



Green Planet Daycare Parent Handbook

Welcome/Philosophy

Welcome to Green Planet Daycare. This handbook has been created so that there are no misunderstandings, and so that everyone is aware of the requirements of Green Planet Daycare, as well as the requirements of you, the parent/guardians. This handbook covers our childcare: philosophies, business policies and expectations. Please read this handbook carefully, and feel free to discuss with myself or a staff member any questions that you may have.

Green Planet Daycare believes that all children learn best when allowed to freely move and then explore the environment which is physically safe, cognitively challenging, and emotionally nurturing. We value each child as a unique person with an individual pattern and timing of growth, as well as individual personality, learning style and family background.

In programming activities for the children, we follow the a play-based learning philosophy. We develop activities centered on stories, songs, math, fine and gross motor skills, circle time, science, music, theatre and arts/crafts. We strive to prepare your children for their early school years by exposing them regularly to letters, numbers, colours, shapes, name recognition, and new vocabulary.

Hours of Operation

Hours of operation are:

7:00 am – 5:00 PM.....Monday – Friday

Closures

Green Planet Daycare will be closed on the following statutory holidays:

- New year's
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Remembrance

Green Planet Daycare will be closed for summer vacation **10 business days** (the date will be confirmed by monthly newsletter).

**Monthly fees will not be reduced for these days*

Late Pick-up Policy:

If you are late picking up (after closing time) your child you will be charged a late fee of \$5 per 5 min late or any part thereof, except in emergency situations. This late fee must be paid in cash to the staff on duty upon pick-up of your child.

Enrolment Requirements

Before your child can be officially enrolled in Green Planet Daycare you must complete and provide the following documents:

- Signed Parent Contract and Rate Agreement
- Completed Child Profile & Copy of Immunization Record (or Signed Waiver)
- Signed Consent Forms (those that are applicable)
- Registration Fee must be paid (\$60) *
- Half month deposit

We require that the parent/guardian and their child(ren) visit our centre prior to enrolment. This process allows your child(ren) to become more familiar with our daycare and staff. If you feel it is necessary, we can arrange for your child(ren) to be left in our care for 2 hours free of charge as a trial basis, before leaving them for a full day.

Probationary Period

The first month of care will be considered a *trial period*. During this month either the parent or caregiver may give two days' notice to terminate this agreement. We will give refund fees back, but only reduce the fees for number of days when the child was present at the daycare. If a child has challenging behaviours and Green Planet Daycare is unable to provide adequate care, Green Planet has the right to give the short notice (a week) to suspend/terminate the child from daycare.

Withdrawal Notice:

At least one month written notice is required, prior to the child ending care. Notice to withdraw the child from care must be given to the Green Planet Daycare before the first of the month, for it be effective. If notice is not given on the first of the month, the parent is held responsible one month's fee of in lieu of notice.

Evacuation Procedures

In case of emergency (fire/flood/otherwise), children and staff will be evacuated to:

- **Central Elementary School #2260 Central AVE Port Coquitlam**

If school is closed during the summer holiday our emergency address is:

- **Port Coquitlam Recreation center #2150 Wilson Ave Port Coquitlam**

This is just short walk from the center, and that will be our way of transporting children. Emergency contact information will be transported along with us, so you will be contacted to pick up your child at the alternate location and also be contacted directly by calling **(604) 710-8663**.

Field Trips

For any field trips or outings that require transportation, parents will be asked if they would like to volunteer to drive their own child(ren), stay for the outing, and return their children back home with them, or back to the center, whichever case may apply. If we arrange transportation for the children, or if parents are unable to attend and we need transportation to and from a location we will be using Green Planet Daycare vehicle, which is always inspected up to date, and covered with the proper insurance, and outfitted with proper car seats.

If any parent is uncomfortable with this transportation method, they have the option of transporting their child themselves. If there is anything we can do to help anyone feel more comfortable with their children participating, please feel free to talk to staff or myself about this.

No child will be permitted to go on an outing without written parental consent.

Signing in and out/Attendance Records Policy

Children are signed in and out by staff members upon their arrival and departure. We ask that if your child is not going to attend care as per usual that you inform the centre by **10:00 AM**. This will help us plan activities for the day. When your child does not attend daycare, you must call us and update us– if it is a communicable illness we are required to record this in case of other cases breaking out. If no one answers the phone, please leave a brief message. Also, upon arrival and preparing your child for the day, please help them or direct them to wash their hands before beginning to play with toys, in order to prevent the spread of germs.

If someone else will be picking up your child, please let staff know upon arrival. Photo ID will be required by the person picking up your child as well if the staff member is not familiar with that person. Please let any individuals other than parents who may pick up the children that they will be asked for picture ID in order to ensure the safety of all children.

Children will not be released to unauthorized individuals. If someone shows up to pick up your child and staff was not aware of it, we will have contacted the parent/ guardian to confirm that this is in fact permitted, as well as see a picture ID of that individual to confirm their identity.

Absences/Exclusion from Daycare

If a child is too sick to attend daycare, please keep him/her home. There is no “sick

room” at the daycare, and the best place for a child to be recuperating from an illness is at home. There are also many symptoms that a child may have that may prevent them from being able to partake in everyday activities. If your child experiences any of the following please keep them home until they are gone, or are well enough to participate in normal everyday activities:

- Fever greater than or equal to 100.5 degrees F.
- Excessive drainage (clear or discoloured) from the mouth, nose, eyes, or ears.
- Red discoloration to the whites of the eye(s).
- Skin rashes as they are difficult to diagnose unless seen by a physician.
- Severe abdominal pain, vomiting or diarrhoea.
- A deep, hacking cough
- Difficulty breathing or untreated wheezing
- Yellow discharge from the eyes
- An unusual yellow coloring of the skin or eyes
- Cuts or openings on the skin that are pus-filled or oozing
- Lice or nits

If your child(ren) are sent to daycare with any of the above listed symptoms, or develop during the day they will be sent home. Children should NEVER be medicated and then sent to daycare (i.e. given Tylenol to break fever). You should arrange for back-up care when your child is sick, and unfortunately there are no refunds or discounts for days that your child does not attend daycare. There are still costs associated with each childcare spot each day that unfortunately cannot be avoided if your child is not in attendance.

If your child will not be attending daycare due to illness or any other reason, please let someone at the centre know as soon as possible, as well as the reason they will not be attending. This will prevent activities from being delayed.

Child Abuse/Neglect

If there is any abuse or neglect suspected of any children in our care, we are required to report it to Social Development according to the Child’s Victim’s of Abuse and Neglect Protocols (issued by the province of NB). Please be aware also that children will NOT be released under any circumstances to impaired individuals. If we have reason to believe that any persons picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child. The incident will also have to be reported to Social Development according to the Child’s Victim’s of Abuse and Neglect Protocols.

Clothing Code

Children should come dressed in comfortable, season appropriate clothing that can get dirty, since some activities we do on a daily basis are messy. A spare change of clothes is required for all children in case of soiling of clothes. Children under the age of 3, and those who are potty-training require at least two changes of clothing (including socks). We want to keep your children happy and comfortable.

A separate set of indoor shoes is required at the daycare for each child at all times. Feet are required to remain covered by public health at ALL times when indoors. These "indoor shoes" can be simply a pair of crocs from the dollar store, or a pair of slippers that they don't use at home, or even a separate set of sneakers if you wish. Indoor shoes also protect your child's feet in the event of a fire drill in the winter months/rainy days.

Please also remember whenever weather permits the children are taken outside for 1-2 hours per day. Please ensure that you have proper outerwear provided for your child so that they are comfortable and don't miss out on outdoor play. If a child does not have proper outdoor apparel they will have to remain indoors with another teacher/classroom. This happens all too often in the wintertime because of a lack of snow pants and hats and mitts, please leave an extra pair of these items with us if you can, or be sure to bring them everyday.

Diaper Policies

we believe children in childcare are more likely to share germs because they are in close contact, we follow these steps for a safe and healthy diaper changing to prevent the spread of germs and illness.

We never leave an infant/toddler unattended on a changing table. Then, we check to make sure we have all the supplies we need before bringing the child to the changing table.

Potty Training Policies

We strive to support your efforts of potty training at home right through the day here at daycare. However, there are some key signs to look for before we are able to help you train your child at the centre. The key signs of readiness for potty training include:

- The child is able to pull down and up their pants and underwear/pull-ups on their own with little or no assistance
- The child is able to communicate to you when they need to go to the bathroom
- The child's diaper is dry after nap times and for long periods during the day

- The child is able to hold their bowels and bladder until they get to the potty once they realize that they need to go

If these signs are not present, your child is not ready to potty train at daycare. When your child does potty train, we ask that you provide extra clothing and remove soiled clothing daily. If we run out of clean clothes and underwear then you will have to be contacted during the day in order for you to provide them, as we do not have daycare “loaner” clothes.

Discipline Policy

Green Planet Daycare discipline and guidance centers around respect and responsibility. Each child is expected to be a respectful, responsible member of our group. This ranges from children cleaning up their own “messes” to using manners and politeness when speaking with teacher, parents, and each other.

All “rules” centre on these respect/responsibility/safety guidelines. The only rules are those that are required to maintain a safe and respectful environment for all the children in our centre.

We follow the 1-2-3-time out procedure. The child will get two warnings upon the first and second instances of the child not acting safely or be irresponsible or disrespectful. If the child continues the action that is not acceptable, the child will receive a third strike and a time-out. It is explained to the child as “when you cannot be safe with yourself and your friends/when you cannot play nicely, you must step away”. The child will be removed from the group and asked to go sit a chair by themselves, but still within the same vicinity. They will be asked to sit for a few short minutes to calm down, think about what behaviours are OK. The time-outs will last the amount of time that corresponds with the child’s age. Before rejoining the group we will briefly discuss what appropriate behaviours will need to be used to be a part of the group again. (**This policy is only for the older children ages 3-5**)

Daily Routine

7:00 AM: Centre Opens - Free Play (Table toys, puzzles, colouring, etc.)

9:00 AM: Educational Activities and Programming, examples include - Art, Science Experiment, Weather

9:30 AM: Nutrition Snack

10:15 AM: Outside Play (weather permitting) - activities include visiting local parks, going on walks, or remaining at the daycare outdoor play area.

11:30 AM: Circle

12:00 PM: Lunch

12:30 PM: Clean-up from lunch

12:45 PM: Naptime - Children remaining awake may read books, do puzzles, or other quiet activities

2:45/3:00 PM: Quiet time is over for napping children, After School care children arrive

3:00 PM: Nutritious Snack

4:00 PM: Educational Activities and Programming, examples include – Art, Science, Music, or Literacy Activities Homework time for school aged children

4:30 PM: Outside Play (weather permitting) in yard until centre closes if weather permits

5:00 PM: Centre Closes – Children must be picked up by 6pm or late charges will apply. If you need to speak to staff about any concerns you have please come in ample time to do so.

This schedule is very flexible and is adjusted according to the children's needs and interests (i.e. If a child is engaged in art or another activity when snack is served they may finish their activity and will then be served their snack. Or, if we are engaged during scheduled "learning/circle time" the learning/circle time will just be pushed back to a later time so that we may fully engage in the current activity unit it is completed. The number one goal is learning.

Infant and Toddler Daily Schedule

7:00- 8:00 AM: Children arriving, free play, breakfast

8:00-8:30 AM: Bathroom time/changing diaper, wash hands

8:30-9:30 AM: First nap (Children who takes morning nap), free play

9:30 – 10:00 AM: Morning Snack

10:00 -10:30 AM: Fine motor skills art activities (coloring, craft, painting)

10:30-11:30 AM: Gross motor skills outdoor activity (riding cars, climbing, walking and using the stroller around the neighborhood)

11:30- 11:45 AM: Washing hand

11:45 -12:00 PM: Circle time (story & songs)

12:00-12:30 PM: Lunch time

12:30-1:00 PM: Washroom (changing diaper & toileting)

1:00-3:00 PM: Nap time

3:00 -3:30 PM: Afternoon snack

3:30-4:00 PM: Washroom (changing diaper& toileting)

4:00-4:30 PM: Music

4:30- 5:00 PM: Free play

NAPPING POLICY

Infants and toddler all come with their individual sleeping patterns. Green Planet Daycare will try to meet the patterns while getting them into the routine of the daycare.

Procedure:

- Each day after lunch will be rest time. The length of naps depends on the individual child. Other naps are on a as needed basis
- During the nap, infants will sleep on their backs until they can reposition themselves during sleep
- Blankets, Teddy Bears and other comfort items may be brought from home to be used at nap time to help a child adjust to the centre.
- Naps are not mandatory. Children who have outgrown naps will have quiet time, read books, do puzzles or other appropriate activities.

Items Needed From Home

- Nap Bedding –sheet/blanket that they sleep on, a comfort items that they may need to sleep (blanket, sos etc.)
- Diapers/Rash Ointment (Training pants or pull-ups for those who are potty training)
- Spare Clothing – including underwear and socks, at least 3 complete sets for those potty-training age and under
- Sunscreen/Sun Block, and a wide-brimmed hat
- Weather appropriate clothing - jacket/splash/snow pants/hats/mitts, boots etc. – lack of weather appropriate clothing will prevent your child from enjoying our outdoor play time, **Please ensure you dress your child for outdoor play everyday*

Please ensure that children come dressed in “play” clothes. Although we are careful while doing art and playing outside; there are instances where clothes could become

dirty and stained. We appreciate your understanding and so do the children. Extra supplies can be left at the daycare and replenished when necessary space permitting.

Children are welcome to bring toys from home to the centre but we ask that it be limited to one toy a day, and it must fit in their allotted cubby space. Children will be asked to share these toys from home with the other children. If a child does not wish to share his/her it will be put away for them until they feel like sharing. The only toys we ask that the children do not bring to the centre are play guns and weapons. Thank you for your understanding.

Nutrition

Green Planet Daycare **do not provide meal and snack**, parents are responsible for their child's meal and snack. In an attempt to be as environmentally friendly as possible we would like to encourage parents/guardians to pack their children's lunches in reusable containers, and use reusable drink containers. Throughout the day water drinks are available for the children as needed. At all times during drinking and eating, children are required to be seated and not engaged in any play activity. This is to ensure safety (to avoid choking) and to promote healthy eating/drinking habits. Under no circumstances will young children be allowed to walk around or play with bottles in their mouths. Pacifiers are encouraged for use at nap time only and if your child requires a bottle at nap it will be given to him or her before they get into bed. Under no circumstances will children be allowed to go to sleep with bottles in bed. This is also to ensure safety (prevent choking) and to prevent dental problems. Candy and juice is not permitted if your child to bring these permitted food/drink, it will be sent back home.

Medications

All medications are stored in a closet that is inaccessible to children. Children are not given any medication without the parents' written consent. Written consent may only be on a "Permission to Administer Medications" form and all medications must be in their original bottles with original labels. Staff must also indicate on the administering form the date, time and dosage of medicine given at each administration, and then initial this information.

For prescription medication, only the directions on the bottle will be accepted for administering the medication. And in all instances staff need to know when the child received his/her last dosage of the medication, to ensure medication is given at appropriate times consistently.

With any prescription antibiotics children may not return to care until they've had a full 24 hours of dosage, are no longer contagious and ready to participate in the full child care day, to ensure they are well on the road to recovery.

Allergies

All allergies (and dietary concerns) will be clearly posted in each room, on the refrigerator and written on the child's emergency info/consent cards. Please note that we are a PEANUT FREE facility. If you send any food with your child or donate any food to any functions held at the daycare please ensure that these foods are **PEANUT FREE**. If they do not have the appropriate symbols or ingredients list then they will not be served to anyone for safety reasons, and will have to be returned home, or discarded.

Developing Illness Policy

In the event a child becomes ill during the course of the day, to the point where they are not capable of participating in regular activities, the parents/guardians will be contacted immediately and be required to come pick the child up. If the parents/guardians can't be reached the alternate emergency contact person will be called to come pick up the child. Allergy related and common cold symptoms as well as non-communicable diseases/illnesses do not require that the child be excluded from care.

If any of the following conditions are present, it is required that children be excluded from care: Children may return to care when they are free of symptoms or are approved to return by the facility operator or in some extreme cases, by a medical doctor.

- Pain - any unexplained or undiagnosed pain
- Difficulty in breathing - wheezing or persistent cough
- Fever (100.5* F/ 38.3*C or higher) – child must be free from fever (without being medicated) for 24 hours before returning to care at the facility
- Sore Throat or trouble swallowing
- Infected skin or eyes (mucus/pus draining) or an undiagnosed rash
-Severe body or scalp itching
- Children with a known or suspected communicable disease/illness
- Vomiting - 2 or more times in 24 hours - may return to care after 24 hours without vomiting
- Diarrhea (as defined by an increase in frequency and loosening of stool) - 2 or more times in 24 hours - may return to care after 24 hours without loose stool/diarrhoea
- Just not feeling good - a child must be well enough to participate in the entire child care day to be at daycare

****Parents are required to inform staff of any serious illness or communicable /contagious disease (with their child or within their family) within 24 hours to allow other families within the child care centre to be alerted.*

Biting Policy

One of our primary goals is to provide a safe and loving learning environment for children. When a biting incident occurs, there are many upset feelings. When it does occur, we take it very seriously and try to find the reason why the child committed to that action and try to extinguish the behavior as quickly as possible and assist in developing positive social skills.

Biting is not uncommon. It causes more upset feelings than any other behavior in group settings; such as learning centers and daycares. Parents of the child who was bitten, parents of the child biting, and their teachers all want the behavior to end as quickly as possible. As we know, young children up to two years of age learn through mouthing objects and people. Typically, this does not continue after the age of three.

When a child bites another child, we will:

1. Intervene immediately
2. Help the child who was bitten
3. Talk briefly to the child who bit and remove the child from the situation for a brief period of time. We tell the child in a calm but firm voice, "No biting, biting hurts." Or "I do not like it when you bite people. You hurt him/her. S/he's crying."
4. Reinforce positive behaviors
5. Notify parents of all children involved. We will not share the names of the children to protect the privacy of all families.

If the biting continues, we will:

1. Meet with the parents of the child who is biting
2. Assign a person to stay/shadow the child while using all of these techniques; most children resolve the biting behavior. However, should this continue without improvement,

Accident Policy

If a child has a serious accident or illness, the parent will be notified as soon as possible. If medical attention is necessary, we will do whatever is necessary for the child's well-being. This might include calling an ambulance. If necessary, we will make all the decisions about the care of the child. The parent will be expected to assume all responsibility for any resultant expenses.

We will immediately notify parents of such an incident and advise the same on any action to be taken.

If parents cannot be reached, the emergency contact person will be notified of the incident. It is the daycares is right to take whatever action they deem necessary.

Screen Time

Green Planet Daycare, care about the health and wellbeing of the children in our care. We follow the best practice recommendations on screen time:

- Children should watch less than 30 minutes per day at childcare
→It will be 15 minutes in morning for story time and another15 minutes in the afternoon
Screen time includes the use of: television, videos, computers, and video games during care.

Therefore, we will restrict screen time by adhering to the following guidelines:

- We allow a maximum of 30 minutes per day of educational, age appropriate screen time.
- We do not allow television or movies to be left on as background noise.
- We do not have television or movies playing during mealtimes.
- We do not offer screen time as a reward.
- Screen use for children 2 years old is not permitted.

Physical Activity

We believe in engaging of physical activities. It is an essential to maintain a healthy lifestyle. All children are encouraged to take part in a range of age appropriate physical activities as part of their day. Every effort is made to raise awareness about the importance of physical activity to children.

Indoor and outdoor physical activities is supported to ensure that children are active. Green Planet Daycare does daily indoor and outdoor activity, for 60 minutes. Under staff supervision and in a safety environment. It is required to provide suitable clothing to able children to explore the outdoor activity in all weathers.

Our physical activity includes:

- Walking to the local park
- Playground
- Provides activity toys
- jumping rope
- cars
- songs, freeze dance(indoor)
- play ground climbing and monkey bar
- musical chair (indoor)

Fees

Registration Fee: \$60 .00 (Not Refundable)

Full-Time Monthly Fees: (effective January 2020)

- Notice: These fees are the leverage after Parent Fee Reduction Funding
The amount subsidy given to special need children, will not be count to monthly pay.

Child's Age

Infant

	Monthly fee	Parents Reduction	Parents
Portion			
5 days	\$1400	\$350	\$1050
4 days	\$1300	\$280	\$1020
3 days	\$1100	\$ 210	\$890
2 days	\$800	\$140	\$660
1 day	\$400	N/A	N/A

Toddler

5 days	\$1400	\$350	\$1050
4 days	\$1300	\$280	\$ 1020
3 days.....	\$1100	\$210	\$890
2 days	\$800	\$140	\$ 660
1 day	\$400	N/A	N/A
Drop in	\$70	N/A	N/A

3 to 5 years old

5 days	\$850	\$100	\$750
4days	\$750	\$80	\$720
3 days	\$650	\$60	\$590
2 days	\$500	\$40	\$460
1 day	\$250	N/A	N/A
Drop in	\$60	N/A	N/A

Payment Procedures

Forms of payment currently accepted are cash, post dated cheques, email money transfer,. Please let me know if you plan on doing your payments electronically.

All fees must be paid by first of the month (or the first day of care) at drop off time . If payment is not received by the first day of month at pick-up time a late payment fee will be applied to your account at the rate of \$5 per day. In order to ensure accurate supplies to keep the daycare running, fees need to be on time. After 3 days of late fees added to your account your care will be suspended until fees are paid. After 3 late payments, or 2 NSF cheques, fees maybe required 2 weeks in advance, or service may be suspended. Each situation is dealt with on an individual basis. An NSF or returned cheque is subject to a \$30 administration fee.

Parents/guardians that use government subsidy to help pay for fees are responsible for renewing their authorization before it expires. If parents/guardians do not renew their subsidy claim before their previous claim expires the parents/guardians will be responsible for full fees until I receive authorization to bill the government and have received payment. If/when I receive back payment from the ministry (for fees already paid for by the parents), I will reimburse the parents/guardians the subsidy amount.

Telephone Communication

If you need to contact the daycare for any reason, please feel free to phone(604) 710-8663 or(604)941-3039 If you get our voice mail please do leave a message, as often we are out or busy with the children and unable to get to the phone at that moment. We do check messages regularly and return phone calls as soon as we get the chance. We do not mind calls to check to see how your children are doing during the day. We do please ask to limit them to 2 per day, as they do disrupt the classroom to pull a teacher out to speak on the phone. Thank you for your understanding.

If you call outside of daycare hours please leave a detailed message. Someone will return your call at our next earliest convenience.

Withdrawal of Services Policy

A **MINIMUM one month WRITTEN NOTICE** is required for termination of childcare services. Even if your child does not attend during this period, payment is still required. Any fees not paid on time with regards to termination of child care services will also be subject to daily late fees, until full payment is received. If fees are not paid, the unpaid bill will be placed into collections.

In the event of any concerns (raised by staff, parents/guardians or even children) a meeting can be scheduled to address the issues. The meeting will involve owner/operator, and involved staff member and the parents/guardians involved. The concerns will be clearly stated (ex. late payment, failure to adhere to centre policies, behavioural problems etc.) and discussed. Meeting minutes will be taken, and solutions will be sought in a non-judgmental manner. A plan will be designed to resolve the issue. A second meeting will be scheduled to review the situation within a reasonable time frame. In the event the issue cannot be resolved to everyone's satisfaction, a 2 week written notice of termination of services will be given.

Parent/Family Handbook and Fee Agreement - Family Copy
(your copy to keep)

Child(ren)'s Name(s): _____

Type of Care:

Full Time

- Part Time**
- Before/ After School**

Desired Dates:

- Monday**
- Tuesday**
- Wednesday**
- Thursday**
- Friday**

Child Care Fees: _____

I/We (the undersigned) have read the parent handbook for Green Planet Daycare Facility and understand all the information, policies and procedures outlined in the handbook. We (the undersigned) have also received a copy of these policies and procedures for our own records and reference.

By signing this agreement we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement we acknowledge that the information supplied in the registration form regarding our child(ren) and the information supplied below is true and accurate to the best of our knowledge.

By signing this agreement we also consent to

- In case an emergency ,a substitute caregiver may be used ,.....yes no
- I agree that caregiver can apply sunscreen to my childyes no
- I agree that my child can be photographed by Green Planet Daycare.....yes no
- I agree that my child can travel with the caregiver by car / busyes no

x _____
Parent/Guardian Signature

x _____
Date

x _____
Parent/Guardian Signature

x _____
Date

x _____
Manager's Signature

x _____
Date

Parent/Family Handbook and Fee Agreement - Daycare Copy
(please detach and return completed)

Child(ren)'s Name(s): _____

Type of Care:

- Full Time**
- Part Time**
- Before/ After School**

Desired Dates:

- Monday**
- Tuesday**
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x _____
Parent/Guardian Signature

x _____
Date

x _____
Parent/Guardian Signature

x _____
Date

x _____
Manager's Signature

x _____
Date

