



# Registration Form

## Family Details

Child's Full Name:

Preferred or Familiar Name:

Date of Birth:

Parent's/Caregiver's Names:

Child's Home Address:

Parent's/Caregiver's Addresses if either are different to the child's:

Parents/Caregiver's Email Addresses:

Parent's/Caregiver's telephone numbers:

Please Provide details of anyone else, other than Parent's, who are permitted to collect your child:

Name	Address	Contact Number

## **Emergency Contact Details**

*Please note that, in the event of an emergency, we will firstly attempt to contact the Parents/Caregivers, whose details are provided on page 1 of this registration form.*

### **Emergency Contact 1**

Name:

Relationship to Child:

Telephone Numbers:

### **Emergency Contact 2**

Name:

Relationship to Child:

Telephone Numbers:

### **Emergency Contact 3**

Name:

Relationship to Child:

Telephone Numbers:

### **Emergency Contact 4**

Name:

Relationship to Child:

Telephone Numbers:

## **Health Information**

Does your child have any special health requirements? (please provide details if so)

Does your child have any allergies?

Does your child have any specific dietary requirements? (please provide details if so)

Are your child's vaccinations up to date?

## Consent Information

Outings, Transportation, Trips, Walks to the local park etc. (Please note that certain day trips will involve children being transported in staff cars.	
Holding Personal Information (Paper and Computer Based)	
Sharing Information with other professionals, e.g health visitor, educational psychologist or speech therapist.	
Photographs to be taken of your child for our wall displays and security.	
Uploading photos onto our website, facebook and/or twitter Daycare page	Website      Facebook      Twitter
First Aid and Emergency Medical Treatment, including the administration of medicine should your child's temperature rise suddenly	
Use of Child's own provided sunscreen or a named brand provided by the Daycare.	
Use of diaper rash cream when provided and labelled by parents. (We do not provide creams for hygiene reasons)	
To receive invitations/cards from other children within the Daycare	

## **About your Child**

Please write a small description of your child's personality?

Likes/Dislikes:

Fears:

Favorite song:

Favorite Food:

Does your child use a comforter i.e Teddy Bear, Blanket?

Does your child take a nap?

What does your child like to do i.e. play, sing, dance, paint, sit in bouncer etc.

## **Other Information**

Other languages used at home:

Festivals Celebrated at Home:

Details of any other settings or childcare attended:

Details of any other agencies or professionals working with your child and their role:

How did you hear about Little Bits of Sunshine Daycare:

*(Please Circle)*

Flyers

Children's Information Service

Website

Recommended

Sign Outside

Other:

Did you look at any other Daycares?

Why did you choose us?

**Important**

We ask that you keep us informed of any changes to your details. Periodically, we may ask you to confirm your details for our records.

**Childcare Requirements**

Start Date? \_\_\_\_\_

Which hours and days do you require?

## Little Bits of Sunshine Daycare Terms and Conditions

### **Admission:**

A completed Childcare Agreement Form is required to secure your child's place.

### **Fees and Invoices**

Childcare accounts are payable weekly, one week in advance. Accounts are payable via website tuition subscriptions.

Unless there is a prior arrangement, any parent or caregiver whose fees remain unpaid after one week, without prior agreement of the Daycare Provider, risks their child's place at the Daycare being withdrawn.

All booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness (unless doctor's note provided and approved by provider) or holidays or unavoidable daycare closure. ½ refunds will be provided when the daycare provider is on vacation.

If you expect to be late collecting your child please notify the Daycare as soon as possible. Any pickups past our designated closing time will be subject to a fee of 1 dollar per minute past close to cover emergency staffing and other arrangements.

The Daycare is not responsible for collection of fees from any third parties except in the case of statutory Daycare education funding allowance. The Daycare will give parents and caregivers two months' notice of increase of fees.

### **Opening times**

The daycare sessions run from 08:00am to 5:30pm. The Daycare is open all year except for the following days- New Year's Eve & New Year's Day, Christmas Eve & Christmas day, Thanksgiving Eve & Thanksgiving Day, May 17th and May 25th.

We take 2 vacations a year. 1 spring/summer and 1 fall/winter vacation. I ask parents pay ½ their normal rate those weeks.

### **Plenty of time will be given to all Termination, cancellation and change of sessions**

2 weeks notice is required by the parent or caregiver for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month. If the parent changes the notified start date, we reserve the right to charge from the original start date notified on the Agreement form.

The Daycare reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, caregiver or child displays abusive, threatening or otherwise inappropriate behavior, or for any other reasonable cause. Intimidation or abuse of our

staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

### **Insurance**

The Daycare has extensive insurance cover for Daycare based activities and outings. Details of the insurance may be requested from the Daycare provider.

### **Personal property and belongings**

The Daycare cannot be held responsible for any loss or damage to any parent's, caregiver's or child's property or belongings. Every reasonable effort will be made by the daycare staff to ensure that property or belongings of any parent, caregiver or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

### **Liability**

The Daycare accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the Daycare being temporarily closed or the non-admittance of your child to the Daycare for any reason. We accept no responsibility for children whilst in their parent's care on Daycare premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

### **Accidents and illness**

The Daycare reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents. If emergency treatment at hospital is required the daycare will make all reasonable attempts to contact the parents but if this is not possible we are authorized to act on behalf of the parents and authorize any necessary emergency treatment. We will administer prescribed medicines only if parents have completed a Medicine Consent form.

### **Failure to collect a child**

If a child is not collected within 30 minutes of the agreed time and we have not received a telephone call, we will contact the emergency contact numbers. During this time, we will continue to safely look after the child. We will charge 1.00\$ a minute past close for this.

### **Agreement**

These Terms and Conditions represent the entire agreement and understanding between the parents (including other caregivers) and the Daycare. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the

right to update / amend these Terms and Conditions at any time. One month's notice will be given of any changes made.

## Family Child Care Contract

### 1. Parties involved in this contract

This contract is made between Little Bits of Sunshine LLC and \_\_\_\_\_ for the care of \_\_\_\_\_ at Little Bits of Sunshine Daycare.

### 2. Rates, fees and payment terms

The fee shall be \$\_\_\_\_\_ per week plus tax. Payment shall be due on \_\_\_\_\_. Payments will be through <https://sunshinedaycare53.wixsite.com/website> subscription.

Anytime children are absent or sick from their scheduled days, payments are still required unless a doctor's note can be provided. If your child (ren) has a fever they must stay home for 24 hours after the fever has passed. If your Child (ren) are contagious with any Bacterial or viral illness they must stay home until no longer contagious. Your Child (ren) will be requested to be picked up if they have a fever or appear to have a contagious illness.

We close for the following- New Year's Eve & New Year's Day, Christmas Eve & Christmas day, Thanksgiving Eve & Thanksgiving Day May 17<sup>th</sup> and May 25<sup>th</sup>. We Close for 2 vacations a year. 1 spring/summer and 1 fall/winter vacation. Parents pay ½ their normal rate those weeks. Plenty of time will be given to all families.

Pick up any time after the designated close time is subject to a late pick up fee of a dollar a minute you are late. This fee will need to be paid before the next week's care starts. If not payed care will not be given.

This contract may be terminated by the parent/guardian by giving two weeks written notice in advance of the ending date. Payment by parent/guardian is due for the notice period, whether or not the child is brought to the provider for care. The provider may terminate the contract at will.

Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.

### 3. Hours

Hours of operation: 8am to 5:30 pm Monday – Friday

Your child will be here from: \_\_\_\_\_ am to \_\_\_\_\_ pm

Your child (ren) will attend: from \_\_\_\_\_ to \_\_\_\_\_ M T W T F

The first day of care for this child (ren) will be \_\_\_\_\_.



**Waiver of Liability, Release, Assumption of Risk & Indemnity Agreement Notice: This is a legally binding agreement.** I understand that by signing this Childcare Waiver of Liability, I release and hold harmless Little Bits of Sunshine Daycare, and its owners, directors, officers, advisors, employees, agents, instructors, volunteers, childcare workers, and all other persons or entities acting for them from any and all claims, demands, suits, cost and charges, in connection with or arising out of Little Bits of Sunshine Daycare's childcare service, including but not limited to, personal injury, property damage, bodily harm, injury, liability, claims, demands, damages, cost, expenses, actions and causes of action in respect of death, loss or damage to the child, or by the child, regardless of cause or to arise by reason of or during participation in the Little Bits of Sunshine Daycare Childcare. I understand I must pay the set childcare fee. I understand that if my child should become inconsolable, I am responsible to attend to my child/children. I have read and understand the Little Bits of Sunshine Daycare Childcare Policy. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without reference to conflicts of laws or choice of laws rules. All legal actions relating to this Agreement shall be brought in the state or federal courts located in the State of Ohio. By signing below, I consent to be contacted via telephone, email, and text messages on behalf of Little Bits of Sunshine Daycare.

Notes:

My signature to this contract indicates that I/we agree to abide by the terms of this contract by Little Bits of Sunshine LLC The Child Care Provider will change this written contract from time to time and written notification of changes will be given as well as advance notice and a new contract will be signed.

Signed (parent) .....

Print name: .....

Date: .....

Signed (parent) .....

Print name: .....

Date: .....