

PANDA CUB HOUSE CHILDCARE CENTRE



Registration Form

I. Child's Profile

Start Date:	End Date:
Child's Full Name:	
Gender:	M () F ()
Date of Birth:	Month: () Day: () Year: ()
Premature Baby? List amount of days, weeks, months premature:	
Age:	Years: Month:
Address:	
Alberta Health Care Number:	
Allergies and/or medical condition:	
Medications required:	
Immunizations up-to-date?	Yes () No ()

II. Parent's Profile

	Mother's Profile	Father's Profile
Name:		
Marital Status:		
Phone:		
Address:		
Email:		
Place of Work:		
Work Phone:		
Hours of Work:		

(780) 475 – 0336
pandacubcare@gmail.com
<http://pandacubhouse.com/>
<https://www.facebook.com/PandaCubHouse>

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 Edmonton, Alberta
 T5Y 0G1

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III. Emergency

Which parent is to be contacted in the event of an emergency?

Mother OR Father (Circle One)	
OR Other:	If "other", what is their relation with the child:
1ST Emergency Contact Person (person other than parents/legal guardian):	2ND Emergency Contact Person (person other than parents/legal guardian):
Name:	Name:
Address:	Address:
Phone:	Phone:

IV. Family Physician

Name:	
Address:	
Phone:	

V. Names of authorized persons to whom the child may be released. We REQUIRE government ID when picking up the child.

1.	Relation:
2.	Relation:
3.	Relation:

VI. Please explain custody agreement, if one exists. Write "N/A" IF Not Applicable.

VII. Does your child have any diagnosis? If yes, please explain in detail. Write "N/A" IF Not Applicable.

PANDA CUB HOUSE CHILDCARE CENTRE

Our childcare facility does not discriminate in enrollment on the basis of race, age, gender, religion, ethnicity, or national origin; **however, Panda Cub House Childcare Centre may decline to admit student(s) with special education, language needs, or physical needs that our childcare facility is not equipped to adequately address.**

BEHAVIOUR REFERENCES

Page 8, #22 of the Registration Form states: **“We have the right to terminate a child if the child’s behavior is constantly disruptive to the group or causing teachers to need extra help in handling your child.”**

BEHAVIOUR AGREEMENT

IF during your child's day, (1) they show aggressive behavior towards other children or their teachers, (2) are endangering themselves, other children, or their teachers at the program, and their teachers have exhausted all appropriate efforts, strategies, and methodologies to de-escalate the behaviours, you will be required to pick-up your child from the centre.

IF your child is in a highly emotional state and/or identifies self-harm or suicidal talk, you will be contacted by the teachers immediately. Pick-up in this situation is decided by the Parent / Guardian.

IF you are called to pick-up your child from the centre, we do require you to pick-up within 1 hour. In any circumstance, if you are unable to pick-up your child within the hour, it's your responsibility to find an alternate person to do so and they **MUST** present a:

- Government-issued Photo ID (upon arrival).

IF you are unable to meet this requirement, our centre may not be the proper fit for the needs that your family requires.

I hereby acknowledge, understand, agree, and accept the statements, rules, procedures, and policies from Panda Cub House Childcare Centre Ltd.'s Registration Form and Parent's Handbook (from the pandacubhouse.com website):

Parent Signature:	
Date of Acknowledgement:	

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Permission to Photograph

I, _____, give permission for Panda Cub House to
(Parent or Guardian Name)
 photograph my child, _____, for the following purposes:
(Child's Name)

Type of Use:	(Please check one) Grant Permission Decline Permission	
Photos & Videos		
Display in student's personal scrapbook	<input type="checkbox"/>	<input type="checkbox"/>
Pamphlets possibly containing your child to current clients	<input type="checkbox"/>	<input type="checkbox"/>
Display in facility's scrapbook or bulletin boards, shown to current and prospective clients	<input type="checkbox"/>	<input type="checkbox"/>
Display still photos on child care website	<input type="checkbox"/>	<input type="checkbox"/>
Post photos on child care's social media platforms such as Facebook & Instagram	<input type="checkbox"/>	<input type="checkbox"/>
Others such as Newsletters, etc.:	<input type="checkbox"/>	<input type="checkbox"/>
YouTube™ promotional video		
Other:		

*Only first names and possibly last initials (in the event of two or more children with the same first name) will be displayed on the facility website. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment.

Parent Signature:	
Date of Acknowledgement:	

PANDA CUB HOUSE CHILDCARE CENTRE

Transportation Via Panda Cub House Vehicle and/or Rented Yellow School Bus

I, _____, give permission for my childcare provider,
(Name of parent)

or any approved employee of the above program, to transport my child(ren)

_____, _____,
Name(s) of child(ren) Name(s) of child(ren)

using the PANDA CUB HOUSE Vehicle and/or Rented Yellow School Bus for the following reasons (check all that apply):

- _____ Field trips
- _____ Excursions to the park / hills
- _____ Emergency purposes
- _____ To and From my child(ren)'s school

It is agreed that:

1. The caregiver will never leave my child(ren) unattended in any motor vehicle or any other form of transportation.
2. Each child will board or leave a vehicle from the curb side of the street.
3. My child(ren) will be secured in safety seats or by safety belts as appropriate for the age of the child(ren) in accordance with the law.
4. Any motor vehicle used to transport my child(ren) will have current registration and inspection stickers, and must be operated by a person who is at least 25 years of age, and possesses a valid driver's license.
5. The caregiver will notify me in advance of any instance where my child(ren) will be transported while in care.

I authorize PANDA CUB HOUSE to transport my child(ren) in a company vehicle and/or rented vehicle. I understand that the driving staff member must be at least 25 years of age, hold a valid driver's license, with a properly registered and insured vehicle. I understand that my child(ren) will be required to be secured in proper safety restraints at all times. I understand that my child(ren) will not be permitted to ride in the front seat of any vehicle.

PANDA CUB HOUSE CHILDCARE CENTRE

Transition/Transportation Agreement

TRANSITION VIA STAFF MEMBER WALKING STUDENT TO & FROM SCHOOL
OR STAFF MEMBER WALKING CHILD(REN) TO & FROM THEIR YELLOW
SCHOOL BUS STOP

School Location & School Phone Number:

Student NAME	Drop-Off TIME to School	Pick-Up TIME from School	Meeting Place

Furthermore, I acknowledge and understand that it is my responsibility to inform PANDA CUB HOUSE CHILDCARE CENTRE of my child(ren)'s scheduled days of attendance, arrival and departure times. I fully agree to notify PANDA CUB HOUSE prior to scheduled arrival time, of any schedule changes or absences, deviations to plan, or emergencies.

PANDA CUB HOUSE agrees to notify me if my child(ren) does not arrive at the childcare program as scheduled. I understand that PANDA CUB HOUSE is responsible for my child(ren) ONLY from the time he/she arrives at the program, until he/she leaves the program. PANDA CUB HOUSE supervises your child when being dropped off at the school before school start time, only when supervision is not already provided by the school; however, when the appointed school supervisor is out and wandering about, the child(ren) becomes the responsibility of the school.

If your child(ren) does not show up at the pre-determined location at pick-up time, the PANDA CUB HOUSE Staff Member will first report to the Director via the approved Emergency-ONLY cellphone use, while simultaneously asking your child(ren)'s teacher of their potential whereabouts. The Director will then call, text, leave a voicemail, and email the parents and/or guardians of the child(ren) about the situation. On the other hand, the staff member at the school grounds also inquires about the potential whereabouts of the child(ren) through the ground supervisor, and finally, inquires in the Registrar's Office for any relevant information regarding the child(ren)'s whereabouts.

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I authorize any staff member from PANDA CUB HOUSE CHILDCARE CENTRE to provide transportation services and/or transition services TO &FROM my child(ren)'s school. I release indemnity, and hold PANDA CUB HOUSE CHILDCARE CENTRE and any of its employees, harmless from any and all claims, damages, or other liabilities, for injuries caused by an accident to my child, which are not a result of negligence of PANDA CUB HOUSE CHILDCARE CENTRE or any of its employees.

By signing this consent form, I acknowledge that I have read, understood, and in agreement with its provisions.

(Parent or Guardian Name & Signature)

(Date)

I acknowledge, understand, agree, and accept the terms and conditions of Panda Cub House including the following (1) Panda Cub House Parent's Handbook, (2) Panda Cub House Policies and Procedures, (3) Panda Cub House Fees Acknowledgement, (4) Panda Cub House Permission to video and to photograph, and (5) Panda Cub House Transition and Transportation Agreement.

Parent/Guardian Name:		Director's Name:	
Signature:		Signature:	
Date:		Date:	
Reviewed:		Effective Date:	

PANDA CUB HOUSE CHILDCARE CENTRE

Parental/Guardian Agreement with Panda Cub House's Policies & Procedures

1. I grant permission to this facility to provide care for my child.
2. Hours of Operation are from 7:00 AM to 6:00PM.
3. My child will stay for a maximum of 10 hours at the facility during their daily stay.
4. Dropping-off should not be later than 9:00AM, unless **the staff** is notified 24 hours ahead of time **via BrightWheel**.
5. My child will be dropped off at _____ and will be picked up at _____.
6. This facility will not be responsible for anything that may happen as a result of information given at time of enrolment.
7. Notification must be given to this facility of any changes in my child's registration form.
8. My child will not be released to anyone other than those authorized on the registration form. If another individual is to pick up my child, the facility must be given written notice in advance for at least 1 day **via BrightWheel**. *Picture ID or Government ID is required. This is for my child's protection.
9. **The staff** will be notified as soon as possible if my child will not be attending his/her regular time-frame **via BrightWheel**.
10. I grant permission for my child to use all the play equipment and participate in all of the activities of the facility.
11. I grant permission for my child to leave the facility under the supervision of staff members for fire drills, walks, sledding, etc. A consent form will also be provided for field trips.
12. Weather-permitting, outdoor play is part of the facility's daily program. I will ensure that my child is sent with proper clothing and apparel. A complete change of clothing is to be left at the facility.
13. Should my child become sick and have a contagious disease, I will make alternate arrangements for his/her care. This is done so that my child can recover quickly and to protect the other children, as well as, staff in the facility.
14. Should my child become ill during the day, I will be contacted to pick up my child. If I am unable to do so, I will be responsible to make alternate arrangements. I will notify the **staff via BrightWheel** of any alternate plans.
15. No child will be accepted into the facility if he/she has any communicable or contagious disease of any kind.
16. A medication form must be completed and signed by parent/guardian and on file prior to the facility administering any medication.
17. I grant permission for **PANDA CUB HOUSE CHILDCARE STAFF** to take whatever steps are necessary to obtain emergency medical treatment if warranted. These steps may include, but are not limited to the following:
 - a. Attempting to contact person or guardian
 - b. Attempting to contact child's physician
 - c. Take the child to the emergency hospital in the company of a staff member.All costs associated will be the responsibility of the parent/guardian.

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18. A full month's fee must be paid regardless of sickness or holidays. **Fees are due on or before the 1st day of every month.** We reserve the right to increase fees after one month's notice. **The facility will terminate its services to your child for non-payment.**
19. A \$45 Non-Sufficient Funds charge may be applied when appropriate.
20. The facility requires one month's written notice upon withdrawal of my child. Should legal action be required, all fees will be my responsibility.
21. **PANDA CUB HOUSE reserves the right to provide and/or accept families and their child(ren) for a duration of a 1-month TRIAL PERIOD; hence, Panda Cub House and/or vice versa, the families and their child(ren), reserves the right to terminate services for whatever reason(s)– BEFORE the 1-month trial period ends, without any penalty from either parties: to commence starting on the 1st DAY of the child(ren) at our childcare facility.**
22. **We have the right to terminate a child if the child's behavior is constantly disruptive to the group or causing staff to need extra help in handling your child.**
23. The facility will use due care in caring for my child and his/her effects; however, the facility will not be responsible for any loss of possession, any injury, accident, sickness, or disease that may occur to my child while in their care (except for gross negligence).
24. The facility reserves the right to terminate immediately the enrollment agreement and application of my child who has caused the disruption of the progress of the facility's program.
25. I will promptly communicate to **staff via BrightWheel** whatever concerns or suggestions I may have.
26. I will not let my child wear any piece of jewelry (fancy or real) inside the childcare facility. The facility will not be responsible for its loss.
27. I have received, read, and understood, and I agree to what are stated in the Parent's Handbook.

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Fees Acknowledgement

1. Please refer to our **FEE SCHEDULE** listed on pandacubhouse.com under “FEES”.
2. There are set fees for monthly, daily, or drop-ins. Please do not compare prices according to rates set for a specific category.
3. There are no credits for missed days that have been prepaid for any reason at all.
4. There is a late fee and a non-sufficient fund fee applied to payments.
5. There is a fee applied, paid in cash, to the teacher taking care of your child, if picked up after 6pm: **\$1.00 per 1 minute**.
6. Drop-ins are allowed only with a 24 hour notice and considering also staff to children ratio.
7. **1 month's notice via BrightWheel** is required for cancellation.

How To Pay

1. We also accept **INTERAC EMAIL TRANSFER** to: pandacubcare@gmail.com
If you're unsure about how to use this feature, please kindly refer to the following link: <http://www.interac.ca/en/interac-etransfer/about-interac-etransfer>
2. We accept **PERSONAL CHEQUES** payable to: **PANDA CUB HOUSE CHILDCARE CENTRE LTD.**

DISCLAIMER

Panda Cub House Childcare Centre Ltd. reserves the right, at our discretion, to modify, amend, add or remove portions of these terms and conditions at any time, without prior notice. In the event that any changes are made, the revised terms and conditions shall be posted on this website immediately. Please check the latest information posted on our website, BrightWheel App or social media pages on Facebook or Instagram to inform yourself of any changes, or simply call the Director.

In order for a new student to be considered fully registered at Panda Cub House Childcare Centre, parents must take the following steps:

1. Fill out and sign all of the required registration forms and associated documents. This includes an acknowledgement that the parents have read and will abide by the policies included in the Parent – Student Handbook that's readily available and easily accessible via pandacubhouse.com website.
2. One-time payment, non-refundable \$100 registration fee.
3. One-time payment, refundable \$150 deposit – which will be refunded to you IF and WHEN you give us one-month's notice BEFORE your child's last day at Panda Cub House.

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WHAT TO BRING FOR THE 1ST DAY:

Dear Panda Parents,

Please provide your child, and label everything with his/her name, with the following:

1. A Family Picture (for your child's room – pinned on the bulletin board)
2. 1 Portrait Picture of only the student's face (for his/her cubby ID)
3. Outdoor and indoor shoes
4. 1 extra clothing for emergency use – to be placed in a backpack
5. Swimsuit/ Swim trunks
6. Feeding bottles/sippy cup
7. Milk
8. Diapers and cream (approximately 3-4 diapers per day for a week)
9. Wipes
10. Sunscreen
11. Bug spray

We currently do not serve HOT LUNCH. At the moment, we are only serving a morning snack and an afternoon snack. Please kindly make sure to pack enough lunch for your child.

Thank you,
Panda Cub House Family

In addition, our PARENT HANDBOOKS are readily available and accessible at: <https://www.pandacubhouse.com/parenthandbook>

PANDA CUB HOUSE CHILDCARE CENTRE

ANNUAL DAYCARE SUPPLIES LIST

1. As the supplies run low, parents will receive reminders on BrightWheel to replenish.
2. Any excess supply that doesn't get used up by the time your child graduates from PANDA will be returned on their last day.
3. Everything can be purchased from **Dollarama**.

Pre-Schoolers&Kinders	Infants & Toddlers
6 rolls of paper towels	6 rolls of paper towels
6 tissue boxes	6 tissue boxes
1 pack washable coloured markers	Elmer's Washable School Glue (except this one is available at Walmart)
6 glue sticks	1 black poster board
1 pack coloured construction paper	1 pack white paper
1 pack white paper	1 set of washable paint (where the packaging is easy for the students to dip their hands into it)
1 big sketch pad	1 big sketch pad
1 big, black poster board	1 big, black poster board
6 tempera paint colours red, green, yellow, blue, white, orange.	1 slime kit
1 set of paint brushes & 1 paint palette	1 kinetic sand kit

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