



Aboriginal Mother Centre Society
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ABORIGINAL MOTHER CENTRE SOCIETY DAYCARE CENTRE

PARENT PACKAGE CHECKLIST

- 1. Parent Contract**
- 2. Consent Form**
- 3. Registration Form**
- 4. Contact Form**
- 5. Emergency Consent Form (x4)**
- 6. Immunization Information**
- 7. Policy Handbook Contract**
- 8. Financial Agreement Contract**
- 9. What Your Child needs to bring to daycare**
- 10. Daily Program Schedule**
- 11. Gradual Entry**

Welcome to the Aboriginal Mother Centre Society Daycare, we look forward to a full-filling and enriching experience. Our goal is to provide the best quality care for your child/children at our Daycare and working with you to instill common practices and values. Together we will make a positive difference in the lives of young children.



THE ABORIGINAL MOTHER CENTRE SOCIETY DAYCARE CENTRE

PARENT CONTRACT

I give permission for my child to take part in local outings. I understand that I will be notified in advance if any outing involves transportation.

If my child is unable to attend the centre due to illness or holidays, I agree to pay the full fees when due.

If it becomes necessary to withdraw my child, I agree to give one calendar month prior to written notice to the Daycare Manager or pay one month's fees in lieu of the notice.

I understand that no medication can be administered by the staff of the centre, unless under a doctor's prescription. Non-prescription medication (such as Tylenol, decongestant, and other over-the-counter medications) must be accompanied by a doctor's note, setting out specific instructions with respect thereto.

I understand that it is the staff's legal responsibility, not to release a child to an unauthorized person who appears to be incapable of providing safe care.

In order to determine if the centre is meeting your child's needs, the Centre will conduct on-going assessments. I understand if, in the opinion of the Daycare Manager and the staff, the centre is not able to meet my child's needs, I will request to find alternative childcare.

I understand that the Daycare Manager must receive a one months' written notice of withdrawal of my child from the program.

I understand the parent contract and agree to abide by these agreements

Parent/Guardian:

Date:

Information Received by:

Date:



Aboriginal Mother Centre Society Daycare Registration Form

Childs Starting Date:

Sex:

Date of Birth:

___/___/___
YY MM DD

M__ F__

___/___/___
YY MM DD

Name of Child: _____

(Surname) (Given Name) (Also Known As)
Name the child responds to:

Address: _____

Postal Code: _____ City: _____

Phone: _____

Person(s) with whom the child lives with (adults and children):

Childs first language: _____ Other Languages: _____

Parent(s)/Guardian(s):

Name: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Email: _____ Days/hours of work: _____

Name: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Email: _____ Days/hours of work: _____

Person(s) authorized to pick up the child and be contacted in case of emergency. These people should be available during hours of care, (include mother/father/guardian):

Name: _____ Relationship to Child: _____

Home Phone: _____

Cell Phone: _____ Relationship to Child: _____

Work Phone: _____

Name: _____ Home Phone: _____

Cell Phone: _____ Relationship to Child: _____

Work Phone: _____

Name: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

If appropriate, list an English speaking contact:

Name: _____ Number: _____

Has the child previously attended daycare/preschool?

Yes No Comments: _____



Comments instructions to help us care for your child. (Please feel free to add additional pages)

Toileting/Diapering (Special words) _____

Rest Time (special comfort – toy/blanket) _____

Eating/mealtime (food Likes/Dislike): _____

Fears: _____

Health Information:

Care Card Personal Health NO. _____

Family Doctor: _____ Phone: _____

Family Dentist: _____ Phone: _____

Other Health professionals involved with your child:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

If appropriate, comment on the following health issues:

- Special Medications: _____
- Speech or Language: _____
- Vision or Hearing: _____
- Allergies or asthma: _____
 - a.) Do the child and/or family have a history of allergy or asthma? _____
 - b.) Has the child had a number of surgeries? _____

If yes fill out a child allergy/asthma info form

Parents Comments (If any):

This Health Information is to be made available to the staff of Vancouver Coastal Health. I hereby give my consent for my child to be involved in drop-in visits by Vancouver Coastal Health staff.

Information Provided By:

Name: _____

Signature: _____

Information Received By:

Name: _____

Signature: _____

Date: __/__/__

Dd mm yy



THE ABORIGINAL MOTHER CENTRE SOCIETY DAYCARE CENTRE

CONSENT FORM

Play and activities:

I give consent for my child _____ to use all play equipment and participate in all activities at the Aboriginal Mother Centre Society Daycare Centre including supervised outings and field trips during the course of the program.

Parent/Guardian Signature

Print Name

Date

Photos:

I give permission for staff and practicum students at the Aboriginal Mother Centre Society Daycare Centre to take pictures of my child _____ for educational and documental purposes, within the AMCS Building.

Parent/Guardian Signature

Print Name

Date

Website:

I give permission for the publication of the photographs, films, video tapes of my child, _____ for use on the Aboriginal Mother Centre Society Website. Note – the document will represent a typical day in the playroom of children being engaged in activities and routines.

Parent/Guardian Signature

Print Name

Date

Sunscreen:

I give my permission for the Aboriginal Mother Centre SOCIETY Daycare Centre to apply sunscreen to my child _____ before going outside; when staff believes it is necessary. I will notify the staff immediately if my child develops any allergies or skin sensitivities to the sunscreen applied, alternatively I will provide sunscreen for my child _____.

Parent/Guardian Signature

Print Name

Date



THE ABORIGINAL MOTHER CENTRE SOCIETY DAYCARE CENTRE

CONTACT FORM

The Aboriginal Mother Centre Society Daycare Centre staff will call a Parent/Guardian in an emergency. It is our policy to call the alternative contacts listed on the contact form below, if we cannot reach you, in case of an emergency.

Please provide 3 people who will be authorized to pick up your child.

Name: _____ Relationship to Child: _____

Home #: _____ Cell #: _____ Work #: _____

Name: _____ Relationship to Child: _____

Home #: _____ Cell #: _____ Work #: _____

Name: _____ Relationship to Child: _____

Home #: _____ Cell #: _____ Work #: _____



THE ABORIGINAL MOTHER CENTRE SOCIETY DAYCARE CENTRE

Child Care

EMERGENCY CONSENT FORM

CHILDS NAME: _____ BIRTHDATE: _____
Surname First

ADDRESS: _____

PARENTS NAME: _____ HOME PHONE: _____

CELL PHONE: _____ WORK PHONE: _____

PARENTS NAME: _____ HOME PHONE: _____

CELL PHONE: _____ WORK PHONE: _____

EMERGENCY CONTACT: _____ CELL PHONE: _____

OUT OF TOWN CONTACT: _____ PHONE: _____

CHILDS DOCTOR: _____ PHONE: _____

DATE OF MOST RECENT TETANUS SHOT: _____

CHILDS DENTIST: _____ PHONE: _____

CARE CARD NUMBER: _____

CONSENT:

1. It is the policy of this facility to notify a parent when a child is ill or needs medical attention. Occasionally we cannot contact parents and we need to get immediate help for the child. Our procedure is to call for an ambulance.
2. Please sign the consent below so that we can take the appropriate action on behalf of your child. Return the signed consent to the facility immediately. We will take this consent with us to the emergency centre.
3. I hereby give consent for my child: _____ to be taken to the nearest emergency centre when I cannot be contacted.
4. I hereby give consent for my child named above to receive medical treatment.

Date: _____

Signature of Parent/Guardian:

Witness



THE ABORIGINAL MOTHER CENTRE SOCIETY DAYCARE CENTRE

Immunization Form



THE ABORIGINAL MOTHER CENTRE SOCIETY DAYCARE CENTRE

Policy Handbook Contract

The following contract pertains to the policies set forth in the Parent Policy Manual handbook governed by The Aboriginal Mother Centre Society. It is the parent's responsibility to read the Policy Handbook Manual completely before signing and it is the Parents' responsibility to abide by all the policies stipulated in the Handbook. This is a legal and binding Contract and signing it obligates you to this contract legally.

**By signing each section I, _____ am agreeing that I _____
Have read and understand the Policies in the Parent Policy Manual Handbook.**

Parent/Guardian please initials each section:

Aboriginal Mother Centre Society: __ Mission Statement __ Message from Board of Directors

AMCS Daycare Centre: __ Mission Statement __ Program Philosophy __ Staff Qualifications

Operational Procedures: __ Hours of Operation

Registration: __ Program Conditions __ Program Fees and Payments __ Late Fees __ Waitlist

__ Registration Procedures __ Custody and Related Court Orders __ Family Orientation Meeting

__ Gradual Entry __ Withdrawal __ Morning Drop Off __ Afternoon Pick up __ If parent/Guardian appears unable to Provide Safe Care __ Withdrawal of Services

Safety: __ Children's Records __ Immunizations __ Illness __ Medication __ Public Health Nurse __ Children who Require Extra Support __ Food: *we provide healthy a.m. /p.m. snacks and lunch* __ Allergies

Emergency Procedures: __ Principles and guidelines __ Child Abuse Reporting __ Concerns from Parents/Guardians

Aboriginal Mother Centre Society Daycare Program: __ Curriculum __ Daily Schedule __ Clothing __ Toys __ Sun Protection __ Fieldtrips __ Birthdays & Celebrations

I _____ hereby acknowledge that I _____

Am aware of the conditions stated in the Aboriginal Mother Centre Society Daycare Centre Parent Policy Manual, and agree to abide by the above signed policies and requirements, and in conjunction with the financial agreement for the Child Care Services



THE ABORIGINAL MOTHER CENTRE SOCIETY DAYCARE CENTRE

FINANCIAL AGREEMENT CONTRACT

Fees for Childcare	Ages 30 months to age of 5	
	Under 9 Hours of Care	Over 9 Hours of Care
Full Time	\$800.00	\$900.00
3 Days	\$580.00	\$660.00
2 Days	\$420.00	\$480.00

I will enroll my child _____ for 9 hours/more than 9 hours a day.
The Monthly child care fee will be \$_____ Please circle one

All Payments must be received by the 1st of each month/ 6 postdated cheques are encouraged. Please make cheques payable to: Aboriginal Mother Centre Society Centre.

I _____ hereby acknowledge that I _____ am aware of the conditions stated in the Financial Agreement Contract and agree to abide by the above requirements.

Parent /Guardian Full Name _____

Parent/Guardian Signature _____

Staff Signature _____

Date _____



ABORIGINAL MOTHER CENTRE SOCIETY DAYCARE

WHAT YOUR CHILD NEEDS TO BRING TO DAYCARE

- **INDOOR/OUTDOOR SHOES**
- **WATER BOTTLE**
- **Lunch Kit, Hot Thermos to keep foods hot and an ice pack to keep foods cold.**
- **2 SETS OF COMPLETE CHANGE OF CLOTHES**
 - T-SHIRT
 - SWEATER
 - PANTS
 - SOCKS
 - UNDERWEAR
- **OUTDOOR GEAR**
 - RAIN PANTS/MUDDY BUDDY
 - WARM JACKET
 - BOOTS
 - HAT
 - **WINTER GEAR –**
 - HAT TO COVER EARS, MITTENS, EXTRA SWEATER, SNOW SUIT
 - **SUMMER GEAR –**
 - HAT WITH WIDE BRIM, SHORTS, EXTRA T-SHIRT, AND CLOSED TOE SANDAL
- **DIAPERS OR TRAINING PANTS IF NEEDED as well as wipes, and any creams.**

PLEASE CLEARLY LABEL ALL OF YOUR CHILDS CLOTHING AND FOOTWEAR.

CHILDREN ENGAGE IN MESSY ART PROJECTS OR GET WET IN WATER PLAY.

EXTRA CHANGE OF CLOTHES IS IMPORTANT.

ALWAYS CHECK YOUR CHILDS CUBBY DAILY AND TAKE HOME DIRTY CLOTHES AND REPLACE WITH NEW ONES.



DAILY SCHEDULE:

The following program plan provides an outline of your child’s daily routine. We are flexible and adapt to the individual needs of children whenever necessary.

TIME	ROUTINE	ACTIVITY
7:45-9:00 Please have children dropped off by 10:00 a.m.	FREE PLAY	Children are welcome to engage with table toys, blocks, water table, printing/coloring
9:00 – 9:30	Morning Snack	Children enjoy a healthy breakfast style snack with teachers and friends
9:30-10:00	Circle time	A staff member will lead an educational group time featuring important learning opportunities (cultural focus, calendar, weather, letters, numbers, animals etc.)
10:00-10:30	Art/Science	Arts and crafts with teachers
10:30- 11:45	Outdoor Play/Walk	Children spend time in the outdoor play area engaged in gross motor development.
11:45-12:00	Transition to Lunch	Children are transitioned inside to wash up for lunch
12:00-12:30	Lunch Time	Children enjoy a nutritious hot lunch with staff and friends
12:30-1:00	Transition to Nap	Children are cleaning up lunch, using bathroom and looking at books
1:00-3:00	Nap/Quiet Time	Children nap together in the big room, those who don’t nap, ret on their matts until 2 and will get up and do quiet activities
3:00-3:30	Afternoon Snack	Children wake up transition to bathroom and afternoon snack with teachers and friends
3:30-5:00	Outdoor Time/Free Play	Children spend time engaged in art and outdoor play time or indoor play
5:00-5:30	Quiet Table Activities or outdoor play Weather Permitting	Children are engaged in quiet play or outdoor, until home time



ABORIGINAL MOTHER CENTRE SOCIETY DAYCARE

GRADUAL ENTRY PROCESS

It is our policy at the Aboriginal Mother Centre Society Daycare Centre to incorporate a gradual entry process into our program. We believe it is important for a child to be comfortable with our program and staff, before a parent or guardian is not present. The transitional period is 1 week the 5 day process is as follows:

Day 1 – Monday

9:00 Parent/Guardian stays with the child for one hour visiting the daycare centre together (introduction to the program, the staff, and observe morning play) _

Day 2 – Tuesday

9:00 – Parent/Guardian will stay for a few minutes; will tell the child they will be back before lunch time to pick up. Parent/Guardian will wait in the office or in the common room. Parent/Guardian must stay in the building. Child will stay for a.m. snack, circle time and one hour outside time. Pick up is at 11:30

Day 3 - Wednesday

9:00 Parent/Guardian will stay for a few minutes; tell the child they will be back after lunch time to pick up. Parent may leave (if child is adapting well to the program) Child will stay for lunch. Pick up is 12:30

Day 4 - Thursday

9:00 Parent/guardian will stay for a few minutes; tell the child they will be back after nap time to pick up. Parent may leave. Child will stay until after nap time. Pick up is at 2:30-3:00

Day 5 - Friday

9:00 Parent/Guardian will stay for a few minutes; tell child they will be back later in the afternoon after snack time or playtime.) Child will stay for a full day) Pick up is between 4:00-4:30

We are flexible to meet the needs of the children and families. Some children need extra support and longer time adjusting to the program, environment and new people. Some children may have already have daycare/program experience and may adapt well.

