

**Future Scholar's Daycare Centre
Registration Forms**

***Contact Information Form: Please complete forms fully including all telephone numbers, postal codes and addresses.**

Start Date of Program: _____ Program: _____

➤ **Participant's first name:** _____ **Last name:** _____

Sex: M F Date of birth: _____ Home Telephone #: _____

Home address: _____
Number Street Town/City Postal Code

➤ **Parent 1/Guardian Full Name:** _____

Home Address: _____
Number Street Town/City Postal Code

Work Telephone #: _____ Cell Telephone #: _____

Work Address in Full: _____
Number Street Town/City Postal Code

E-Mail Address: _____

➤ **Parent 2/Guardian Full Name:** _____

Home Address: _____
Number Street Town/City Postal Code

Work Telephone # _____ Cell Telephone #: _____

Work Address in Full: _____
Number Street Town/City Postal Code

E-Mail Address : _____

Emergency Contacts

Please provide at least one emergency contact that is able to pick up your child in situations in which the parent is unable to do so. Please note persons must be 18 years of age or older to pick up your child. Emergency contacts must present picture identification to prove their identity.

Name: _____ Day Telephone #: _____

Address: _____
Number Street Town/City Postal Code

Name: _____ Day Telephone #: _____

Address: _____
Number Street Town/City Postal Code

Signature of Parent/Guardian

Date

FOR OFFICE USE ONLY

Staff Initial: _____ Date Received: _____ Date of Withdrawal: _____

Future Scholar's Daycare Centre Registration Forms

Participant's full name: _____ Date of birth: _____

Doctor's Name: _____ Doctor's Telephone #: _____

Doctor's address: _____

Number
Street
Town/City
Postal Code

Immunization Record

Please complete the chart below.

Date (Year/Month/Day)	Diphtheria 2,4,6,18mos 4-6yrs	Pertussis 2,4,6,18 mos 4-6 yrs	Tetanus 2,4,6, 18mos 4-6yrs	Polio 2,4,6, 18 mos 4-6yrs	Measles 12 mos	Mumps 12 mos	Rubella 12 mos	Please note any additional immunization/tests and previous history of communicable diseases

Other Special Provisions

Are there any special provisions to your child's diet (allergies) or specific rest or exercise requests? Is your child at risk of having an anaphylactic reaction/shock? If there are any medical, physical or psychological problems that would prohibit your child's involvement in a full recreational summer camp program or is there any conditions requiring medical attention or medication they must be noted here below. If this applies to your child, additional forms may need to be completed.

Signature of parent/guardian

Date

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*If at any time, due to circumstances such as accident, sudden illness or emergency, medical treatment is required, including anesthetic necessary by private physician or hospital, this treatment may be given. If necessary, I also consent to emergency transportation.

Do you agree with the above statement? Yes No

Signature of parent/guardian

Date

Comments: _____

*I, sign, being a parent or guardian of _____ do hereby consent to the participation of my child in activities related to the child care program such as neighbourhood walks, special outings/events, outdoor/gross motor play, creative and other noted activities/events provided. All activities/events are supervised by a member of Future Scholars staff.

Signature of parent/guardian

Date

Comments: _____

*Throughout the course of the year we would like to highlight events by taking photographs of the children, or by videotaping the children. These will be used in the program; to review the program for teaching purposes and Future Scholar's promotional events/literature/Website.

I, _____ give permission for my child, _____
to be photographed/video taped for the above mentioned uses only.

Signature of Parent/Guardian

Date

*The federal government has enacted the Personal Information Protection and Electronic Documents Act (PIPEDA). The purpose of PIPEDA, in general terms, is to regulate the collection, use and disclosure of personal information by private sector organizations. Please note that Future Scholars Daycare Centre adheres to PIPEDA's principles regarding the collection, use and disclosure of personal information. Future Scholars will not disclose your personal information to third parties without your permission, as required by PIPEDA. The Health Department and Ministry of Community and Social Services will have access to these files due to Future Scholars providing childcare services. This is in accordance with the Health Act and Day Nurseries Act. If you have any questions or concerns please feel free to contact Centre Director.

Signature of parent/guardian

Date

<u>Future Scholars School Age Program</u> <u>Policies and Procedures Checklist</u>

Please complete and return with registration forms.

I have read and understand the following Future Scholars policies and procedures in the summer camp Parent's booklet.

- statement of philosophy and our goals
- services offered
- ages of children
- days and hours of operation
- fees for services
- fee schedule and record of payment
- registration
- cheques and receipts
- NSF cheques
- refunds
- withdrawal or change of program
- program development
- staffing
- nutrition and allergies
- health and administration
- general health practices
- sick children
- symptoms of ill health
- outbreaks and procedure
- incident and accident forms
- parent-staff exchange of information & parental involvement
- behaviour management
- activities off premises
- arrival and pick up-late fees
- child access
- inclement weather
- emergency evacuation
- children's absenteeism
- clothing and possessions-hook
- personal belonging
- evaluation and review

Signature of parent/guardian

Date

Future Scholars Daycare Centre & School Age Program
Anaphylactic & Allergy Policy & Procedure
For parents/guardians

Future Scholar's Daycare & School Age Program strives to be a facility that reduces the risk of exposure to anaphylactic causative agents. The anaphylaxis protocol has been developed to meet the requirements of Days Nurseries Act and its Regulations 0810-04 and An Act to Protect Anaphylactic Pupils, 2005 (Sabrina's Law).

Please be advised that there are children attending the centre who are at risk for potentially life-threatening allergies. Noted foods and causative agents (allergens) to be avoided at the

- **daycare** are, but not limited to, *all* nuts and shellfish.
- **school age program** are, but not limited to, *all* nuts and shellfish.

Understanding Anaphylaxis (general information)

Anaphylaxis is a serious allergic reaction and can be life threatening. An allergy is caused by an overactive immune system. The same body mechanism that defends the body from virus and bacteria reacts to non-hazardous substances such as peanut or pollen or animal dander. You can develop allergies at any age. Allergies can change, getting worse or better, or an allergy might suddenly reappear.

Allergy symptoms can be roughly divided by the area of the body where they take place.

- **Skin:** hives (red, itchy welts), and angioedema (water retention or swelling under the skin).
- **Eyes:** swollen, itchy, running, blood-shot, mucousy eyes.
- **Upper Respiratory:** runny, itchy, stuffy nose, sneezing, post-nasal drip, sore, itchy tongue or throat, swelling of the throat or larynx.
- **Lower Respiratory:** asthma (coughing, wheezing, difficulty breathing).
- **Gastrointestinal:** vomiting, diarrhea, bloating, cramps.
- **Urinary:** incontinence.

Anaphylaxis can be defined as a severe allergic reaction to any stimulus, having sudden onset, involving one or more body systems with multiple symptoms. Shortly after coming (although it can be after a couple hours) into contact with an allergen (the substance that triggers the reaction) the sufferer's eyes and face may begin to swell, hives may cover the entire body, and sometimes even inside the body causing the throat to swell closed. Asthma symptoms, vomiting and diarrhea are accompanied by a sudden drop of blood pressure causing the victim to become unconscious. Total shock is followed quickly by death unless medical action is taken immediately and early in the course of a reaction. This whole reaction can happen in less than 10 minutes. Anaphylaxis or anaphylactic shock can occur if the allergen is ingested, even a minute amount, however anaphylaxis or anaphylactic shock can occur only from touch, smell or cross contamination with the allergen.

Although nearly any substance can trigger anaphylaxis, there are certain triggers that seem common: peanuts, nuts, eggs, shellfish, sulphite, hymenoptera venoms (bees, hornet, and wasp), medications (especially penicillin and aspirin) and exercise/vigorous physical activity. There are 2 emergency kits available that contain adrenalin; Anakit and EpiPen (& EpiPen Jr.). However, the adrenalin injection is not enough. After administering the adrenalin, the sufferer must be taken immediately to the hospital emergency department for further medical treatment. The adrenalin will only provide temporary relief (about 10 minutes). It is important to note that in studies, individuals who have died as a result of anaphylaxis, epinephrine was underused, not used at all or administration was delayed.

As parents and educators we should be able to appreciate how parents of an anaphylactic child may feel trying to protect their child. Although we cannot guarantee an allergen-free environment, we can all do our part to minimize the risks. Please note below expectations to help reduce the risk of anaphylactic causative agents.

Expectations for parents to help reduce the risk of exposure to anaphylactic causative agents

- * “Outside” food or drink refers to all food or drink items not purchased by employees of Future Scholar’s for the purpose of the program.
- 1.) No “outside” foods or drinks are permitted in the daycare, school age/summer camp program or daycare van. This includes all areas of the daycare, SA/summer camp program for example the office and for all events for example concerts, meetings, parties etc. Some exceptions are:
 - * Food or drink preferences or menu substitutes for enrolled child.
 - * Treats for special occasions such as birthdays, parties, staff’s gifts etc.
 - Any outside food or drink brought into the daycare, school age/summer camp program or daycare van under these circumstances must be labeled with individual’s name and come with a full list of ingredients and be delivered and approved by the centre director, chef or designate. A full list of ingredients includes all parts of a food item. For example a full list of ingredients for cupcakes would include ingredients for icing, sprinkles and cupcake mix. No items with *any kind of noted allergen warning* (must be guaranteed noted allergen free) or without a full list of ingredients will be served or permitted on daycare, school age/summer camp or van premises. There are no exceptions to this rule. Even if a parent ‘knows’ the food does not have the noted allergen in it, it still cannot come into the daycare, school age/summer camp program or daycare van. Staffs can not monitor and control outside food or drink coming into the facility based on the parent’s assurances that the food is safe.
 - * School aged children who attend our school age program or summer camp may have their own lunch. This is permitted at the school age site only and must be free of noted allergens or noted allergen warnings. It is recommended items be in the original package as it is easier to confirm ingredients. Items that are considered suspicious such as granola bars, trail mix, cookies, pastries, baked goods etc. may not be served unless accompanied by a written list of ingredients and adhere the above noted policy for outside foods or drinks. School aged staff will check children’s lunches to ensure policy is adhered to.
 - 2.) No “outside” foods or drinks are to be present at parent’s drop off or pick up, nor in a child’s cubby or other personal belongings such as jacket, pocket, purse, knapsack, diaper bag etc.
 - 3.) No traces of “outside” foods or drinks are to be left on the child’s or parent’s clothing, hands or face at drop off, pick up or while on daycare/school age/summer camp premises. i.e. if your child has peanut butter at home before daycare make sure no residue is left on your child’s face, hands, mouth, clothing etc.
 - 4.) It is good practice for parents to double check children’s belongings such as knapsack, coat, pockets etc. for “outside” foods or drinks or other hazardous items.
 - 5.) It is the parent’s responsibility to ensure this policy is followed with any of the approved noted persons to pick up or drop off their child.
 - 6.) Occasionally staff may request donations for craft or program purposes. For example egg cartons, food storage boxes etc. This is permitted however no items containing noted allergens or have noted allergen warning or were in the risk of being in contact with noted allergen are used. For example a box of ‘honey nut cheerios’ should not be brought in as it was in contact with nuts and the nut residue may still be present.

7.) Parents are to keep up to date registration forms and are to notify the centre of any changes to their child's registration forms and fill out applicable paperwork. This includes any medical conditions such as allergies. Parents will be required to complete additional paperwork. For children with severe allergies, such as anaphylactic, parents will need to complete a child individual plan and review the anaphylaxis parent package with the centre director.

Please note this policy is always in effect with or without a confirmed anaphylactic child. Staff and parents who do not adhere to policy are deemed to have committed a serious offence and may have disciplinary action taken (staff) or have a child terminated from the program (parent). All parents, staffs, volunteers and students will be required to review, sign and date Future Scholars Daycare Centre and School Age Program's anaphylactic and allergy policy. This is to be done on commencement of employment/placement or daycare services and yearly thereafter. This written policy will be part of staff's personnel file and the parent's booklet as well as part of the registration and re-registration package. This policy will be monitored and revised as necessary, depending on the life threatening allergies of the children enrolled or incidents that have occurred. Any changes will be forwarded, reviewed and signed by parents and staff.

May 2011

Future Scholars Daycare Centre & School Age Program
Anaphylactic & Allergy Policy & Procedure
For parents/guardian

Parents please sign and date:

I have received, read, understand and will adhere to Future Scholars Daycare Centre & School Age/Summer Camp Program Anaphylactic and Allergy Policy.

Print name	Parent/Guardian's Signature	Date
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Parent/Guardian's Signature	Date	Print name
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