



Please Attach a  
Current Photo of your  
child

### Emergency Permission Form

Please complete this form before the beginning of the school year. One copy will be kept in each of the three emergency bags so that the ECE can have access to your child's emergency information and emergency medical permission if the preschool is evacuated. **Your child may not attend preschool until this form is received by the preschool.**

Child's Name:	Date of Birth:
Address:	Home Phone:

Parent/Guardian:	Home Phone:
	Work Phone:
	Cell Phone:

Parent/Guardian:	Home Phone:
	Work Phone:
	Cell Phone:

Emergency Contact 1:	Home Phone:
	Work Phone:
	Cell Phone:

Emergency Contact 2:	Home Phone:
	Work Phone:
	Cell Phone:

Child's Doctor:	Phone:
Medical Number:	Allergies, including those to medications:
Medical Conditions:	
Child's Dentist:	Phone:
Date of most recent Tetanus shot:	

It is VICPA policy to notify the parent/guardian if a child is ill or requires medical attention. If the preschool is unable to contact the parent/guardian and the child needs immediate medical help, parental consent is necessary for facility staff to take appropriate action on behalf of the child. Your consent will accompany the child to the emergency service.

I authorize the staff at Lambrick Park Preschool & Childcare to call a physician, take my child to the nearest emergency centre or summon an ambulance for emergency medical aid should the person(s) in attendance feel such services are required and I cannot be contacted by phone. If such an emergency should arise, I shall be notified as soon as possible. I agree that any cost incurred for such services shall be the sole responsibility of myself.

Date:	Parent/Guardian Signature:
Date:	Parent/Guardian Signature:

## FEE AGREEMENT

I understand and agree that:

1. The registration fee shall be paid when the application for your child has been accepted. The fee is non-refundable.
2. The monthly tuition fee shall be paid in the following manner:
  - A deposit of one month's tuition shall be paid at the June General/ Orientation Meeting and is not refundable. This deposit will be used to pay for the last month's tuition.
  - Nine (9) post-dated cheques to cover the remaining tuition (September-May) are to be given to the Treasurer at the June General/Orientation Meeting.
  - Spots are guaranteed only if post-dated cheques are provided for the childcare program.
  - All families entering mid-year will pay the registration fees, the entering month's fees, and provide post-dated cheques for all remaining fees through to May, to the Enrollment/Orientation Officer at the time of enrolment. The deposit will be used to pay for the last month's tuition.

**Students are not accepted into class until all fees are paid as outlined above.**

3. Some families may qualify for financial assistance (i.e., childcare subsidy) offered through the Ministry of Children and Family Development. Contact the Treasurer or ECE for more information. **Please apply for childcare subsidy as soon as possible** (i.e., in August), as it can take several weeks for your approval. At the end of the day, however, **you are responsible for paying the tuition fees for your child (in the event that you are not approved for subsidy).**
4. Those families who are either on or applying for social assistance must submit all cheques, the June tuition fees and registration fees before the child starts school. These charges will be reimbursed once money is received from the Ministry of Social Services.
5. In the case of two (2) children from one family attending the preschool at the same time, the family will be expected to pay the full rate for each child. They will also do one duty day and one job per child unless enrolment allows otherwise.
6. Cases of hardship (e.g., due to illness, strike, etc.) shall be reviewed by the Executive on an individual basis. Postponement of the monthly tuition fee may be considered for a limited period of time depending on the financial status of the Preschool.

I, the undersigned, agree to abide by the rules laid out above:

Date:	Parent/Guardian Signature:
Date:	Parent/Guardian Signature:

## PARENT RELEASE FORM FOR MEDIA RECORDING

I, the undersigned, do hereby grant or deny permission to Lambrick Park Preschool & Childcare to use the image of my child, \_\_\_\_\_, as marked by my selection(s) below.

Such use includes the display, distribution, publication, transmission, or other use of photographs, images, and/or video taken of my child for use in materials including, but not limited to, printed materials (such as brochures and newsletters), videos, and digital images (such as those on the Lambrick Park Preschool & Childcare website).

- Deny permission to use my child's image at all.
- Grant permission to use my child's image in the following ways (mark all that apply):
  - Limited usage:** I want my child's image used within the Lambrick Park Preschool & Childcare setting only (not in the larger community).
  - Limited usage:** I want my child's image used for educational materials only (not marketing). This could be either within Lambrick Park Preschool & Childcare or in the larger community. One example of this could be videos in parent education classes.
  - Limited usage:** I want my child's image used on printed materials only (no digital or video use).
  - Unrestricted usage:** I give unrestricted permission for my child's image to be used in print, video, and digital media with the understanding that I will have final say of the materials prior to distribution. I agree that these images may be used by Lambrick Park Preschool & Childcare for a variety of purposes and that these images may be used without further notifying me. I do understand that the child's first or last name will not be used in conjunction with any video or digital images.

Parent/guardian signature

Date

## FIELD TRIP INFORMATION

All parents driving for school field trips are responsible for ensuring cars are in good repair and have seatbelts for the driver and all passengers, are in possession of a valid driver's license, and have a **minimum** of \$1,000,000 liability insurance, however \$2,000,000 is recommended.

Every reasonable precaution must be taken to ensure the safety of students. This includes making sure the children are properly seated in rear seats only, that seatbelts or child restraints are properly used and adjusted, with only 1 child per seatbelt. Any field trip will have a minimum adult – child ratio of 1 to 2. Any increase in the numbers of parent helpers is up to the discretion of the ECE. The factors affecting the ECE's decision are: area, place, type of activity, mode of transportation, and ages of children.

Parents will be notified of all field trips involving vehicles. Some field trips will require the parents to drive their child to and from the site of the activity, or arrange carpooling. In this case, the preschool session will begin and end at the site of the field trip. If the preschool is arranging drivers, the parents will be notified which drivers have which children. Drivers should be reminded that medication can have adverse effects on driving ability.

Will you be able to drive?	Yes	No
Supervise?	Yes	No
Do you have \$1,000,000 or more liability insurance?	Yes	No
Will you allow your child to go on spontaneous <b>walking</b> excursions?	Yes	No
How many children can you have seat belted in your vehicle, excluding the front seat?	_____	

I give permission for my child \_\_\_\_\_ to participate in class field trips as outlines above.

Parent/guardian signature

Date

## FUNDRAISING OPTION ACKNOWLEDGEMENT

I/We \_\_\_\_\_ acknowledge that I/we have received/read the “Lambrick Park Preschool and Childcare Fundraising Policy”.

I/We choose to participate in the following fundraising option:

Participate fully in all fundraising events:

- **I/We will fundraise and attend BOTH the November fundraising event and the Spring Walk-a-thon**
- I/We will participate, as much as possible, in all minor fundraisers (e.g. Thrifty food Smile Cards, Scholastic book orders, Purdy’s chocolates, etc.)
- I/We have provided two post-dated cheques for \$150/\$50, dated December 1<sup>st</sup> and May 1<sup>st</sup>.
  - I/We understand that if we do not attend the November event, the cheque for \$150, dated December 1<sup>st</sup> will be cashed
  - I/We understand that if we do not attend the Walk-a-thon, the cheque for \$50, dated May 1<sup>st</sup>, will be cashed
- Please note:
  - Families who participate in the events will have their post-dated cheques destroyed (not cashed)
  - Requests for special consideration, if you cannot attend the event, will be considered by the Fundraising Chair

Opt out of fundraising

- I/we choose to opt out of all fundraising activities by paying \$200 in lieu of fundraising (this amount is addition to the standard LPP&C membership fees)
- I/We will provide the preschool with a \$200 cheque payable by October 1<sup>st</sup> of the respective year
- This payment is eligible for a tax receipt and is nonrefundable
- I/We understand that my family members are welcome to participate in any of the preschool fundraising events if I/we choose, simply for the social aspect/sense of community.

Parent/guardian signature

Date

# Designated Parent Information and Records

Please fill out the following form with any information related to parent education or child development. Appendix A and B is to be given to and filled out by outside parties listed. Return all forms to your preschool.

## Section 19 and 29 – Relevant work history, training and skills

### A) Record of work history or experience with children (this experience can be volunteer or paid)

Workplace/Organization	Additional Information

### B) Training or skills relevant to experience with children

Please give a brief description of training taken and attach documents or certificates if obtained

### C) Training relevant to Section 29: 20 hours of training in parent education/child development

\* Please note: This training must be in the subject area of child development, guidance, health and safety or nutrition.

Type of training?	
Number of hours taken?	
Where was training obtained?	
Proof of training attached (copy of certificate)	

## Immunization Record

<p>Immunization Status for (<i>print name</i>) _____</p> <p>To the best of my knowledge my immunization status is:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete and up to date (attach documentation)</li> <li><input type="checkbox"/> Some immunization but unsure of dates/completion</li> <li><input type="checkbox"/> Not immunized</li> </ul> <p>_____</p> <p style="text-align: center;">Parent Signature</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date</p>
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**Appendix A : Character References**

*(References may be from a friend, co-worker or (one) family member who can support that the designated parent is of good character and has the personality, ability and temperament to work with children.)*

**No. 1** I \_\_\_\_\_(reference name) , have known  
\_\_\_\_\_ (designated parent) since \_\_\_\_\_(date) and I  
have had the opportunity to witness her/him interacting appropriately with children.

\_\_\_\_\_  
Reference Signature

\_\_\_\_\_  
Date

**No. 2** I \_\_\_\_\_(reference name) , have known  
\_\_\_\_\_ (designated parent) since \_\_\_\_\_(date) and I  
have had the opportunity to witness her/him interacting appropriately with children.

\_\_\_\_\_  
Reference Signature

\_\_\_\_\_  
Date