



**ESQUIMALT**  
PARKS + RECREATION

# Puddle Jumpers Nature Preschool

## 2019/2020 School Year Program Application

Note: One Application per child required

NAME OF CHILD: \_\_\_\_\_  
(GIVEN) (MIDDLE INITIAL) (SURNAME)

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Child's age September 2019: \_\_\_\_\_

Enrolling Parent: \_\_\_\_\_  
(GIVEN) (MIDDLE INITIAL) (SURNAME)

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_

### **Program Operates: Tuesdays & Thursdays 9:15-11:45am**

While Saxe Point Park will be our main park for drop off and pick up, we may have opportunities throughout the year to be at different Esquimalt Parks.

\*This is not a licensed program.

Fees are based on \$15/day for 10 months. The Preschool Program does not operate during School Breaks, this is reflected in monthly fees.

### **Registration Acceptance Dates:**

- 1<sup>st</sup> Priority: Current participants (will have until April 9-17, 2019)
- 2<sup>nd</sup> Priority: Siblings of current participants (will have until April 9-17, 2019)
- 3<sup>rd</sup> Priority: New registrants –Opens to the public for submission April 9, 2019

After “priorities” registration will be on a first come first serve basis.

### ***Incomplete Applications Will Not Be Accepted***

Please see the Parent Handbook for withdrawal procedures.

For further program information please contact:

Regan Pemberton, Recreation Programmer

Phone: 250-412-8506

Email: [regan.pemberton@esquimalt.ca](mailto:regan.pemberton@esquimalt.ca)

#### **OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Staff Initial: \_\_\_\_\_

Registered in Barcode # \_\_\_\_\_  Payments Scheduled  \$30 Reg Processing Fee

# PRE-AUTHORIZATION DEBIT PLAN AGREEMENT FORM

The following must be completed for this registration to be processed.

I, \_\_\_\_\_ authorize the Corporation of the Township of Esquimalt to process all Creative Play Fees (\$25 Registration Processing Fee at the time of registration and on the 1<sup>st</sup> of each month Monthly Program Fees and any Late Pick-up Fees) incurred throughout the year by the following payment method:

**Credit Card Information:**

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

VISA       MasterCard       AMEX

Expiry Date on Card: \_\_\_\_\_

CVV #: \_\_\_\_\_  
(on back of card)

OR

**Bank Account Information:**

Please attach a cheque marked "VOID" or stamped document from your bank with account information.

**Please Note:** NSF Payments or declined Credit Cards will be charged a \$20 fee. Replacement of the payment will be due immediately by cash, certified cheque or debit/credit card. For additional information regarding delinquent accounts please refer to the Parent Handbook.

**Third Party Billing:**

Yes, I require third party billing.

The second party splitting the cost of care is: \_\_\_\_\_

**The second party MUST complete a separate Pre-Authorization Debit Plan Agreement Form.**

**Email Address** for all receipts: \_\_\_\_\_

**Signature:** \_\_\_\_\_



ESQUIMALT  
PARKS + RECREATION

# Puddle Jumpers Nature Preschool Registration Form 2019/2020

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

Birth Date: \_\_\_\_\_

Gender: \_\_\_\_\_

Age as of Sept 2019: \_\_\_\_\_

## FAMILY INFORMATION

Guardian's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Postal Code: \_\_\_\_\_ e-mail: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Postal Code: \_\_\_\_\_ e-mail: \_\_\_\_\_

## CUSTODY RESTRICTIONS

Are there custody arrangements?

No  Yes. A copy of the custodial order must be attached to the application.

Please state general conditions: \_\_\_\_\_

\_\_\_\_\_

\* List persons not permitted access to the child: \_\_\_\_\_

## HEALTH CARE INFORMATION

BC Care Card Number: \_\_\_\_\_

Family Doctor/Clinic: \_\_\_\_\_ Office Phone: \_\_\_\_\_

### **\*IMMUNIZATION STATUS**

My child is up to date on all immunizations. **COPY OF IMMUNIZATION RECORD MUST BE ATTACHED TO THIS PACKAGE- otherwise registration is incomplete and we will not be able to register your child.**

OR

I choose not to immunize my child and agree to temporarily withdraw my child from the program should the community be facing an epidemic.

**GENERAL HEALTH INFORMATION:**

Does your child have any health problems that we need to be aware of?  Yes  No

Overall Health: \_\_\_\_\_

Allergies (food/drug): \_\_\_\_\_

Dietary needs/restrictions: \_\_\_\_\_

Medications: \_\_\_\_\_

If your child takes medication during program hours you must also complete an “**Authorization to Administer Medication Form**” available at Esquimalt Recreation Centre or online.

Special needs and/or require extra support (behavioural, emotional, physical, intellectual, language, etc)?

Please specify support needs: \_\_\_\_\_

Please email Recreation Programmer to discuss support needs prior to registration.

**Acknowledgement & Consent**

- I hereby give permission for my child to go on out trips arranged by Esquimalt Preschool.
- I understand that in the case of an accident or illness, Esquimalt Preschool will phone an ambulance and a staff person will accompany my child to the hospital. I give my authorization for emergency health care.
- I understand that if I wish to withdraw my child’s enrollment I must put my request in writing 30 days prior to the last day of care.
- I have read, initialed, and accept the policies and procedures outlined in the Parent Handbook.
- I certify that the information given in this form is complete and true in every aspect, and that I am the legal guardian.
- I understand that by enrolling my child for care, I am responsible for the total cost of care and accept all responsibility for payment of all fees.
- I/We hereby authorize THE CORPORATION OF THE TOWNSHIP OF ESQUIMALT to debit my/our account at the institution indicated or my credit card on the 1<sup>st</sup> business day of each month, for all incurred fees, while my child is registered in the Esquimalt Preschool Program.

Child’s Name: \_\_\_\_\_

\_\_\_\_\_  
PRINT PARENT/GUARDIAN NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Sign if you **DO NOT** wish to have pictures taken of your child in the program setting for Esquimalt Parks and Recreation publicity purposes. Parent/Guardian Signature: \_\_\_\_\_

Personal information you provide on this form is collected under the authority of the Community Charter and will only be used for the purposes of the Esquimalt Parks and Recreation preschool program. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Director of Corporate Services, Township of Esquimalt, 1229 Esquimalt Rd, Esquimalt BC V9A 3P1, 250-414-7135 or [corporate.services@esquimalt.ca](mailto:corporate.services@esquimalt.ca).

**EMERGENCY CONTACT CARD 2019/2020**

**CHILD'S NAME:** \_\_\_\_\_ **BIRTHDATE:** \_\_\_\_\_  
Given Surname Day/Month/Year

**GUARDIAN'S NAME:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_

**GUARDIAN'S NAME:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**CHILD'S M.D.:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_

**ALLERGIES / MEDICATIONS:** \_\_\_\_\_

**CARE CARD #:** \_\_\_\_\_

**ALTERNATE PICK-UP LIST**

**Name & Relationship to Child**

1. \_\_\_\_\_ **DAYTIME PHONE:** \_\_\_\_\_

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

2. \_\_\_\_\_ **DAYTIME PHONE:** \_\_\_\_\_

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

3. \_\_\_\_\_ **DAYTIME PHONE:** \_\_\_\_\_

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

4. \_\_\_\_\_ **DAYTIME PHONE:** \_\_\_\_\_

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

5. \_\_\_\_\_ **DAYTIME PHONE:** \_\_\_\_\_

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

6. \_\_\_\_\_ **DAYTIME PHONE:** \_\_\_\_\_

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

*PHOTO*  
*Preschool Program Staff will take a current digital photo of your child in case of emergency*

I, \_\_\_\_\_ give permission for the above Emergency Contacts and Alternate Pick-ups to pick-up my child from the Esquimalt Preschool Program.

Parent/Guardian Signature: \_\_\_\_\_

Back of Emergency Contact Card – Please leave blank



# **Puddle Jumpers Nature Preschool Program Parent Handbook**

## **School Year Program 2019/2020**

Welcome to Esquimalt Recreation Centre Puddle Jumpers Nature Preschool Program! We are pleased you are joining us and we have many opportunities for your child(ren). We are a non-licensed program with 16 spaces for children 3 years to 5 years. (Children must be 3 at the **start** of the program).

### Our Goals

- To provide a safe and nurturing environment for children 3-5years.
- To provide a healthy learning atmosphere where each child can feel safe, respected and valued while meeting their social and emotional developmental needs
- To work with each child's parents/guardians and with child & family related professionals to provide a holistic approach in meeting the child's needs
- To encourage each child to develop to his or her full potential

Safety and risk management is paramount in Nature Preschool. We want to ensure every child is prepared for all the opportunities Nature Preschool has to offer. Here is a little check list to ensure this is the right program for your child.

- Your child will listen and follow instructions from non-parental figures like teachers and instructors.
- Your child can climb on rocks or low tree branches in rubber boots or with a backpack on.
- Experience in a group play setting without tendencies to wander off, or run away.
- Your child enjoys outdoor play regardless of the weather.
- Toilet trained and is not afraid of auto-flush toilets or outdoor toilets.

**We wish to recognize and acknowledge the Songhees & Esquimalt Nations on whose traditional territory we live, we learn, and we do our work.**

## School Year Program

### **Puddle Jumpers Nature Preschool**

This program focuses on learning through outdoor and indoor play. We will continue to transition towards a hybrid preschool program this year that will offer extended outdoor play at our Saxe Point Park. This program will continue to provide opportunities for children to share ideas, build new friendships and grow into amazing little people! Daily activities will include exploring, arts & crafts, songs, stories and so much more! Drop off for this program will be at Saxe point Park everyday. Pick up will be back at the Recreation Centre.

### **FIRST WEEK OF PRESCHOOL**

On the first day of preschool will be from 9:30am -11:30am to allow for more of an OPEN HOUSE feel. This will be an introductory day for parents to remain with their children, help ease any separation anxiety or worries. It is also a great time to meet some of the other parents and ask any questions you may have of your instructors. You will receive a great deal of information on this first day.

### **PRESCHOOL EXPECTATIONS:**

Please find below the "Preschool Expectations." These are guidelines for expected behaviour while participating in our programs. Please take the time to read the rules and discuss them with your child. We also value that children need to take responsibility and be held accountable for their behaviour.

#### **At Preschool we expect participants, staff, and parents will:**

1. **Stay Safe:** be aware of your surroundings and how your actions impact those around you and yourself (e.g. use walking feet, have a calm body, keep hands to ourselves, wear weather appropriate clothing, eat healthy snacks).
2. **Be Respectful:** to your friends, teachers, the environment and yourselves (e.g. listen to others, problem solve with words, talk calmly, take turns, share, look at nature, take a break from the group when you need to).
3. **Have Fun:** have a positive attitude and enjoy the activities available to you (e.g. play safe, include your friends, suggest activities to the teachers, be creative).
4. **Try Our Best:** try new activities and problem solving before asking a teacher for help (e.g. ask friends for help, be patient, encourage friends in a new activity, keep your body calm with 3 deep breaths).



### **Bathroom & Toileting:**

All children **must** be toilet trained by the start of preschool. We understand that accidents happen, please ensure your child has a change of clothes packed each day in their back packs.

### **Snacks & Drinks:**

1. Please bring a healthy snack and water bottle to program each day.
2. Possible sugary snacks will only be provided on special occasions, such as birthdays and holidays. **Parents/guardians please do not to send candy, chocolate bars, soft drinks, gum, etc.,** for their child to eat during the program.
3. We will never force children consume any food or drink
4. Safe drinking water will always be available to children at all times. We ask that you do **NOT** send any juice boxes as we see them often wasted or children fill up on juice and have no room left for a healthy snack.

### **Clothing & Items Needed Daily:**

Children will be starting their day outside. Please dress appropriately for the weather and for preschool. Expect children to get dirty & wet! Here is a list for items needed for the year.

#### **Cold or Rainy Days:**

- Layers - we recommend wearing layers of clothing so children can adjust as needed.
- Inner Layers - of fleece, or polypropylene, or natural fabrics such as wool or silk. The fabric should wick moisture away from the skin and provide a warm & breathability.
- Middle layer of insulation made of wool or fleece.
- Winter or Rain coat
- Wind or Rain pants (pants not a muddy buddy if possible)
- Warm socks, wool or fleece or other thick socks to help keep feet warm + an extra pair
- Rubber boots (no laces)
- Winter hat
- 2 pairs or more of gloves (1 to wear, 1-2 for the bag)
- Full length base layer pants - long johns

**Every child needs in their bag: a full change of clothes plus extra socks and sweater**

#### **Hot Sunny Days Outdoors:**

- Waterbottle
- Sun hat (that has a peak to provide shade for the face)
- Sunscreen - please put this on before you come, small bottle for reapplying (**we will not share sunscreen due to allergies**)

**Indoors:**

- Indoor shoes - please no dress shoes must be able to run safely in them
- One complete change of clothes (labelled)
- Healthy snack
- Water bottle

**\*A Typical Day**

9:15-9:30- Drop Off at Saxe point park & welcome, with games & activities  
9:30-10:30 - Child lead-discovery based activities, exploration, games and more!  
10:30-11:00 - Stories, snacks and prepare to walk back to Rec Centre  
11:00-11:15 - Walk back to Rec Centre  
11:15-11:45- Activities and Crafts  
11:45 - Farewell with pick up at the Rec Centre

\*Schedule is subject to change, and will be somewhat weather dependent as to how long the time at the park will be. A more detailed schedule will be available in September.

**SCHOOL CLOSURES**

Statutory Holidays

All Creative Play Programs are cancelled on statutory holidays.

Other School Closures

In the event of facility closures due to strikes, weather or other imposed causes outside the control of Esquimalt Parks & Recreation, reimbursement of fees will apply if the program does not operate.

**\*\*School Year Program Calendar Dates for 2018/2019**

Preschool Opens	Tuesday September 10, 2019
Winter Break	Monday, December 23, 2019- Friday January 3, 2020
Spring Break	Monday March 16-Friday March 27, 2020
Last week of Preschool	Thursday, June 11, 2020

\*\* These dates are based on School District 61 proposed calendar for the school year 2019-2020. This calendar is not finalized until the end of May 2019. You will be given a final calendar with important date information at the beginning of Preschool in September 2019.

## PROVIDING A SAFE ENVIRONMENT

### Staffing Levels

There is an on-site supervisor and staff who are dedicated to providing quality programs. The staff to child ratio is 1:8, with a maximum of 16 participants. All Creative Play staff must meet the following criteria:

- ECE Head Instructor
- Experience working with children 3-5 years
- First Aid & CPR C certification
- Criminal Record Check
- Esquimalt Child Protection Training & Emergency Procedures

### Illness

Esquimalt Parks & Recreation is committed to providing a safe and healthy environment. If your child is sick or displays the following symptoms, we ask that you make alternate arrangements: a persistent fever (38.3c or higher), unexplainable rashes, vomiting, diarrhea, cough/sore throat/runny nose (with listlessness), or is too ill to enjoy Creative Play activities.

***Program staff reserves the right to refuse attendance of a child who appears to be too ill to participate or who appears to have a contagious condition.***

During the program, if your child becomes ill, our staff will follow these procedures:

1. Contact a parent/guardian to come pick-up the child. If you cannot be located, a staff will contact an alternate pick-up person to take the child home.
2. A record of any notification of illness or injury will be maintained by Creative Play staff.
3. The child will be provided with a quiet and clean resting place, under the supervision of program staff, while waiting for pick up.

### Accidents

In case of an emergency, the staff will contact parents/guardians. If the parents/guardian cannot be located, the staff will attempt to locate an alternate contact to take the child to the doctor/hospital/home. If the incident is serious and requires calling Police/Fire/Ambulance they will be called first, the child's health and safety will be the priority. We will then notify parents/alternates as soon as reasonably possible.

### Emergency Situations

Creative Play Staff are trained to follow Esquimalt Parks & Recreation Emergency Procedures during emergency situations such as fire and earthquake. Emergency Evacuation Procedures are posted in the Centre. Please note that programs are equipped with cell phones and staff will attempt to contact parents/guardians during/after an emergency situation.

### Missing Children Policy

If a child is missing, program staff will immediately follow the procedures listed below:

- 1) Speak with staff and children to find where child was last seen playing or going.
- 2) Thoroughly check the location and surrounding area.
- 3) Gather the entire group together and do a head count and role call, the group stays together until the child is located.
- 4) Head count again and seek any information from the group (ie: gone to the bathroom, walked away crying, left with parent/adult).
- 5) Repeat 1-4. If still not found, call 911 (police) and clearly say:
  - a) This is (your name) from the Esquimalt Recreation Centre.
  - b) We are (location).
  - c) A child is missing (give description of child and steps taken to search for child)
  - d) The cell number is: (number)
  - e) Follow directions of operator.
- 6) Call Supervisor.
- 7) The program supervisor will contact the parents.

### Absence Notification

If your child will be absent from the Creative Play Program:

- General illness: no need to contact program staff.
- Communicable Disease, such as Chicken Pox or Fifth Disease: please call the Recreation Programmer at 250-412-8506.
- Extended Vacation: if your child will be absent for more than one week, please notify Preschool staff.

### Pick Up Procedure

When a child is picked up the parent/guardian/alternate is responsible for signing out and ensuring a staff member is made aware that the child is being picked-up from the program. Staff will require **photo identification** from anyone picking up a child whom they have not previously met. This includes parents, older siblings, babysitters or anyone else on the authorized pick up list.

### Late Pick Up

If the parent/guardian has not picked up the child within 10 minutes of the end of the program, staff will try to contact the parent/guardian. If unable to make contact, staff will make all attempts to contact an alternative contact person to pick-up the child. If all authorized adults are unavailable and the parent/guardian has not contacted the Creative Play program within 30 minutes of the end of the program, preschool staff will notify the Ministry for Children and Family Development. If late pick up is an ongoing problem, childcare service may be terminated.

### Unauthorized Pick Up

Children will not be permitted to leave the Centre with anyone who is not named as a responsible alternate person on the pick-up list unless Creative Play staff have **expressed permission in writing from the legal guardian** to release the child into their custody. If an unauthorized person arrives to pick up a child, the child will not be released. Preschool staff will speak to the individual and explain the policy that children will not be released without written authorization from the parent/guardian. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and the other children. If necessary, the police will be called for assistance.

### Alleged Impaired Pick Up

It is Creative Play staff responsibility, to the extent it is possible, **not to release a child to an authorized person who is unable to adequately care for a child**. If Creative Play staff believes a child to be at risk and feel comfortable in approaching the individual, they will offer to call an authorized alternate to pick up the person and child, or offer to call a taxi to pick them both up. If the person is driving a vehicle, staff will explain that they are obligated to ensure the safety and well-being of the child. If the presumed impaired person chooses to get in the car with or without the child, staff will immediately notify the police and provide a description of the car and geographic vicinity. If staff believe the child is in need of protection, they will call the Ministry for Children and Family Development.

### Custody And Related Court Orders

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The parent/guardian is responsible for providing accurate and up to date information concerning legal guardianship of the child. Without a custody or court order on file, staff cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy on unauthorized persons will be implemented.

### Behavioural Guidance Policy

The Creative Play Program follows the recommended discipline guidelines as set out by the Vancouver Island Health Authority. The purpose of guidance and discipline in this centre is to provide a safe and healthy environment in which each child can feel safe, respected and valued.

1. Discipline and guidance is consistent and is based on individual needs and development. We strive to promote self-discipline by using positive reinforcement techniques to help the child control or change his/her behaviour.
2. The techniques we use include verbal reminders such as "walking feet" or "inside voices"; separating two or more peers; removal from the activity or room; practice expected behaviour such as walking quietly in the hall; time with a different adult in another room; loss of an item, activity, or privilege; time out from the activity; physical guidance such as leading a child to their chair to clean up after snack; and physical holding which is used only when a child's safety is in immediate danger, such as stepping into the road.

3. Children will never be subjected to harsh treatment of any kind such as shaking, striking or spanking. There will be no harsh or belittling language used at any time. Physical punishment or withholding food will never be used as a means of discipline.
4. The following behaviours are not acceptable in the Creative Play Program and all incidents will be documented with a Behaviour Incident Report: physical aggression, self injury, disruption/tantrums, inappropriate language, verbal aggression, non-compliance, social withdrawal/isolation, running away, property damage, unsafe behaviours. Parents will be notified by phone or at pick up time. Parents may request a copy of the report.
5. If a child/parent/guardian/alternate does not respect the Creative Play Expectations, an incident report will be written and the procedure will be as follows: non-applicable, talk with child, contact family, parent meeting, arrange behavioural consultation, reduce hours in program, early pick-up, and termination of care.
6. The Creative Play program reserves the right to suspend or terminate childcare service at any time, including when:
  1. an incident is considered severe, such as threatening to injure another person, purposefully injuring another peer or adult, and running away from the programs site or boundaries and refusing to return.
  2. the Creative Play program has implemented all reasonable program modifications and strategies to support the child, and the frequency and level of challenging behaviour continues to escalate.

### Children Requiring Extra Support

We are a facility that would like to adapt our program for children with special needs (including physical, mental, emotional, behavioural, developmental, or health needs). Parents/Guardians of children with known special needs must disclose and discuss their child's needs with the Recreation Programmer prior to enrollment. **Failure to do so may result in termination of services.**

If a child has special needs, or subsequently develops special needs, Creative Play, in consultation with the parents, will develop an Individual Care Plan ("ICP") for the child that ensures the health, safety and well-being of the child, other children, and staff.

If Creative Play, in consulting with the parents in making the ICP or after implementing the ICP, determines that the child's needs cannot be met in light of the centre's obligations to all children in the program and its staff, Creative Play may decline to enroll or continue the enrolment of the child.

**\*\* Special needs includes children with or without a diagnoses but are experiencing difficulty with emotional, behavioural, developmental, or health needs.**

## **PARENTAL RESPONSIBILITIES**

### Attendance

To prevent any "lost child" concerns it is imperative that parents sign their child in and out of program each day.

### Registration Forms

The Creative Play Program requires a current registration form be on file for every child registered in the care program. Parents/Guardians are required to fill out a new registration form each year. All sections of the form **MUST** be completed in full. As this information is extremely important, please keep us informed regarding any updates throughout the school year.

### Medication

If your child requires the administration of medication during program time, it is the parent/guardian responsibility to deliver any medication and administration instructions directly to the head teacher. A Permission to Administer Medication Form must be completed.

### Epi-Pens & Inhalers

A completed Emergency Medication Care Plan must be submitted with this application. The child is responsible for carrying the epi-pen/inhaler at all times. Children will not be accepted into the program with an expired epi-pen/inhaler.

### Clothing Requirements and Lost/Found

Children will be outdoors every day. Ensure your child is appropriately dressed or supplied with indoor/outdoor clothing, a jacket is required from Oct to April. The Lost & Found table is located near the washrooms in the Creative Play room, please check for your child's belongings regularly.

### Items from Home

We request that children **DO NOT** bring special items from home except for special events related to programming.

The Creative Play Program is not responsible for lost, stolen, or broken toys and articles that are brought to program.

## **PAYMENT & FEE INFORMATION**

### Fee Schedule

Tue/Thu Class	9:15-11:45am	\$15/day for 10 months
Late Pick Up		\$5 for every 5 minutes

NSF Payments	\$20
Registration Processing Fee (School Year Program)	\$30

Please keep all receipts for income tax purposes and for proof of payment in case problems occur (i.e. computer/human error etc.).

### Registration Processing Fee

A NON-REFUNDABLE Registration Processing Fee of \$30 per family is required upon registration.

### Monthly Payments

#### School Year Program

Post-dated payments for each month of the school year are required upon registration, by completing the Pre-Authorized Debit Plan Agreement Form.

### Dishonored Payment

Payments returned NSF will be subject to a \$20 NSF fee. Replacement of the payment will be due immediately by cash, certified cheque or debit/credit card. No more than two NSF payments will be allowed. If two payments have been returned NSF, all subsequent payments must be made by an alternative payment method.

### Delinquent Account

If an account is more than two months or \$400 in arrears, you will be notified by letter and the following process will take place:

- 50% of the total balance is due within two weeks from the date of the letter. Failure to do so will result in refusal of childcare service.
- A payment plan for the remaining balance will need to be discussed with Megan MacKeigan 250-412-8506 immediately. Failure to do so will result in refusal of childcare service.
- If payment is not received, no future payment plan made, or there is no response from the parent/guardian acknowledging the debt, childcare service will stop immediately. The account will be forwarded to the finance department of the Township of Esquimalt for further collection proceedings.
- All outstanding fees must be paid in full before the child(ren)/siblings may be placed on the waitlist or permitted to re-join the program.

### Withdrawal

To withdraw from the program, 30 days notice must be provided in **writing** to the Recreation Programmer. Verbal notification to staff is not sufficient notice.



### Waitlist Policy

If a space becomes available for your child you will be emailed the information and you will have 72 hours to respond before we remove your child's name from the waitlist.

### Refunds

Once a request to withdraw from a Creative Play Program has been received, the next months fees will be prorated based on the 30 days notice and future post-dated payments will be cancelled.

No refunds or credits are given for days absent due to illness, appointments, extra curricular activities, visiting friends, vacations etc...In the case of extended illness, a medical note must be provided and refunds or credits will be considered on an individual basis.

### Late Pick-up Fee

Pick up time for program participants is 11:30am for all Creative Play programs. Please note that a late fee charge applies to parents who pick up their child 10 minutes after the end of program. The late fee is \$5 for every 5 minutes. Late fee payment will be processed using the payment method indicated on the Pre-Authorized Debit Plan portion of your registration form.

## **IS YOUR APPLICATION COMPLETE?**

1. Family Information
2. Care Card # & Doctor Information or Walk In Clinic Name/Number
3. Immunization Record attached
4. Emergency Pick Up Information
5. Parent Permissions

## **Thank-you for choosing Esquimalt Puddle Jumpers!**

Please ensure this application form is completed in full and all pages of the Parent Handbook are initialed.