

CHAPTER TEN: ADMINISTRATIVE MATTERS

Administrative Matters	Children's Records and Registration
Revised November 21, 2014 Revised: October 2020	Policy Number: 10.2 (replaces policy 1.3)

Policy Statement:

Upon enrollment into the programs, the Program Supervisor will be responsible for requesting and obtaining all pertinent information for children's records.

Procedure:

The Program Supervisor shall inform parent(s) or caregiver(s) that the following information is required and in the child's file on site:

- Doctor's name, address, and phone number
- Emergency names, addresses and phone numbers
- Subsidy Paper (if applicable)
- Medical and Immunization Record of Child/ren – symptoms of ill health, medication records.
- Individual Support Plans – Medical or Exceptionalities
- Consent and release forms
- Parent Contract
- Child's Likes and Dislikes
- Sleep Information
- Goals
- Injury Records

The following information will be required upon registration:

Medical: The program supervisor shall inquire and request medical information from the parent. Photocopy the immunization record (or receive objection form) and return to parent. The Program Supervisor will insure that the parent has enough forms for each child. An immunization or objection form must be completed prior to enrollment of the child. Determine with the family if an Individual Support Plan is necessary. Advise of medication policy.

Payment: The Program Supervisor will point out that payment is due upon receipt of invoice and that post dated cheques are acceptable. The Program Supervisor will inform the parent that two weeks notice is necessary before withdrawing a child from the program.

Vacation: The Program Supervisor will point out to the parents that they are paying for their

child's space in the program; therefore parents are responsible for the payment of vacation periods, over and above the allotted pro-rated 2 weeks vacation time for each family with at least 2 weeks written notice.

The children's records will be kept in the locked Child Care Coordinator office and copies will be locked in a locked cabinet at the School Age Programs. Access to these files are limited to the Educators who care for the child and the Child Care Coordinator. Others who can access under regulations are the Ministry of Education Advisor or a Medical Officer of Health.

At the School Age programs, any children who no longer attend the program will have their file brought to the Child Care Coordinator to comply with the Retention of Records Policy. Original files must be kept a minimum of three years after the child is released. No files may be destroyed, shared or moved off site without Executive Director authorization.

Sick: The supervisor will inform the parents that they must find alternate care if child is sick.

Arrival/ Pick Up: The Program supervisor will inform the parents there is a late fee for parents who arrive past closing time.

Meals: The Program Supervisor will inform the parent that the child care Programs provide nutritious meals and snacks which meet the requirements of Canada Food Guide.

Clothing: The Program Supervisor will emphasize that the children need to be dressed appropriately in order to go outside for 2 hours each day. Extra clothing is also needed on a daily basis for any unforeseen accidents. A good rule for parents with infants is to bring a bag of diapers a week.

Routines: The Program Supervisor is to inform the parents that the Child Care Program is based on an Emergent Curriculum which means that our activities are based on the interests of the children in the program.

Program Statement: Provide a copy of the Program Statement and How Does Learning Happen to each parent.

Consent for Photos and Outings: The Program Supervisor will explain the purpose of documentation and outings.

Parent Handbook: The Program Supervisor is to advise the Parent Handbook is on our website which outlines the policies for participation with in the programs. A notice will be placed on social media and on the parent board when the handbook has been updated.

Court Orders or Parent Legal Agreements: Where there are custodial orders or legal payment arrangements, a copy of the document will need to be provided with the Enrollment package and each parent will need to sign an agreement.