

SWEET HOME

Occasional Child Care

Unit #2 1380 Hillside Drive Kamloops BC V2E 2N1

Phone 778-471-5579

Consent Form

#1 Consent from a parent to administer first aid, to call a medical practitioner or an ambulance in case of accident or illness if the parent cannot immediately be reached.

In the event of an emergency or non-emergency situation requiring medical treatment, I hereby grant permission for any and all medical and/or dental attention to be administered to my child(ren), also, I hereby grant permission to call a medical practitioner or ambulance, in the event of an accidental injury or illness, until such time as I can be contacted. This permission includes, but is not limited to, the administration of first aid, the use of an ambulance or the calling of a medical practitioner.

***Please sign other sign form**

#2 Child's record and information Policy

It is the policy of this facility that any information or records held regarding your family and child will be kept confidential. The only release of information or record would be for a legal matter that is requested or required by law. It is also appreciated that any information you become aware of regarding other families at child care be kept confidential.

***Please sign other sign form**

#3 Release Policy

Parents must accompany children in and out of child care. Children will only be accepted and released in the presence of our staff. Parents are required to sign-in and sign-out on the provided sheet every time the children are picked up and dropped off.

Children must be with their parents when parents sign up for our care service at our front counter. A different person can pick up your child, but the parent must leave his/her name before they leave our place. We will ask for their ID and make a record as needed. If the parent is deemed incapable and insists on taking their children, we will release them to the parents care and call the RCMP.

***Please sign other sign form**

#4 Repayment Agreement

If your child becomes sick or any reason and we cannot care for them (if it's not our fault or an accident by our staff or an emergency situation), we will call the parent and the parent should pick up their child. In the following situations, we will consider a refund of part of the care fee (we count the fee in one hour units):

<Sickness>

If a child gets sick, or isn't feeling well enough to play, and we decide that the child(ren) should be sent back to parent, we will refund the last hour of whole fee if the parent has paid for more than one hour.

Example: 2 hours of the play fee is paid and play starts 9:00am. The child gets sick and we call parent at 9:50am. So, in this situation, if the parent comes to pick his/her child up at 10:00am, we will refund the last hour of the fee (from 10:00am to 11:00am).

<Accident>

If your child gets in an accident and we decide that he/she has to go to see a doctor, we will refund the last hour of whole fee if the parent has paid for more than one hour. (Same as #1).

< Wants to leave>

If your child doesn't want to stay at our facility and the staff decides to call the parent to pick up their child, we won't refund the care fee. In this situation, we will try to keep them happy as much as we can, but we will also judge when we should ask the parent to pick up their child or not. We recommend that parents stay with their child until the child feels good without their parent.

< Early pick up>

If the parent comes and picks up their child(ren) earlier than they booked and paid the fee for, no refund will be administered except with the reason above.

< Emergency Situation>

No refund for any reason with this emergency situation. We may keep your child until we are sure we are safe. There is a possibility we will need to keep all children over time. We will neither refund nor charge extra.

***Please sign other sign form**

#5 Policy of the emergency situation

There is always a possibility we will experience an emergency situation (Earthquakes etc.). We will make every effort to maintain a safe situation for your children. The manager trains our staff about keeping children safe in the event of an emergency. All staff is trained for emergency situations under the Guide of Provincial Emergency Program BC. This guide is displayed in a visible place at our facility and can be referred to at any time. Twice a month, we will review the guide booklet with our staff. Also, as part of our emergency agreement document for children and parents, we ask parents to tell their children what we will do in case of an emergency.

In the event of an emergency situation, our facility may close until our business is back to normal. Also, if a staff member experiences any accidents, such as injuries, we may close our facility until everyone has recovered and can come back to work. We will announce our re-opening as soon as possible.

If we experience an emergency situation, we will call the police or the fire department as needed. Staff will ensure your children are safe. After the first action is complete, children will be gathered as quickly as possible. Their contact info, a first aid kit and a cell phone will also be gathered. These supplies (Contact info, first aid kit and cell phone etc.) must be in a visible place near the play space.

We are stocked with water, dry food, cash, a first aid kit, medications, diapers & wipes and small play toys for emergency situations.

We keep those materials to minimize the impact of emergencies.

In preparing for emergency situations:

A first aid kit, a pen, the children's information, the manager and staff member's information and emergency supplies are kept beside the front table for quick and easy access.

Smoke alarms are tested monthly.

All staff knows how to work the fire extinguishers, shut off the gas line, hydro, water and furnace (if applicable).

We expect parents to teach their children what to do in the case of emergencies before they have completed our sign-up document.

There is a designated meeting place in case of an emergency.

Emergency Evacuations

We will take children to a safe place within walking distance as needed. If we can still use our vehicle, we will use it to transport children who cannot walk by themselves. If necessary, we will take our vehicle to the safe site.

The locations in case of an emergency evacuation are as follows:

This emergency plan may change due to weather condition, season etc. The manager and staff will have supplies as needed (Children's records, drinks and dry food etc.)

Tournament Capital Centre (open till 11:00 pm on weekdays, open till 9:30 pm on weekends)

910 McGill Road Kamloops BC V2C 6N6 Phone : 250-828-3655

Isolation: In the unlikely event that parents are unable to gain access to our facility, the following procedures will be implemented.

Child care will remain open until all parents can access the centre. All children will remain in the care of the manager or our staff at all times. We will feed the children as needed. We will call the parent authorized alternate contact.

After any emergency situation, we will not re-open until our business is back to normal. We will contact any parents who have already registered, and tell them when we have re-opened. The manager and staff will have a meeting and report our damages. We will repair our space and re-stock our supplies and check everyone's health. We will also contact the City (building department) and Interior Health and request that our facility be checked before we re-open (as needed).

***Please sign other sign form**

I have read all of the above and

#1 Consent from a parent to administer first aid, to call a medical practitioner or an ambulance in case of accident or illness if the parent cannot immediately be reached.

Signature : _____ **Date:**_____

#2 Child's record and information Policy

Signature : _____ **Date:**_____

#3 Release Policy

Signature : _____ **Date:**_____

#4 Repayment Agreement

Signature : _____ **Date:**_____

#5 Policy of the emergency situation

Signature : _____ **Date:**_____

I hereby give the permission or consent for all above #1, #2, #3, #4 and #5

Print parent name: _____

Signature _____

Date_____

Staff Space
