

**KEW BEACH DAYCARE  
101 KIPPENDAVIE AVENUE  
TORONTO, ONTARIO  
M4L 3R3  
(416) 698-6226**

**PLEASE COMPLETE THESE FORMS AND RETURN  
TO THE DAYCARE OFFICE PRIOR TO  
ADMISSION.**

**CHILD'S NAME:** \_\_\_\_\_

**GROUP:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**ADMISSION PACKAGE**

**EACH PARENT ON ADMISSION TO KEW BEACH DAYCARE WILL RECEIVE:**

**\*APPLICATION FORM, CONSENT FORM, SUSPENSION & WITHDRAWAL FORM, MEMBERSHIP FORM, MEDICAL FORM, MEDICAL CONSENT DEVELOPMENT QUESTIONNAIRE, PARENT INVOLVEMENT QUESTIONNAIRE, CONSENT FOR COMMUNICATION WITH SCHOOL.**

**\*INDIVIDUAL GROUP PROGRAM**

**\*PARENT HANDBOOK**

**\*FEE SCHEDULE**

**\*MENUS**

**\*POLICIES & PROCEDURES**

\_\_\_\_\_  
\_\_\_\_\_

**OFFICIAL START DATE:** \_\_\_\_\_

**A NON-REFUNDABLE DEPOSIT OF ONE MONTH'S FEE PER CHILD IS PAYABLE UPON ACCEPTANCE OF THE DAYCARE SPACE.**

**PAID:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

**WITHDRAWAL DATE:** \_\_\_\_\_

**NOTICE GIVEN:** \_\_\_\_\_

**KEW BEACH DAYCARE CO-OPERATIVE  
101 KIPPENDAVIE AVENUE  
TORONTO, ONTARIO  
M4L 3R3**

**APPLICATION FORM**

**CHILD'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**FAMILY DOCTOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**DOCTOR'S ADDRESS:**  
\_\_\_\_\_  
\_\_\_\_\_

**PARENT INFORMATION**

**NAME:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PLACE & ADDRESS  
OF EMPLOYMENT:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE: BUSINESS:** \_\_\_\_\_

**RESIDENCE:** \_\_\_\_\_

**CELL:** \_\_\_\_\_

**PARENT'S EMAIL ADDRESSES:** \_\_\_\_\_  
\_\_\_\_\_

**FEE POLICY:**

**Fees are due the 1<sup>st</sup> for 15<sup>th</sup> of each month. Post-dated cheques are due in January, July and September.**

**Membership fee of \$25 is charged upon admission.**

**WITHDRAWAL POLICY:**

**One month written notice must be given to withdraw your child from the program, otherwise one month must be paid in lieu.**

**SCHOOL INFORMATION:**      **GRADE:** \_\_\_\_\_      **CLASS #:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_      **WITHDRAWAL DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_      **WITNESSED:** \_\_\_\_\_

**KEW BEACH DAYCARE CO-OPERATIVE  
101 KIPPENDAVIE AVENUE  
TORONTO, ONTARIO  
M4L 3R3**

**CONSENT FORM:**

**Child's Name:** \_\_\_\_\_

**TRIP CONSENT:**

I hereby give consent for my child to go on trips/outings with Kew Beach Daycare Co-operative.

**Signed:** \_\_\_\_\_ **(Parent/Guardian) Dated:** \_\_\_\_\_

**MEDICAL CONSENT:**

I hereby authorize the staff of Kew Beach Daycare Co-operative to obtain the necessary medical care in the case of illness or emergency by contacting my family doctor or another physician or a hospital.

**Signed:** \_\_\_\_\_ **(Parent/Guardian) Dated:** \_\_\_\_\_

**MEDICATION CONSENT:**

I hereby authorize designated staff of Kew Beach Daycare Co-operative to administer any prescription medication to my child upon my request.

**Signed:** \_\_\_\_\_ **(Parent/Guardian) Dated:** \_\_\_\_\_

**EMERGENCY CONTACT:**

I hereby authorize the staff at Kew Beach Daycare to contact the following people in the case of an emergency if neither parent is available. (NOT PARENTS)

**Name:** \_\_\_\_\_ **Res #:** \_\_\_\_\_ **Bus #:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Res #:** \_\_\_\_\_ **Bus #:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**ESCORT CONSENT:**

I hereby authorize Kew Beach Daycare Co-operative to allow my child to be release to the following people (state relationship)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**Signed** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**KEW BEACH DAYCARE CO-OPERATIVE  
101 KIPPENDAVIE AVENUE  
TORONTO, ONTARIO  
M4L 3R3**

**CONSENT FORMS CONTINUED**

**PARENTAL CONSENT**

**Re. Child leaving school (school-age children only)**

**I hereby authorize Kew Beach Day Care Co-operative to allow my child to go home alone at \_\_\_\_\_ (time)**

**SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_ WITNESS: \_\_\_\_\_**

**PHOTO/MEDIA RELEASE**

**I, \_\_\_\_\_ hereby give Kew Beach Daycare Co-operative the right and permission to publish, without charge, photographs/images taken of my child, \_\_\_\_\_ during his/her participation in the daycare program. These photographs/images may be used in publications, including electronic publications, promotional literature, advertising, or in other similar ways.**

**SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_ WITNESS: \_\_\_\_\_**

**POLICIES AND PROCEDURES**

**I, \_\_\_\_\_ have read and agree to all the policies and procedures outlined in the “Kew Beach Daycare Co-operative Policies and Procedures Manuel”.**

**SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_ WITNESS: \_\_\_\_\_**

**I, \_\_\_\_\_, have received, read and agree to all the information in the Kew Beach Daycare Co-operative “Parent Handbook”**

**SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_ WITNESS: \_\_\_\_\_**

**KEW BEACH DAYCARE CO-OPERATIVE  
101 KIPPENDAVIE AVENUE  
TORONTO, ONTARIO  
M4L 3R3**

**Ongoing communication between the childcare centre and school provides compatibility and enhance a student's educational experience.**

**If you wish the daycare to communicate with the school, please sign the consent form below:**

**KEW BEACH DAYCARE to communicate with KEW BEACH PUBLIC SCHOOL, regarding information, which relates to the physical, emotional and social development of my child/ward.**

**NAME OF CHILD:** \_\_\_\_\_

**Signature of Parent (s)/ Guardian (s):**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**KEW BEACH DAYCARE CO-OP INC.  
SUSPENSION & WITHDRAWAL POLICY**

**Preamble**

**The daycare will make every effort to serve children in the ongoing program. This is accomplished by the process of developing individual programs based on the needs and interests of the child, by gathering additional information such as speaking to the classroom teacher, where appropriate and informal discussions with parents.**

**Scheduled meetings will be held with the supervisor, staff and parents of the child to regularly evaluate the process put in place and to recognize and initiate changes to the program to ensure success and maximum development. A written plan will be provided and signed by the supervisor, staff, parents and child (when appropriate), outlining individual responsibilities and acknowledging each person's role in ensuring support for the child's development.**

**There may be unusual situations in which the program cannot meet the needs of exceptional children after all possible methods of support have been put into place. An agreement must be reached between supervisor, staff and parents that the child no longer derives benefit from the program and/or that communication between parents and centre is not conducive to foster growth and development for the child. In this case the Board of Directors has the right to have a child suspended or withdrawn. Before this decision is made, the following process must be followed:**

- 1. At the onset of problems several staff members should document the child's behavior in writing if possible. Included should be the precipitator of the incident, and follow up by the staff.**
- 2. If the problem persists, the parents should be notified in writing and a meeting held, including the child if appropriate, in order to develop a plan for the child. If the child attends Kew Beach Public, it is advisable to seek information from and involve the classroom teacher and principal. The latter may wish to attend the meeting. If this is appropriate, the parent should be informed. Several such meetings may need to take place in order to monitor the situation. Outcomes of the meetings should be noted.**
- 3. The daycare, school or family may wish to involve additional resources for assistance. It may be useful for the child to be presented at the Local School Team in cases of 6-9 year olds, consulting with the school Principal.**
- 4. If after every effort has been made to improve the situation, including appropriate warnings and/or additional support, the daycare Board of Directors has the authority to suspend a child temporarily with conditions or permanently, as the situation may warrant. The parents should be informed of this decision in writing. If possible, another early childhood environment will be recommended that may be more beneficial for the child/parent's needs. All efforts will be made to conduct a meeting with the withdrawing child's parents to determine what factors affected withdrawal for future reference in improving centre quality. A debriefing meeting will be held with the supervisor and staff to determine what supports need to be in place for future success (i.e. Further training workshops.)The daycare shall attempt to give suitable notice to provide the parent the opportunity to obtain an alternate program for the child. It is expected that confidentiality be respected throughout the process.**

**5. If a child is suspended, The Toronto Board of Education, Area East Advisor, as well as the appropriate government officials will be informed.**

**6. If a child is suspended it is understood that there will be no refund of fees to full fee parents.**

**I \_\_\_\_\_, agree to the above conditions affecting the enrollment of my child \_\_\_\_\_, with Kew Beach Daycare Co-operative Inc.**



**KEW BEACH DAYCARE CO-OP INC.  
101 KIPPENDAVIE AVENUE  
TORONTO, ONTARIO  
M4L 3R3**

**In order to try to encourage and maintain high levels of parent involvement at our centre we need your input. We would like to be even more aware and respectful towards different cultures and religions, languages and customs. To do this we need to be aware of what our family backgrounds are and then learn something about them.**

**There are a variety of ways that parents and friends could help. Please consider some of the following options:**

**1. Would you be able/willing to translate into another language?**

**If so what language? \_\_\_\_\_**

**Written \_\_\_\_\_ Verbal \_\_\_\_\_**

**2. Can you help us to recognize holidays, festivals, religious observances and dates, which are important to you?**

**If so, please list what they are and when they are celebrated.**

---

---

---

---

**3. Could you bring food or special props/symbols, which help, celebrate these events or are special to your culture?**

---

---

---

---

**4. Can you tell the story of this event and or write an article for the newsletter explaining something about the celebration?**

---

---

---

---

**Thank you for your help.**

**PRESCHOOL- WE ARE INTERESTED**

*In order for us to best meet your child's needs and understand his/her individual circumstances, we would appreciate your response to these general questions on his/her background.*

**TOILET TRAINING**

- a. Is your child toilet trained? \_\_\_\_\_
- b. If not, what techniques are you using?  
\_\_\_\_\_  
\_\_\_\_\_
- c. Is there any further information you feel should be shared with us?  
\_\_\_\_\_  
\_\_\_\_\_

**EATING HABITS**

- a. Does your child have any allergies or religious requirements regarding their diet? \_\_\_\_\_
- b. Is there any other information you feel we should know regarding eating habits? \_\_\_\_\_

**GENERAL QUESTIONS**

- a. Does your child have any allergies other than food?  
\_\_\_\_\_
- b. Please list any past communicable diseases eg. Chicken pox.  
\_\_\_\_\_  
\_\_\_\_\_
- c. What languages are spoken at home? Does your child have a full understanding of the English language?  
\_\_\_\_\_
- d. Is your child used to having afternoon naps, if so please specify times.  
\_\_\_\_\_
- e. Is there any other information that pertains to your child's care with us that you feel we should know?  
\_\_\_\_\_  
\_\_\_\_\_

**Thank you for your time.**

**KEW BEACH DAYCARE CO –OP  
APPLICATION FOR MEMBERSHIP**

**Child's Name:** \_\_\_\_\_

**PARENT INFORMATION**

**PARENT**

**PARENT**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Date Accepted:** \_\_\_\_\_

**Date Membership Ceased:** \_\_\_\_\_

**Membership fee \$25 due upon admission.**

Please fill out the form below, this information will be laminated and will accompany staff on any field trips. Also please attach a current photograph of your child. A head and shoulder shot is required. Should any of the information change please advise the daycare office.

Thank you for your co-operation.

-----  
**MEDICAL CONSENT**

I hereby authorize the staff of Kew Beach Daycare to obtain the necessary medical care in the case of illness or an emergency by contacting my family doctor or another physician.

SIGNED \_\_\_\_\_ DATED \_\_\_\_\_

Childs name	Parents Name
D.O.B.	Address
Health Card #	Phone # (B) (H)
Dr. Name	(cell)
Dr. Address	Work Address
Dr. Phone #	Parents Name
Allergies/reminders	Address
	Phone # (B) (H)
	(Cell)
Alternate Emergency Contact	Work Address
(H) (B)	
(C)	

---

## **KEW BEACH DAYCARE**

### **Parent Code of Conduct**

We all have the right to be safe and feel safe in our school community. Kew Beach Daycare Code of Conduct sets clear standards of behaviour that apply to all individuals involved in our centre community including parents or guardians, volunteers, teachers, and/or Board members.

These standards apply whether they are on centre property or at centre-sponsored events and activities.

All members of the centre's community are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability or any other ground protected by Ontario's Human Rights Code

All adult members have the responsibility to act as models of good behaviour. Foul language (swearing, name-calling, shouting,) is not appropriate. Individuals engaging in such behaviour will be asked to leave the premises immediately.

Inappropriate behaviour or harassment of any kind towards a student, parent or teacher will result in immediate intervention up to and including the family's expulsion from the centre and/or police intervention. This type of behaviour includes but is not limited to harassment or intimidation by written note, email, words, gestures and/or body language.

No weapons are allowed on centre property or at centre functions. The consequences for failure to comply will include but is not limited to the family's expulsion from the centre.

Alcohol and illicit drugs are not allowed on centre property or at centre sponsored events. The consequences for failure to comply will include but is not limited to the family's expulsion from the centre.

The privacy and confidentiality of our parents, guardians, teachers, volunteers and students is important to us. All concerns and comments should be addressed with the teachers. Should this discussion not address your concerns, the next step is to review the situation with the Administrator and/or Supervisor. Failing resolution with the Administrator / Supervisor, the matter will be referred to the appropriate member of the Board of Directors.

Gossip and public criticism are unacceptable. There should be no discussion of concerns with other parents in the centre hallways, the parking lot or via electronic mediums such as Facebook, Myspace, personal blog sites or other forms of electronic information sharing.

Any pictures taken at the centre or during centre events are for the private use of the family only. These pictures cannot be posted in on-line photo albums (i.e. Photobucket), Facebook, Myspace, etc.)

School cubbies are to be used solely for the purpose of communicating between parents and Kew Beach Daycare. They are not to be used for business promotion.

This code of conduct must be signed by any and all adults that will be involved in your child's experience at Kew Beach Daycare including parents, grandparents, siblings and care givers. I have read the Code of Conduct and agree to terms as stated. I have been given the opportunity to review this document, ask questions if required, and confirm that no further clarification is necessary.

Child's Name: \_\_\_\_\_

Parent signature / printed name

\_\_\_\_\_

Date \_\_\_\_\_

Parent signature / printed name

\_\_\_\_\_

Date \_\_\_\_\_

## **KEWBEACH DAYCARE ENROLMENT & TRANSITION POLICY**

Kew Beach Co-Operative Daycare has an open and non-discriminatory admission policy. Enrolment is based on a waiting list implemented with a set of established priorities.

All admissions are subject to the overriding requirement that the age of the child needing care be compatible with the level in the Daycare at which the space is available. The following admission criteria are listed in order of priority:

### INITIAL ACCEPTANCE :

- 1) In order of application date  
Equal priority for initial acceptance into Kew Beach Daycare will be given to
  - a) A sibling of a child currently enrolled and in attendance at the daycare
  - b) Children of staff working at Kew Beach Day Care
  - c) A child who has withdrawn from the Day Care because the parent was laid off work will have the next priority for an available space if the parent is able to return to the workforce within a one year period. Appropriate documentation will be required for proof of lay off
- 2) Children of staff working at Kew Beach Public School
- 3) Children within district for Kew Beach Public School

NOTE: if a spot is offered and turned down and the parent wishes to keep their child's name on the wait list, the application date reverts to the *new* date applied (ie: date turned down and re-applied)

**\*\*\*Admission to the Preschool Program does not guarantee admission to the Full Day Kindergarten Before & After Care Program\*\*\***

Kew Beach Daycare will make our best efforts to accommodate as many students as possible who are moving from each level of program through to the next level (Preschool to JK, JK to SK, SK to School Age). However, there are a limited number of spaces available, and allocation of the space will be made using the following priorities:

### FDK – JK/SK

- 1) Children currently enrolled within the Preschool / JK Program
- 2) If there are two children of equal ranking eligible for an available space, then the spot will be given to the child who was the first enrolled in the daycare program
- 3) If there are two children of equal ranking with above priorities, then the spot will be given to the child who has the earlier date on the wait list
- 4) If all above priorities are equal, then precedence will be given to the child who:
  - a) Has a sibling currently in one of the Kew Beach Daycare Programs (Preschool, FDK, School Age)
  - b) Children of staff working at Kew Beach Day Care
  - c) A child who has withdrawn from the Day Care because the parent was laid off work will have the next priority for an available space if the parent is able to return to the workforce within a one year period. Appropriate documentation will be required for proof of lay off
- 5) Children of staff working at Kew Beach Public School
- 6) Children registered for Kew Beach Public School
- 7) If all of the above priorities are equal, then admission will be at the discretion of the Board of Directors

**\*\*\*Admission to the Full Day Kindergarten Before & After Program does not guarantee admission to the School Age Program\*\*\***

## SCHOOL AGE

- 1) Children currently enrolled within the FDK Program
- 2) If there are two children of equal ranking eligible for an available space, then the spot will be given to the child who was the first enrolled in any of the Kew Beach Daycare Programs (Preschool, FDK)
- 3) If there are two children of equal ranking with above priorities, then the spot will be given to the child who has the earlier date on the wait list
- 4) If all above priorities are equal, then precedence will be given to the child who:
  - a) Has a sibling currently in one of the Kew Beach Daycare Programs (Preschool, FDK, School Age)
  - b) Children of staff working at Kew Beach Day Care
  - c) A child who has withdrawn from the Day Care because the parent was laid off work will have the next priority for an available space if the parent is able to return to the workforce within a one year period. Appropriate documentation will be required for proof of lay off
- 5) Children of staff working at Kew Beach Public School
- 6) Children registered for Kew Beach Public School
- 7) If all of the above priorities are equal, then admission will be at the discretion of the Board of Directors

## PROVISIONS

In order to remain on the waiting list for the School Age Program, students must be currently attending Kew Beach Public School.

Spaces in Kew Beach Daycare FDK & School Age programs are reserved strictly for those students who are registered for Kew Beach Public School.

A child who currently attends Kew Beach School and is enrolled in any of the programs (Preschool FDK / School Age) but does not meet the above provisions *will not* be asked to leave the program. Their position in the current program is secure unless they choose withdraw. However, movement up to the next level of programming is contingent upon the set of priorities laid out in the admissions guidelines.

NOTE: in the case of extenuating circumstances, the Kew Beach Daycare Board of Directors reserve the right to offer a vacant position to any student if the need arises. Kew Beach Daycare Board of Directors also reserves the right to ask for withdrawal from any student consistent with Kew Beach Daycare Policies and Procedures .

## TIMING and DEPOSITS for FDK and School Age Programs:

Confirmation of continuation in current program and a non-refundable deposit in the form of one month's payment (summer fees) will be due March 31st for all students wishing to continue in the program at the end of each school year. Failure to give a deposit and confirm continuation in the daycare centre will be accepted as withdrawal from the program .

Admission to each program will be confirmed by April 15. Any spots that become available after the admissions deadline will be allocated out based on the priorities listed above for each age grouping.

**I have read, understand and agree to the terms of the Enrolment and Transition Policy for Kew Beach Daycare.**

---

Name

---

Date



KEW BEACH DAYCARE  
PARENT AGREEMENT

The conditions of this Agreement protect both parents and Kew Beach Daycare Centre. It assures the centre that you will financially support the space guaranteed for your child. Such guarantees from parents protect the financial stability of the centre and ensure it continues to provide child care for your family.

I agree to:

Accept membership in Kew Beach Daycare Co-op Inc. upon my child's enrolment and I agree to resign upon my child's withdrawal.

Pay on the first or fifteenth day of each month that months fees, with no deductions for absence including holidays.

Pay a non refundable deposit of one months fee when I accept a space for my child in the centre. I understand that the fee deposit will be applied to the fees for the first month my child is enrolled in the centre.

Pay any required late fees.

Give the centre four weeks notice in writing when my child is being withdrawn.

I understand that the monthly fee is set by the Board of Directors and reviewed on a regular basis. I am responsible to pay the full fee unless I receive a subsidy from M.C.S.S., in which case the monthly fee is based upon my assessed daily rate. I am responsible to fulfill all requirements of Children's Services necessary to maintain the subsidy. If I become ineligible for subsidy I am responsible for paying the full monthly fee.

I have read and understood the Parent Handbook and Policy and Procedure manual and accept the responsibilities and stipulation contained therein.

Child's name\_\_\_\_\_

Parent's Signature\_\_\_\_\_

Administrator's Signature\_\_\_\_\_

Date\_\_\_\_\_

## CONSENT FOR APPLICATION OF SUN SCREEN

In striving to keep children safe and healthy Kew Beach Daycare, in accordance with Health Canada, requires you to supply sunscreen with an SPF 15 or more for your child. Children will apply sunscreen to exposed skin 15–30 minutes prior to going outside.

I understand that it is my responsibility, and agree to supply sunscreen of SPF 15 or higher every day for my child.

Child: \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

If my child should run out of sunscreen I authorize staff to provide daycare sunscreen for a maximum period of 5 days, I understand that it is my responsibility to provide a new bottle of sunscreen within this time period.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

## CONSENT FOR APPLICATION OF INSECT REPELLANT

If you want Insect Repellant applied to your child you must provide an Insect Repellant with 10% DEET or less. The insect repellant will be applied according to the directions on the label, after sunscreen and to exposed skin only (excluding children's hands and faces).

### Check only one

---I will provide an Insect Repellant with 10% DEET or less to be applied to my child prior to going outside every day.

---I will provide an Insect Repellant with 10% DEET or less to be applied to my child prior to going outside only on days that I request it in writing.

---I do not want Insect Repellant applied to my child.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

KEW BEACH DAYCARE  
CONSENT FOR CHILD TO ADMINISTER ABHR (Alcohol- Based Hand Rub)

I give permission for my child, \_\_\_\_\_, to self-administer ABHR (alcohol- based hand rub) containing 70% to 90% alcohol under staff supervision . ABHR will only be used when hand washing with soap and running water is not available and my child's hands are not visibly soiled.

This consent is valid for fourteen months from the date of signing.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date