



Pre-Registration Package

The purpose of pre-registration is to gather information about the level of interest for Day Care services, age range of children requiring care, and any specified needs, so that the Oyen Childcare Society can accurately plan for opening. If you choose to complete this application, the information you provide can be used when formal registration opens and you will not need to re-complete the form unless your information has changed. As this is a pre-registration, completion of this form does not guarantee your child(ren) a space at the Daycare facility. Formal registration will be announced at a later date and you will have the opportunity to register for space at that time. Please contact Tessa Logan at 403-664-1100 if you have any questions or concerns about the pre-registration.

To Pre-register, please fill out this document and return using one of the following methods:

- Scan and email to tessalogan@yahoo.com
- Drop off at the Town of Oyen Office
- Mail to Town of Oyen Office: Box 360, Oyen, AB, T0J 2J0

Oyen Childcare Registration Form

Date _____
Child's Name _____
Date of Birth: _____
Home Address _____

Please Add Land Description if your child does not reside within the town, as well as mailing address

Proposed Starting Date:

Please indicate whom your child lives with: Mother Father Both Other

	Mother/Guardian	Father/Guardian
Name		
Home Address (Physical and Postal)		
Home Phone Number		
Cell Phone Number		
Place of Employment		
Work Phone Number		
Hours of Work		

Alternative Contacts

Name		
Phone Number(s)		
Relationship to Child		
Address (Physical and mailing)		

In case of an emergency, or we cannot contact parents, these contacts will be called.

Medical Information

Alberta Health Care Number	
Physician Name & Phone Number	
Immunizations Up To Date	<input type="radio"/> No <input type="radio"/> Yes
Emergency Medications	

Is your child on any medications? If so, please explain:

If your child requires medication to be administered to them while at the daycare, a medication form will be need to be accurately completed before staff can administer any medication.

Are there any other health issues that we should be aware of?

Does your child have any allergies? If so, please specify reaction and allergen:

Has your child ever been referred to any services such as speech, OT, etc?

When a serious medical issue does arise, 911 will be contacted, and any necessary first aid will be preformed. The parents will then receive a phone call (or emergency contacts,) the incident will then be reported to Child and Family Services Authority. *If an ambulance is needed, parent assumes all cost of ambulance charges.*

Custody Agreements

If your child is involved in a custody agreement, please fill out the following:

Are there any custody visitation agreements? If yes, what are the arrangements?

Unless a court order is provided for our records, we cannot refuse either parent to pick up their child.

Custody Arrangement Provided:

- Yes
- No

If you and your family have a unique cultural background, would you be willing to share it with us at the daycare?

Do you have any talents or interesting hobbies you would be willing to share with us?

What are your child's favorite snacks?

Are there any foods your child does not like?

What are some talents or things your child excels in?

What types of things is your child interested in?

Do you have any goals for your child while attending daycare?

What are your expectations from the daycare experience?

Has your child had any experience in previous child care situations or centers? (Such as daycare or private day home?) If yes, please explain

- Yes
- No

What hours will your child be attending daycare?

Will you need full time or part time care?

Will drop in services be utilized by your family?

Please provide your email address for updates, invoices, etc:

If there are any questions or comments you would like to add, please use the space below:

Date:

Parent Name (please print):

Parent/Guardian Signature:

PLEASE NOTE: This pre-registration is for planning purposes only. All information will be used for registration purposes but registration will not be complete without first meeting with the Executive Director.

You will be notified of hours of operation and fees before moving any further in the process.

The information provided above will be privileged only to the designated HR Committee formed within the Oyen Childcare Society and will be protected under the Freedom of Information and Privacy Protection Act.