

# Exploring the Puddle

Early Learning Centre

**Policy 3.0**

## **REGISTRATION**

Parents are required to complete necessary registration forms prior to child's start date.

Procedure:

1. A \$100 non-refundable deposit is mandatory to secure a childcare space.
2. Any information that changes in regards to the child's file must be brought to the attention of the staff (for example change of address, phone numbers, exc)
3. Parents are required to pay for childcare by the first of each month.
  - a. If the first day of the month occurs on a weekend we require payment on the next business day.
4. Licensing requires that the following information be supplied to the educator during registration:
  - a. Up to date immunization record or letter stating parent's decision to refrain from inoculations for child (Please refer Appendix 3.1).
  - b. Care Card number (Personal Health Number)
  - c. Any legal custody information
  - d. Any other relevant information (ex. Allergies, emergency contacts, medical transport, exc.)

Last Update: March 2013