



Glen Abbey Child Care & Montessori Centre
1240 Old Abbey Lane, Oakville, ON L6M 3Y4
Phone: 905 - 469 - 3333
www.glenabbeychildcare.ca info@glenabbeychildcare.ca

Registration Form

Personal Information

Child's Name: _____ Date of Birth: _____

Home Address: _____
Number Street City Postal Code

Date Requested For Care: _____

Parent/Guardian Information

Parent/Guardian (1): Name: _____ **Home Phone:** _____

Home Address: _____
Number Street City Postal Code

Work Address: _____ Work Phone: _____

Cell Phone Number: _____ Email: _____

Parent/Guardian (2): Name: _____ **Home Phone:** _____

Home Address: _____
Number Street City Postal Code

Work Address: _____ Work Phone: _____

Cell Phone Number: _____ Email: _____

Alternate Persons to Contact in case of Emergency/Authorized to Pick-Up Child:

1. Name: _____ Phone Number: _____

Address: _____
Number Street City Postal Code

2. Name: _____ Phone Number: _____

Address: _____
Number Street City Postal Code

Name of Child: _____

Custody Information: Is there A Custody Order For Your Child:

☐ Yes ☐ No If Yes, Please attach court documents

Consent for Emergency Care:

I authorize the staff of Glen Abbey Child Care Centre Ltd. to call a medical practitioner and/or ambulance in the case of accident or illness of my child(ren), if the parent cannot immediately be reached.

Parent/ Guardian Signature: _____ Date: _____

Health Information

Each child enrolled at Glen Abbey Child Care Centre Ltd. must have received all recommended immunizations.

➡ If your child is unable to receive immunizations due to health reasons, you must provide an exemption form from the Halton Region Health Department

Doctor's Name: _____ Phone Number: _____

Doctor Address: _____
Number Street City Postal Code

Allergies: _____

Food/ Dietary Restrictions: _____

Does Your Child Receive Any Regular Medication:

☐ Yes ☐ No If Yes, Please list: _____

Please describe any concerns/issues regarding your child's health (seizures, asthma, vision, language, hearing etc.)

Please list any history of Communicable Diseases (Eg. Chicken Pox):

Are there any other health care professionals involved in your child's life, e.g., occupational therapist/physical therapist: ☐ Yes ☐ No

Please provide: _____

Primary Language spoken in the home: _____

Please list any other useful information regarding your child: _____

Signature of Parent/Guardian: _____ Date: _____

Date of withdraw: _____ Supervisor Signature: _____



Safe Environment Policy

Rationale:

We believe staff, parents, and children are entitled to a safe and protective environment. Behaviour that will cause harassment, alarm or distress to any child, teachers and/or staff, or users of the premises is contrary to the beliefs of the Glen Abbey Child Care & Montessori Centre.

Aims:

that all members of the Glen Abbey Child Care & Montessori Centre including parents/guardians, staff and children treat each other with respect.

Expectation.

That adults set a good example to children at all times, showing them how to get along with all members of the childcare centre and the wider community at large.

That no members of staff, parents or children are the victims of abusive behaviour or open to threats from another staff, parents or children of Glen Abbey Child Care & Montessori Centre.

Physical attacks and threatening behaviour, abusive or insulting language verbal or written, to staff, parents, and children and other users of the childcare premises will not be tolerated and will result in immediate suspension and or dismissal from Glen Abbey Child Care & Montessori Centre.

Glen Abbey Childcare & Montessori have the responsibility, in partnership with the children, family and community to provide:

1. A safe, positive and violence free environment for everyone in which respect and human dignity are valued.
2. And promote a sense of self-worth and self discipline in the children.
3. And develop a primary prevention strategy and environment that stresses sociably acceptable attitudes and effective social interpersonal skills.

It is the intent of this policy for parents:

1. To teach and instil good values, respect for the rights of others, and a sense of societal responsibility for children and themselves.
2. To foster a safe, secure environment;

For the children:

1. To be respected in both person and beliefs
2. To respect person, safety, property and rights of others.
3. To give respect and cooperation to all persons in positions of responsibility at Glen Abbey Childcare & Montessori

Procedure for breach of policy will be as follows:

Behaviour: **Assault-** the act or Attempt to do PHYSICAL harm

- **First Occurrence:** Letter sent to parents informing them of the incident, may suspend child for one day depending on severity.
- **Subsequent Occurrence:** Suspend child for one day, hold meeting with family and could possibly discharge child from program.

Other types of behaviour that are deemed breach of policy:

- **Defiance of Authority**- persistent refusal to comply with person in position of authority.
- **Disorderly Conduct**- behaviour that displays persistent opposition to authority, conduct injurious to the moral tone of the Centre or to the well-being of others in the Centre.

Each situation is influenced by the child's age. Children are held directly responsible for their behaviour toward staff and peers while at Glen Abbey Child Care, or under our authority (i.e., community walks, field trips and transit).

The primary responsibility for young children's behaviour always rest on the parent.

Guidelines

Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the Glen Abbey Child Care & Montessori Centre:

This is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Shouting, either in person or over the telephone
- Inappropriate posting on Social Networking sites deemed as bullying
- Speaking in an aggressive and/or threatening tone
- Physically intimidating, e.g. standing very close, sneering, and/or staring
- The use of aggressive hand gestures/exaggerated movements
- Physical threats
- Shaking or holding a fist towards another person
- Swearing
- Pushing
- Hitting e.g. slapping, punching, or kicking
- Spitting
- Racist or sexist comments

Please remember: Unacceptable behaviour may result in the Police being informed.

The Glen Abbey Child Care & Montessori Centre reserves the right to take any necessary actions to ensure that members of the childcare centre are not subjected to abuse.

Glen Abbey Child Care & Montessori Centre may ban parent or guardian from entering the premises in case of abuse or threats to staff, children or other parents.

It is also an offence for any person (including a parent) to cause a nuisance or disturbance on Glen Abbey Child Care & Montessori Centre premises. The police may be called to assist in removing the person concerned.

It is the responsibility of the Head teacher and the Management team to monitor and review this policy.

Please sign and return:

Safe Environment Policy

I have read, reviewed and discussed the following safe environment policy with my child. I understand that any non-compliance, non-conformity, and refusal to abide by the above safe environment policy could result in my child's suspension and/or dismissal from the centre.

Parents Signature

Date



Immunization Record

CCEYA Section 35 (Ontario Regulation 137/15 - General) states that

35. (1) Every licensee shall ensure that before a child who is not in attendance at a school and or private school, within the meaning of the *Education Act*, is admitted to a child care centre it operates or to a premises where it oversees the provision of home child care, and from time to time thereafter, the child is immunized as recommended by the local medical officer of health.

(2) Subsection (1) does not apply where a parent of the child objects to the immunization on the ground that the immunization conflicts with the sincerely held convictions of the parent's religion or conscience or a legally qualified medical practitioner gives medical reasons in writing to the licensee as to why the child should not be immunized.

(3) Objections and medical reasons under subsection (2) shall be submitted in a form approved by the Minister. O. Reg. 126/16, s. 24 (3).

(4) An exemption under subsection (2) that was made before August 29, 2016 shall expire on September 1, 2017 unless a new objection or medical reasons are submitted in a form approved by the Minister before that date. O. Reg. 126/16, s. 24 (3).

Note: In case of an outbreak at the child care centre, your child may have to stay out of daycare until the disease is no longer present as he/she is considered to be at risk for infection (to both themselves and to other children)

I, _____ have attached a copy of my child's immunization record
(Parent / Guardian)

Immunization Record:

☐ Yes, I have attached a copy of the immunization record

☐ No, I have not attached a copy of the immunization record as it is on file at my child's school _____
(Name of School record is on file at)

Child's name: _____ Date: _____

Parent / Guardian Name: _____ Signature: _____



Glen Abbey Child Care & Montessori Centre
1240 Old Abbey Lane, Oakville, ON L6M 3Y4
Phone: 905 - 469 - 3333 0
www.glenabbeychildcare.ca info@glenabbeychildcare.ca

I/we authorize Glen Abbey Child Care Centre LTD., and the financial institution designated (or any other financial institution I/We may authorize at any time) to begin deductions as per my/our instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under our Glen Abbey Child Care Centre Ltd. account(s). Regular bi-weekly / monthly payments for the full amount of services delivered will be debited to our specified account.

Glen Abbey Child Care Centre Ltd. will obtain my/our authorization for any other one-time or sporadic debits.

This authority is to remain in effect until Glen Abbey Child Care Centre Ltd. has received written notification from me/us of its change or termination. This notification must be received at least thirty (10) days before the next debit is scheduled at the address provided below.

I/We may obtain a sample cancellation form, or more information on our right to cancel a PAD Agreement at our financial institution or by visiting www.cdnpay.ca.

Glen Abbey Child Care Centre Ltd., may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me/us.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca

There will be a charge of \$25.00 for all NSF payments.

I acknowledge the responsibility for the above listed tuition fees for my child/ren, and I am aware that I am responsible for payments whether my child is in attendance or not.

Child's Name: _____

Parent/Guardian Signature: _____ Date: _____

Signature of Account Holder(s): _____

Please attach a VOID cheque or complete the section below

Payer Information	Financial Institution
Address:	Institution Number:
City/Town:	Transit Number/Account Number:
Province:	Address:
Postal:	City/Town:
Phone:	Province:



Glen Abbey Child Care & Montessori Centre
1240 Old Abbey Lane, Oakville, ON L6M 3Y4
Phone: 905 - 469 - 3333
www.glenabbeychildcare.ca info@glenabbeychildcare.ca

Release of Responsibility For Bussing

Dear Parent / Guardian:

Although every possible precaution is exercised for the care and safety of your child, accidents and sudden illness are beyond our control at times.

Should such an occurrence happen to your child/children, Glen Abbey Child Care & Montessori are not responsible for injury or the loss of personal belongings while the child is being transported to and/or from a pre-arranged destination. It will, therefore, be your responsibility to assume any expense incurred through Glen Abbey Child Care & Montessori dealing with any Emergency or Illness.

If our attempts to contact you have failed and there is insufficient time to contact you, it shall be left to our discretion to make the necessary steps to assure the welfare and safety of your child.

☐ I have read and fully understand and agree with the above statements.

Child's Name: _____ Date: _____

Parent/Guardian's Name: _____

Parent/Guardian Signature: _____



Glen Abbey Child Care & Montessori Centre
1240 Old Abbey Lane, Oakville, ON L6M 3Y4
Phone: 905 - 469 - 3333
www.glenabbeychildcare.ca info@glenabbeychildcare.ca

Field Trip Consent Forms

On a regular basis the children at Glen Abbey Child Care & Montessori will participate in supervised field trips. We will also be taking short walks away from the school. (eg: to the park).

We request that you acknowledge that your child will be involved in such activities and that you give permission for your child to participate.

An information and permission form will be sent home prior to any off site trips.

☐ Yes, I give permission for my child to participate.

☐ No, I do not give permission for my child to participate.

Child's Name: _____ Date: _____

Parent/Guardian's Name: _____

Parent/Guardian Signature: _____



Glen Abbey Child Care & Montessori Centre
1240 Old Abbey Lane, Oakville, ON L6M 3Y4
Phone: 905 - 469 - 3333
www.glenabbeychildcare.ca info@glenabbeychildcare.ca

Photography Consent Form

Child's Name: _____ Date: _____

Glen Abbey Child Care & Montessori Centre takes photographs or videos during normal day-to-day activities, special events, or field trips. These images are collected to connect with families and may appear on our daycare's bulletin board, newsletters or publications, in video presentations, and on company website. These images may also be used in local media or on the company website or the company's social media pages for promotional purposes too.

However, the still images collected will neither include your child's name nor any other details of your child.

Photography of enrolled children and the use of images of enrolled children at Glen Abbey Child Care & Montessori Centre require parent permission. If you prefer that your child not be photographed then please indicate below. It is our policy to not photograph or use images of children for which we do not have parental consent.

Authorization

☐ I authorize Glen Abbey Child Care & Montessori Centre to photograph my child

☐ I do not give permission for my child's photo, name or work to be published in any form by Glen Abbey Child Care & Montessori Centre

Parent/Guardian Name: _____

Parent/Guardian Signature: _____



Glen Abbey Child Care & Montessori Centre
1240 Old Abbey Lane, Oakville, ON L6M 3Y4
Phone: 905 - 469 - 3333
www.glenabbeychildcare.ca info@glenabbeychildcare.ca

Sunscreen Application

The Ministry of Education requires a signed authorization form from parents for the Child Care to apply sunscreen to your child between May to September.

If you wish sunscreen to be applied to your child, please sign below.

I wish the following sunscreen to be applied:

Brand (SPF 15 +):

Child's Name: _____ Date: _____

Parent/Guardian's Name: _____

Parent/Guardian Signature: _____



Glen Abbey Child Care & Montessori Centre
1240 Old Abbey Lane, Oakville, ON L6M 3Y4
Phone: 905 - 469 - 3333
www.glenabbeychildcare.ca info@glenabbeychildcare.ca

WAIVER OF LIABILITY/PARTICIPATION IN ACTIVITIES

Dear Parents/Guardians,

While we strive to take the greatest care of your child(ren) who are enrolled at all programs offered by Glen Abbey Child Care Centre Ltd. incidents involving your child or children may occur despite all the supervision provided by our staff during activities within our premises, transportation, field trips or any other activity involving your child or children. Certain actions are beyond the control of our staff and management.

You acknowledge that you fully understand that although the children will be supervised by the staff of Glen Abbey Childcare Centre Ltd. there are potential risks and hazards associated with any activity at our programs that is beyond the control of staff and management at Glen Abbey Child Care Centre Ltd.

By signing this form, you understand that you shall save harmless and not hold Glen Abbey Child Care Centre Ltd., its directors, officers, employees, staff, or any other person affiliated with Glen Abbey Child Care Centre Ltd. responsible in respect of any liabilities, injuries, illness, loss of life, loss, damage, claim, cost or expense, howsoever caused, arising out of or to arise by reason of or during the child's participation in the daycare." This includes, without limitation, any and all incremental out-of-pocket costs, reasonable legal and other professional fees and expenses, which my child(ren) may incur or suffer while attending all programs at Glen Abbey Child Care Centre Ltd.

You further understand that while participating in our programs, your child will be visiting locations and interacting with persons that are not associated with or under the control or supervision of our centre.

You also understand that you do not have to execute this form, and in the event you do not execute this form, your child or children shall not be allowed to participate in activities.

By executing this form, I have read the "WAIVER OF LIABILITY/PARTICIPATION IN ACTIVITIES" letter.

I hereby

☐ ALLOW

☐ DO NOT ALLOW

NAME OF CHILD OR CHILDREN

to participate in activities, including in-premise and out of premises (field trips). I acknowledge and represent that I have read and understand that I shall save harmless and not hold Glen Abbey Child Care Centre Ltd., its directors, officers, employees, staff, or any other person affiliated with Glen Abbey Child Care Centre Ltd. responsible in respect of any liabilities, injuries, illness, loss of life, loss, damage, claim, cost or expense, howsoever caused, arising out of or to arise by reason of or during the child's participation in the daycare." including without limitation any and all incremental out-of-pocket costs, reasonable legal and other professional fees and expenses, which my child or children may incur or suffer while attending our program(s) at Oakville by Glen Abbey Child Care Centre Ltd.

Dated this _____ day of month _____, 20__ __

Parent/Guardian's Signature _____



Glen Abbey Child Care & Montessori Centre
1240 Old Abbey Lane, Oakville, ON L6M 3Y4
Phone: 905 - 469 - 3333
www.glenabbeychildcare.ca info@glenabbeychildcare.ca

SEPTEMBER 2017 - 2018 FEE SCHEDULE

Childcare	FT/WK
Toddler Care	\$300.00

Childcare	FT/Wk	PT - M-W-F/Wk	PT - T-T/Wk
Preschool Care	\$275.00	\$180.00	\$120.00

Montessori CASA	FT/Wk	PT - M-W-F/Wk	PT - T-T/Wk
Full Day	\$300.00	\$195.00	\$130.00

Half Day Montessori	FT/Wk	PT - M-W-F/Wk	PT - T-T/Wk
AM/PM	\$500.00	\$350.00	\$250.00

School Age Care	Before & After School Care	Before School Care	After school care
kinder & School Age	\$400.00/month	\$225.00/month	\$300.00/month

Please note:

All Childcare and Montessori fees are paid through biweekly preauthorized payments.
Please provide a void Cheque.
Monthly withdrawals for School Age Care will be taken on the last day of each month for the upcoming month.
All after school clubs and special programs (eg: yoga class, homework club, fitness programs, etc.) will be provided free of charge.
Our School Age Monthly Fee does not include coverage for any and all school closures for example, PA Day, Emergency and any other unforeseen school closures, Winter Break and March Break, etc.



Parent Acknowledgement of Parent Handbook

Please visit our Glen Abbey Childcare and Montessori website to read our parent handbook, located under parent resources. <http://glenabbeychildcare.ca/>

As the undersigned parent/guardian, I acknowledge receipt of Glen Abbey Childcare & Montessori Centre's hand book of Parent Policies & Procedures.

By signing below, I hereby confirm that I have read the contents of this handbook and agree to abide by the Centre's policies.

Name of Enrolling Child: _____

Parent/Guardian Name (Print Please): _____

Parent/Guardian Signature: _____

Supervisor Signature: _____

Date: _____