above concerns and feel that the staff and supervisors of Little Buddies Preschool Centre will make every attempt to ensure the safety of my child at all times.

If for some reason you do not agree or understand any of the above concerns please advise supervisor before signing this form. We will discuss any of your concerns and adjust accordingly.

Parents Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Permission to Participate**

**Physical Activities**

I hereby grant permission for my child to participate in Little Buddies Preschool Centre's program. This would include any use all of the play equipment outside and any playtime toys located indoors. My child is physically capable to participate in physical activities such as running, jumping, skipping, and simple exercises.

Limitations if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Walking Field Trips**

I also hereby grant permission for outside neighbourhood walks and field trips. This would include the local library, parks, fire stations and other local community establishments,

**Driving Field Trips**

If children are participating in a driving field trip the parents will be informed of this activity before hand and will be asked for the proper restraint to ensure the safety of the child. By signing the permission to participate parents will understand that their child is being driven by our licensed and properly insured staff that will be First Aid and CPR trained and the vehicle will be maintained constantly for ensure it is in safe working order.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(parent) give permission for my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to participate in field trips that have been planned with their teachers during my childs stay with the centre, this includes driving trips.

Limitations if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Shuttle Service for School Age Children**

Children attending school will need to be shuttled to their participating local schools as we do not have bussing at our centre. All safety restraints are inspected as well as daily driving logs done. Vehicles are maintained and are in safe working order, and staff is properly insured to drive with children and is First Aid and CPR trained. Staff is responsible to putting on seatbelts every time the children enter vehicle and it is the responsibility of parents to notify schools when Little Buddies will be picking up at the schools.

**Consent for Photographs and Media**

I give permission to Little Buddies Preschool Centre to include my child in any pictures that are child friendly for parents to enjoy in the following forms of media. Please initial all that apply for your family.

Local media from Amherstburg \_\_\_\_\_\_\_\_\_\_ Instagram (only parents are allowed to follow) \_\_\_\_\_\_\_

Little Buddies website \_\_\_\_\_\_\_\_\_\_ Hi Mama (only parents are allowed to view) \_\_\_\_\_\_\_

* We do not place photos on Facebook because it is too accessible to the public

**Consent to Release and Exchange with Agencies**

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parents/Guardian) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Child's Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date of Birth) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby consent to the release and exchange with the below mentioned agency(ies) to and from Little Buddies Preschool Centre related to all aspects of my child's development:

**Agency/Program**

Children First \_\_\_\_\_\_ John McGivney Children's Centre \_\_\_\_\_\_

Talk 2 me \_\_\_\_\_\_ Essex - Kent Blind- Low Vision Program \_\_\_\_\_\_

Infant Hearing Program \_\_\_\_\_\_ Thames Valley \_\_\_\_\_\_

Healthy Babies, Healthy Children \_\_\_\_\_\_ Windsor Essex Children's Aid Society \_\_\_\_\_\_

Elementary School \_\_\_\_\_\_ Other, please specify \_\_\_\_\_\_

Comments: ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent/Guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness (supervisor or designate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information about your child**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Medication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nick Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mom’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dad’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Physical Description and important information for the care of your child:**

Hair Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Eye Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Height \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Scars/Birthmarks\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child wear glasses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Does your child have any fears: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any fears: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have asthma: \_\_\_\_\_\_\_\_ Non threatening allergies we need to know: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What language you typically speak at home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ How is their language skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who do you typically use for babysitting at home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has your child been in a daycare setting before: \_\_\_\_\_\_\_\_How do they get along with other kids: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do they often share their things: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Can they self dress: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do they respond in stressful situations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What steps you take for handling troubling behaviours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is their favourite activity to do during the day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any customs or traditions they like to celebrate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe some family values that you would like us to incorporate during the day:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Toileting**

Is your child voiding in the potty yet? \_\_\_\_\_\_\_\_\_\_\_ if so are they comfortable sitting on it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so are they comfortable sitting on it? \_\_\_\_\_\_\_\_When do you typically introduce the potty at home? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do they have regular bowl movements? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are they prone to rashes? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your child’s reaction being changed by someone else? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On average does your child use the bathroom fair/ more often/ not enough \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diapers are provided by yourself and can be brought in bulk or weekly, teachers will let you know when you are low through Hi Mama App

**Food/Bottles**

Does your child have any food allergies: \_\_\_\_\_\_\_\_ if so, please list \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any food restrictions: \_\_\_\_\_\_\_\_\_\_Are they on a special diet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are their favourite table foods: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are their favourite baby jar foods: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

Foods that they dislike: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any family traditions and foods you like to serve at home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you be willing to come in and share some of the foods you like to cook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many bottles does your baby typically drink in a daycare: \_\_\_\_\_\_\_\_\_\_\_ how many ounces at one feeding: \_\_\_\_\_\_\_\_\_

What schedule do you follow for feeding times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bottles and formula are brought in by yourself and teachers will save any unused to bring home on pickup

**Sleeping**

Does your child have trouble sleeping: \_\_\_\_\_\_\_\_If so how do you respond: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long do they typically sleep at night: \_\_\_\_\_\_\_\_\_\_\_ during the day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have a special sleep routine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do they sleep with something special: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do they show signs when they are tired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What time schedule do you have at home for rest times during the day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do they have a favourite position to sleep in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What can make them rest easier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do they usually share a bedroom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do they cry when they first wake up: \_\_\_\_\_\_\_\_\_\_\_\_\_ Do they experience night terrors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do they have fears at rest time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do they use a soother for rest or any time during the day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pets**

Pets Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of pet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pets Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of pet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pets Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of pet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Siblings**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nickname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 M/F lives with child or without

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nickname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 M/F lives with child or without

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nickname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 M/F lives with child or without

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nickname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 M/F lives with child or without

Use this space to include any other important information that you feel we need to have on hand.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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