



Stepping Stones Childcare

Programs of the Alberni Valley Childcare Society

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www.avchildcare.ca



Infant and Toddler, Daycare, Preschool, Before and After School Care

Information in this package is collected, stored and accessed in accordance with the Community Care and Assisted Living Act, Child Care Licensing Regulations, and the Personal Information & Privacy Act of British Columbia

Date of Application: _____		Program requested: _____	
Date of Enrolment: _____		Site: _____	
Date of Withdrawal: _____		Schedule: _____	
Will your child be subsidized? Yes <input type="checkbox"/> No <input type="checkbox"/>		Program Registration Fee: \$ 20.00 Paid: <input type="checkbox"/>	
Have you applied for subsidy? Yes <input type="checkbox"/> No <input type="checkbox"/>		<i>I certify that I have read, understand and will abide by the payment policies within.</i>	
Amount of subsidy: \$ _____		<i>Name (print):</i> _____	
		<i>Signature:</i> _____	
Child's Name: _____		Date of Birth: _____	
		Day / month / year	
Address: _____		Gender: M F	
Postal Code: _____		Home Phone: _____	
Family Dr: _____		Office Phone: _____	
Child's Medical Number: _____			
Current Picture provided: <input type="checkbox"/>		Media Consent: <input type="checkbox"/>	
Immunization Records: <input type="checkbox"/>			
FAMILY INFORMATION:			
Parent/Guardian:		Relationship to child:	
<i>If different from Child's address:</i>		Phone: _____	
Address: _____		Cell: _____	
Postal Code: _____		Work phone: _____	
<i>Email:</i>		Occupation: _____	
		Date of Birth: _____	
Parent/Guardian:		Relationship to child:	
<i>If different from Child's address:</i>		Phone: _____	
Address: _____		Cell: _____	
Postal Code: _____		Work phone: _____	
<i>Email:</i>		Occupation: _____	
		Date of Birth: _____	
EMERGENCY CONTACTS: (These individuals are authorized to pick up my child)			
I understand that if I am not able to be contacted and my child needs to go home, the program staff will call these individuals to pick up my child from the program. (must have at least two alternates other than Guardians)			
1.		Phone: _____	
		Relationship to child: _____	
2.		Phone: _____	
		Relationship to child: _____	
3.		Phone: _____	
		Relationship to child: _____	
Name(s) of any person who is not permitted access to my child(ren): _____			



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Getting to Know Your Child

Number of adults at home (*Spouse, relatives, roommates, etc.*): _____

Name of Sibling: _____ Age: _____

Name of Sibling: _____ Age: _____

Name of Sibling: _____ Age: _____

Pet(s) (type): _____ Name(s): _____

Previous childcare experience: _____

Languages other than English spoken at home: _____

Do you identify as Aboriginal? Yes No Metis Band: _____

Additional information that will help us get to know your child: _____

Health and Well Being

General Health: _____

Permanent Medications: _____

Physical Health: _____

Emotion and Behaviour: _____

Special remarks (sight/hearing/speech): _____

Additional Information regarding your child's Health: _____

Does your child receive services from:

Infant Development Program Yes No

Community Speech Services Yes No

Outreach Therapy (Physio/Occupational) Yes No

Supported Child Care Yes No

Early Childhood Mental Health Yes No

Other (please name): _____

Allergies:

Reaction:

Treatment/Action required:

1.

2.

3.

Additional Health concerns we should be aware of: _____

Date: _____

Signature of Parent/Guardian: _____

AVCS Program Manager: _____



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BC ROUTINE IMMUNIZATION SCHEDULE FOR INFANTS/CHILDREN

Clinic where child was immunized: _____

Please complete the chart below by **ENTERING THE DATES** your child received the following immunizations.

VACCINE	2 months	4 months	6 months	12 months	18 months	Starting at 4 years of age (kindergarten entry)
Chickenpox (Varicella) Vaccine¹				Date:		
Diphtheria, Tetanus, Pertussis, Hepatitis B, Polio, and Haemophilus influenzae type b (DTaP-HB-IPV-Hib) Vaccine	Date:	Date:	Date:			
Diphtheria, Tetanus, Pertussis, Polio (DTaP-IPV) Vaccine						Date:
Diphtheria, Tetanus, Pertussis, Polio, Haemophilus influenzae Type b (DTaP-IPV-Hib) Vaccine					Date:	
Hepatitis A Vaccine² <small>Aboriginal children only</small>			Date:		Date:	Date:
Inactivated Influenza (Flu) Vaccine³ Live Attenuated Influenza (Flu) Vaccine³ <small>Children 6 months to 6 years of age</small>			Date:	Date:	Date:	Date:
Measles, Mumps, Rubella (MMR) Vaccine				Date:		
Measles, Mumps, Rubella and Varicella (MMRV) Vaccine¹						Date:
Meningococcal C Conjugate (Men-C) Vaccine	Date:			Date:		
Pneumococcal Conjugate (PCV 13) Vaccine	Date:	Date:		Date:		
Rotavirus Vaccine	Date:	Date:				

Note: The vaccine schedule can change. Speak with your health care provider, or call **8-1-1** if you have questions. Immunization table developed and reviewed by HealthLinkBC, BC Ministry of Health, and BC Centre for Disease Control.

¹ Children who have had chickenpox or shingles disease at 1 year of age or older do not need the chickenpox vaccine, and should get the MMR vaccine at 4 years of age.

² The hepatitis A vaccine is provided free to Aboriginal children (aged 6 months to 18 years) living both on reserve and off-reserve.

Infants will receive the first dose at 6 months of age and the second dose at 18 months of age. Older children and adolescents who have not been immunized also need 2 doses of the vaccine. The second dose needs to be given at least 6 months after the first dose. The immunization indicated at 4 years of age is for children who did not receive the vaccine as infants.

³ Annual influenza immunization is recommended for children 6 months to 4 years of age. For children receiving the vaccine for the first time, a second dose is recommended 4 weeks after the first dose.

<http://www.healthlinkbc.ca/tools/videos/immunization/>

Please Provide reason if your child is not immunized: _____



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General Consents	Initial
<p><u>TRANSPORTATION and FIELD TRIPS</u></p> <ul style="list-style-type: none"> I give permission for my child to participate in any planned walks or excursions arranged by the staff of Alberni Valley Childcare Society. I understand my child may travel by school bus to and from school, and on planned outings. I understand that any person transporting my child in a private vehicle will hold a valid B.C. Driver's License and the required insurance coverage and use appropriate child safety restraints. 	
<p><u>EMERGENCY INTERVENTION</u> I give permission for the caregiver to call an ambulance or a doctor in the event of an emergency.</p>	
<p><u>CONSENT FOR INFORMAL & ONGOING SHARING OF INFORMATION</u> Alberni Valley Childcare Society believes open communication enhances childcare, education and family support experiences. It is beneficial to allow less formal information exchanges between staff and external service providers when the child attends multiple programs. Information sharing can include, but is not limited to matters involving child development, behavior, attendance, illness and transportation.</p> <ul style="list-style-type: none"> I give permission for the exchange of information between the Child Care, the School, the Family Support Program and/or the external service provider while my child is registered with AVCS. 	
<p><u>SUN PROTECTION</u> I give permission for Alberni Valley Childcare Society staff to administer "sunscreen" for my child.</p>	
<p><u>DIAPER CREAM/LOTION/OINTMENT</u></p> <ul style="list-style-type: none"> I give permission for the childcare staff to administer diaper cream/lotion/ointment as needed for my child. I understand that the diaper cream/lotion/ointment will be supplied by the parent/guardian and a record of its application will be kept by the childcare staff. 	
<p><u>PHOTOGRAPHIC/VIDEO/AUDIO COMMUNICATION RELEASE</u> I authorize Alberni Valley Childcare Society and its employees to take and use any photographs, video or sound recordings of my child and any other reproductions or adaptations of my child's likeness (the material), either in full or in part, in conjunction with any wording or artworks for the following purposes</p> <p><i>(please tick all that apply):</i> <input type="checkbox"/> Within the Centre <input type="checkbox"/> On the AVCS website <input type="checkbox"/> Within the Centre's newsletters <input type="checkbox"/> Social Media <input type="checkbox"/> Within the media <input type="checkbox"/> Within promotional materials</p>	
<p><u>FEES</u></p> <ul style="list-style-type: none"> I agree to comply with the Alberni Valley Childcare Society policy regarding fees and payment of fees for childcare services. I am responsible for any child care fees as set out in the fee schedule of the Alberni Valley Childcare Society for my child. This includes fees that are not covered by the Ministry of Children and Family Development subsidy. I agree to pay for childcare services I have scheduled, including the days my child may be ill or absent in full, in advance. 	
<p><u>WITHDRAWAL NOTICE</u> I understand that I must give one month advance notice to withdraw my child from AVCS programs. If insufficient notice is given I will be held responsible for additional fees.</p>	
<p><u>USE OF CHILDCARE SPACE</u> I understand that by enrolling my child in part time childcare, my child's space may be taken by a full time child if the facility is otherwise full. AVCS will notify me 30 days in advance if my child's space is to be taken.</p>	

Date: _____

Signature of Parent/Guardian: _____

AVCS Program Manager: _____



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PAYMENT POLICIES FOR ALL PROGRAMS OF THE ALBERNI VALLEY CHILDCARE SOCIETY

Dear Parents and Legal Guardians:

The following are fee policies you are responsible for regarding your child(ren)'s attendance in our programs.

GENERAL FEE PAYMENT:

1. Unless there are extenuating circumstances, we require a series of post-dated cheques for your child's program fees. Fees may be dropped off to any program staff of Alberni Valley Childcare Society (AVCS) at any of our program locations. Please make cheques payable to: ALBERNI VALLEY CHILDCARE SOCIETY (AVCS).
2. Any regularly scheduled full time or part time, or regular drop in care will be billed in advance and payable based on your child's schedule.
3. Fees for children on a regular full time, part time, drop in schedule will be paid, regardless of whether your child attends or not.
4. All fees are due on the first day of each month in which care is to be given. Unscheduled drop in attendance needs to be paid for in advance of care.
5. Fees not paid by the 15th of each month will be considered past due. If fees are not paid by this date, we will give notice advising you of the status of your account.
6. It is not our policy to grant refunds regardless of circumstances. However, when one month's notice is given and a child is withdrawn from a program and the account is paid in full; postdated cheques will be returned to the family. An appeal to the board will be considered.

REGISTRATION FEE:

1. A onetime only registration fee applies to all childcare programs.
2. If your child has discontinued attendance for more than one (1) year, you may be required to re-register and provide a new registration fee.

OVERDUE ACCOUNTS:

1. You will have until the end of the month to correct the status of your unpaid fees. If fees are not received by the last day of the month, and you have not made payment arrangements with the finance office, you will be notified that your child(ren)'s space will be considered open. You will not be permitted to bring your child unless fees are paid.
2. Overdue accounts will be issued a notice to withdraw and the overdue account will be listed with a collections agency.
3. If you have difficulty making your payments, please contact the finance office to discuss alternate arrangements. The finance office will review each situation on a case by case basis.

NSF CHEQUES:

1. You will be notified by the finance office of any NSF cheques and will be asked to replace the fees plus the NSF charge immediately in cash.

SCHEDULE CHANGES, WITHDRAWAL NOTICE:

1. Changes in schedule which affect billing outcomes or withdrawal require 30 days' notice in writing. If you plan to withdraw from the programs, you may also pay one month's fees in lieu of 30 days' notice.
2. AVCS will request information from you regarding your child's attendance for pro days and seasonal breaks. This is an organizational planning tool for staffing and activities, and these scheduling requests do not indicate a discount in fees.

REGULAR SCHEDULED DAYS OF ATTENDANCE THAT FALL ON DAYS OF ILLNESS or GENERAL ABSENCE:

In order to cover regular operating costs, we still require payment of the following:

1. Regular scheduled days that your child is not in attendance due to illness, or general absence are still considered payable.

SCHOOL NOT IN SESSION AND SEASONAL BREAKS - FEES

1. Fees associated with days where school is not in session will be billed at the current full day or half day daycare rate.



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PAYMENT POLICIES FOR ALL PROGRAMS OF THE ALBERNI VALLEY CHILDCARE SOCIETY

VACATION CREDIT/REDUCTION IN FEES – Full time Childcare Programs only (excluding Preschool)

1. A two week vacation credit period is granted to children who attend our programs on a full time basis only. During the vacation period, only unsubsidized fees will be waived.
2. We request two weeks' notice, of your use of the vacation credit so we can plan our program or make any necessary changes.
3. The vacation credit may be used any time during the year. (Jan - Dec). Vacation may be taken as two separate one-week blocks over the year, but may not be broken down further.
4. Vacation credit is non-accumulative and cannot be rolled over into the next year.

*** **Please note** it is very important to talk to your program and the finance office before planning to use your vacation credit to determine your eligibility.

HOLDING FEE

1. If you wish to maintain your child's space, **fees must be paid regardless of attendance.**

SUBSIDIES:

1. For the calculation of discounts and cost of care, AVCS recognizes subsidies as any monies a parent/caregiver receives to help offset the cost of fees. This includes, but is not excluded to monies from service clubs, other agencies and organizations, and government subsidy.
2. Agencies administering subsidies for child care will not be eligible for any special discounts that AVCS implements to help parent bear the cost of fees. These agencies are expected to pay the full cost of care.
3. Parents receiving subsidies are responsible for paying any balance of fees owing (parent portion) on the first of each month.
4. Parents/Guardians receiving subsidies are responsible for ensuring that subsidy renewals are kept up to date. If subsidy renewals are not kept up to date, the parents/guardians are responsible for paying the full amount of fees.
5. We will give you a reminder notice 4-6 weeks before your subsidy requires renewal. You are then responsible for showing us written proof of subsidy renewal by the end of the month for which the subsidy expires.
6. If confirmation of subsidy is not received by the finance office, your child will not be permitted to attend our programs.

New applicants to our programs, who are awaiting subsidy, will not be permitted to start attending AVCS programs until written confirmation of subsidy is received.

RECEIPTS:

1. Official Receipts for income tax purposes will be issues on an annual basis before the end of each February. We ask that parent pick up receipts from their respective programs.
2. Official Receipts will not be issued for accounts that are in arrears.
3. Programs will provide unofficial receipts at the time of payment.

I have read the above policy and agree to abide by the payment procedures mentioned herein.

Child's Name: _____

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____

Date: _____

Alberni Valley Childcare Society: _____