

# Registration Process and Checklist

The registration form must be returned at least 3 days before the start date to ensure the Staff can create the Emergency Contact File as well as become familiar with the child's background information and interests. Please be aware that you are not registered until the Center receives this completed registration form along with a **\$100.00 non-refundable deposit**. This deposit will hold your space until your start date outlined on the form. The deposit will then be put toward your last month Day Care Fee, provided all Fees are paid in full. **However, if your child does not start on the date stated on the form, for whatever reason (ie: subsidy not in place etc.) the space is given to the next family on the "wait list" and the fee is then kept as a registration fee for holding the space.** It is the Parent/Guardian's responsibility to ensure the entire registration process is complete before the start date.

The registration form asks for important information about your child, it is the Parent/Guardian's responsibility to notify the Center of **any** change with respect to: addresses, emergency contact information, phone numbers, family status, allergies or medical problems. If we do not have a space available, we can put your child on our "wait list" and we will contact you when there is a space that will be available within a 30 day start period.

## Registration Process Checklist

- Fully completed Registration Form and take note of the following sections that are commonly overlooked.
  - At least **one** emergency contact with **current** contact number and address.
  - **All** parts of the of the Health Care Information section is filled (Health Care Number, Allergies or Medical Conditions, Ongoing Daily Medication, etc.)
  - Initialed **all** parts of the Informed Consent section.
  - Filled in the child's drop off and pick up time under **Child's Daily Schedule** in the Attendance Schedule section.

- Subsidy confirmation is received by Kinder House before your child's start date.
  
- \$100.00 deposit paid to "**Kinder House**" (this is not kept as a deposit, it is put toward your Last Month Day Care Fee, provided your child begins on the date stated on the registration form, and all Day Care Fees are paid in full. See above policy).

**\*REMINDER... ALL DAY CARE FEES ARE DUE ON OR BEFORE THE 1<sup>ST</sup> DAY OF THE MONTH. A \$25.00 LATE FEE WILL BE CHARGED IF FEES ARE NOT RECEIVED BY THE 8<sup>TH</sup> DAY OF THE MONTH.**

**A one month written notice is required if you wish to withdraw your child from our Program.** Failure to do so will result in the Parent/Guardian to be responsible for the payment of that month's day care fee **whether the child attends or not. This is our Policy** and a common courtesy. Responsible Parents/Guardians will ensure that it is respected. This is stated in the Registration Form and the Form is signed in agreement to this policy making it a legal contract.

At Kinder House Day Care, we reserve the right to refuse care of your child. If, for any reason, the Director deems necessary (eg: late fees, our program not meeting your child's needs, Parents showing disrespectful behavior to Center Staff etc.) it is quite possible you will receive termination notice.