



Mes Amis
436 Torbay Road
St. John's, NL
(709) 722-9271
mesamispreschool@hotmail.com

Child's Name: _____ Birth Date: _____

Parent/Guardian's Name: _____

Parent/Guardian's Name: _____

Home Number: _____ E-Mail Address: _____

Home Address:

Place of Employment:

Parent/Guardian: _____ Phone: _____

Parent/Guardian: _____ Phone: _____

Do we have permission to take your child on regular walks in the area? Yes__ No__

Name & Telephone Number of Family Doctor:

If necessary, do we have permission to call the nearest doctor and make emergency arrangements?

Yes_____ No_____ Signature: _____

If no, please list specific instructions: _____

MCP # _____ expiry date: _____

Who will pick up the child besides the parent/guardian? List names and phone numbers below:

Please be advised that we will not release your child to anyone not on this list, your verbal consent is no longer acceptable. This is imposed on us by Eastern Health Regulations.

Please note that we must have copies of legal documents to enforce any custodial restrictions. For the safety of our children, if we do not recognize a particular person, we will be asking for photo identification before we will let a child go home with someone. Please do not be offended if this happens to you.

Is your child toilet trained? Yes _____ No _____

Is there any medical reason why your child may need assistance in the washroom?

List any congenital conditions, injuries, or operations your child may have had:

List anything your child may be allergic to and the reaction we might expect if exposed to the allergen:

Is there anything else that we may need to know to most effectively help your child succeed? _____

Please provide us with a photocopy of your child's updated immunization record; we can photocopy this for you if needed.

I understand that I must pay my fees two weeks in advance when starting my child and will give two weeks notice to the centre when my child is leaving or pay two weeks fees. Also, I will be expected to pay my fee in the event of absences. The preschool fee is - per week/day. This must be paid in advance, either in full or in two payments on or before the 15th and 30th of each month. Registration fee - \$25.00 **Please note: a 2 WEEK DEPOSIT is required upon registration. This deposit is NON-REFUNDABLE**

Parents/Guardians Signatures: _____

Starting date: _____

Finish date: _____

Mes Amis Policies

Hours of Operations

We are open from 7:30 A.M – 5:30 P.M, Monday through Friday. If you are going to be late in the evenings, we would appreciate a phone call. Please note that our insurance coverage does not extend beyond 5:30 pm. In addition, if you are late, you will be required to pay the staff who is watching your child after hours \$5.00 for every five minutes past 5:30 P.M. Children MUST be dropped off by 9:30 unless a call is made before then to let us know that your child will be late; if no call is made we will assume your child will not be in that day and their space will be gone. Children will NOT be allowed to be dropped off after 11:30 A.M. and not before 1:30 P.M. as well as after 2:30. (This does not apply to children attending kindergarten.)

Sign In

When your child arrives and departs, please record his or her name and specific times on the sign in/out sheet.

Sickness

If your child is sick due to an illness, they must be able to participate in our daily activities in order to attend Mes Amis. Mes Amis will follow the Standards and Guidelines for Health in Child Care Settings, therefore with sicknesses such as Pink Eye, your child will be required to stay home for 24 hours after medication has been administered.

Medication

Prescription medication will only be administered if it is in the original container and we can read the label. We cannot legally administer **any** non-prescription medication without a signed doctor's note. Tempra, Children's Tylenol, etc. will not be administered by daycare staff without a doctor's directions and signature. Medication should be given directly to a staff member to be stored for the day. Please remember to fill out a medication sheet, which is usually easily accessible in the classroom or office. **In addition, we are peanut, nut and egg free, due to children and staff who have severe allergies.**

Lost Items

Clothing and other articles should be labelled with your child's name. We cannot be held responsible for lost articles, although the lost and found items will be readily available for your perusal.

Payments

Payments must be paid in advance bi-monthly. The centre can only be run efficiently if your fees are paid on time, thus we encourage your cooperation. There will be a late fee of \$5/day for outstanding payments.

We encourage that your fees be paid on the 15th and at end of each month in order to keep your child's space. Payments can be made with cash, cheque, or email money transfers.

All receipts issued are the original copies and should be kept for income tax purposes; yearly receipts will not be issued.

Storms

We only close if absolutely necessary because we realize that parents have to work and cannot leave. However, in the event that there is a storm, please check your email and call daycare to listen to the voicemail for closure information.

Holidays

Mes Amis Daycare will be CLOSED from Dec.24th – Jan.1st each year and reopen on Jan.2nd; Parents are still expected to pay fees for this week that the centre is closed. As a result of the centre being closed for the Christmas week, staff are not able to accept Christmas gifts as your gift to them is a paid vacation.

Absenteeism

If your child is going to be absent on a scheduled day, please call and let us know. Your child's group may have something special planned for that day. In addition, these days will still have to be paid for.

Snacks & Lunches

Will be provided by Mes Amis.

Two Week Notice

In the event that your child will no longer be attending Mes Amis Preschool and Daycare, we require a two week notice or a two week fee will be charged.

Professional Development Days

Mes Amis does close 1 day every year for professional development, as staff are required to obtain 10 hours of professional development every year. You are required to still pay for these days as staff are still being paid.

Subsidy Approvals

If you are receiving subsidy and fail to send in the required information to renew your subsidy and we do not hear anything from them, you are responsible for paying the total amount owing to daycare. Resubmits will only be done with in the last two months.

Closed Facebook Group

We have a closed Facebook Group that our parents are able to be added to. We use this group to share pictures and other information with you. Please request to be added to the group by searching “Mes Amis-Torbay Road”.

_____ Yes I give permission for my child’s picture to be posted in the group.

_____ No I do not give permission for my child’s picture to be posted in the group.

I have read and understand the above policies and will abide by them.

Parent/Guardian Signatures: _____

Date: _____

EMERGENCY CONTACT INFORMATION



Mes Amis Daycare & Preschool

Child's Name: _____ D.O.B: _____

Address: _____

Home Telephone: _____ Cell: _____

Parent/Guardian Name: _____

Work Phone: _____

Signature: _____

Parent/Guardian Name: _____

Work Phone: _____

Signature: _____

Medical issues/concerns: _____

We are legally unable to allow anyone to pick your child up with only your verbal permission. Please list those people that you allow to pick your child up. Please call us when it is necessary (for someone on this list) and advise them that we will require identification from them until we get to know them. **Legally we must have their name, phone number and signature on file.**

Other people (name, number and signature) that we may contact in case of emergencies:

Other issues that you feel we need to be aware of: _____

In case of emergency, don't forget to advise us when any of your contact numbers change.

Nutritious Snacks for Child Care Sample Ideas for Parents/Guardians

Children need healthy snacks. A snack should include foods from at least two food groups of Canada's Food Guide. There are lots of tasty foods in the four food groups that you can mix and match. Here are some examples:

Vegetables and Fruit	Grain Products
Banana chunks Cut-up Oranges Blueberries Strawberries Canned Peaches. Pears or Pineapple (Canned in water or in fruit juice) Applesauce/blends, unsweetened Fruit Salad (made from whatever fruit you have on hand) Apple or Orange Juice (100% Juice) Green, Red or Orange pepper strips Carrots sticks (lightly cook or grate carrots for the children under the age of four) Sliced Cucumbers Cherry tomatoes, cut in half Broccoli or cauliflower pieces	Whole wheat bread or roll English muffin Small muffin eg. Bran, oatmeal, or fruit (homemade is best to ensure healthy ingredients) Cold cereal (look for cereals with 6 grams or less of sugar per serving) Whole wheat crackers Graham crackers Pita bread Rice cake Mini bagel Cereal bar Granola bar (low fat, not dipped)
Milk and Alternatives	Meat and Alternatives
Milk Yogurt Yogurt tubes Cheese, eg. hard cheese or cheese strings Milk pudding	Hummus Tuna Fish Meat, Chicken or Turkey Wow Butter

Here are few ideas for combinations to get you started:

- Yogurt and berries
- Cheese and whole grain crackers
- Fruit salad and milk
- Fresh or canned pineapple and cottage cheese
- Broccoli and cauliflower pieces and cheese
- Vanilla pudding and canned peaches
- Green pepper strips and hummus dip
- Whole grain cereal and milk
- Cereal bar and 100% orange juice
- Graham crackers and applesauce

Mes Amis Fees

1) Three/Four/Five Year Olds, Kindergarten	\$25.00/day
2) Two Year Olds	\$25.00/day

Things Your Child Will Need

- 1.) Slippers or sneakers for inside (during the winter months)
- 2.) Sunscreen and a hat (for the summer months)
- 3.) Toothpaste
- 4.) A small pillow and blanket (2 & 3 year olds)
- 5.) A change of clothing daily (diapers/wipes if needed)
- 6.) Snacks for the morning and afternoon (healthy food only)
- 7.) Water bottle