



**Bronte
Heights**
Day School

Admission Forms

Office Use

Transition Day 1: _____

Transition Day 2: _____

Enrollment Date: _____

Child

Surname _____

First Name _____

Preferred Name _____

Date of Birth _____ Age at time of registration _____ Gender [] Male [] Female
Month/ Day/ Year

Address _____ City _____

Postal Code _____ Home Phone _____

Custody [] Mother [] Father [] Both [] Guardian (specify)* _____

**Please provide legal documentation*

Living Arrangements _____

How did you hear about Bronte Heights? _____

Parent/Guardian _____

Address: _____ City _____

Postal Code _____ Home Phone _____

Business Name _____ Bus. Phone _____

Business Address _____ City _____

Postal Code _____ Cell Phone _____

Email Address _____

Bronte Heights Day School

1240 Burloak Drive Unit #3, Burlington, Ontario, L7L 6B3

Telephone: (905) 336-7777 • E-mail: contact@bronteheights.com www.bronteheights.com

Parent/ Guardian _____

Address: _____ City _____

Postal Code _____ Home Phone _____

Business Name _____ Bus. Phone _____

Business Address _____ City _____

Postal Code _____ Cell Phone _____

Email Address _____

Emergency Contact Information

Please provide two additional contacts other than parents who would assume responsibility of your child in case of emergency.

***Please note that these people will only be contacted in the event that the legal guardians cannot be reached.*

Contact #1

Name _____ Relationship to Child _____

Home Phone _____ Cell Phone _____

Contact #2

Name _____ Relationship to Child _____

Home Phone _____ Cell Phone _____

Authorized Pick Ups (In addition to the emergency contacts listed above)

***Please note: Bronte Heights will release your child to anyone listed below as an authorized pick up. If you choose not to have anyone additional pick up your child please check the box below. Under no circumstances will any child be released to anyone not known to Bronte Height staff without verbal or written authorization from the parent or guardian. Unknown persons will be asked to produce identification before the child is released to them.*

☐ I prefer not to have anyone additional pick up my child.

Name _____ Relation to Child _____

Name _____ Relation to Child _____

Name _____ Relation to Child _____

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Payment Options

[] 4 week Credit Card Payments

I/ We authorize Bronte Heights Day School to automatically withdraw the amount listed below from my credit card every 4 weeks.

Cardholder's Name (as printed on card) _____

Visa/MC # _____ CVV _____ Expiry Date _____

Print

Signature

Date

Fee List

Toddler

- [] \$84.00 Per Day -2 days (Tuesday and Thursday)
- [] \$81.00 Per Day- 3 days (Monday, Wednesday and Friday)
- [] \$74.00 Per Day - 5 Days (Monday to Friday)

Preschool (Only if potty trained, if not select toddler)

- [] \$81.00 Per Day- 2 days (Tuesday and Thursday)
- [] \$78.00 Per Day- 3 days (Monday, Wednesday and Friday)
- [] \$72.00 Per Day - 5 Days (Monday to Friday)

***No rate change if child is not potty trained**

Kindergarten (Only if potty trained, if not select toddler)

- [] \$79.00 Per Day- 2 days (Tuesday and Thursday)
- [] \$76.00 Per Day- 3 days (Monday, Wednesday and Friday)
- [] \$70.00 Per Day - 5 Days (Monday to Friday)

***No rate change if child is not potty trained**

4 Week Fee: _____

NoteTo allow Bronte Heights to continue to maintain a high level of excellence, fees will increase annually on September 1st. ***

Office Use

First Date of Withdrawal: _____

Staff Signature: _____

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Procare

In an effort to uphold our promise of being environmentally conscious and responsible, Bronte Heights has partnered with Procare – an online school management application. Procare will enable Bronte Heights to replace all our classroom binders, paper attendance forms, additional school checklists and children’s communication books.

The following information will be uploaded into the Procare database for each student enrolled at Bronte Heights:

- First and last name of child
- Date of birth of child
- First and last names of parents or guardians
- First and last names of authorized pickups
- Allergy information for child
- Medication information for child
- Serious illness information for child
- Home address of child
- Profile picture of child, parents/guardians and any authorized pickups

Procure will upload and contain all contact information for each child at Bronte Heights in their database – using the same servers and security protection as Amazon.

No financial information will be uploaded into the application.

Procure Set-Up

Parents must complete a ‘Personal Information Release’ form, to enable Bronte Heights to upload their child(ren)s information into the Procare application. Children enrolled at Bronte Heights Day School must be uploaded into the application to remain a student of the centre.

Parents can choose to complete the ‘Photograph/Video Release’ form, to allow Bronte Heights to take and send pictures of their child(ren) through the Procare application. This is an optional release form – if you wish to opt-out, please complete the second part of the form.

Procure Implementation

Once Bronte Heights has received your child(ren)s two release forms, we will upload all of the currently enrolled children into the Procare application.

Parents will receive a web link through their email address and will need to download the Procare application through the Apple App Store or Google Play Store. The email will contain instructions on how to download the app, sign up and add your child(ren).

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Personal Information Release for Procare Application

I hereby grant Bronte Heights Day School (the "School"), the irrevocable right and permission to upload my personal information:

- Child's first and last name
- Child's date of birth
- Home address
- Phone numbers
- Authorized pick-ups
- Allergy/ Medical Conditions
- Profile picture for child and authorized pick ups

I understand that the above information of my child will be placed into Procare's database, and will only be used for the purposes of daily communication to the authorized guardians, as well as, the online school management of Bronte Heights Day School.

I hereby release, acquit and forever discharge Bronte Heights Day School, its current and former employees of the above-named School from any and all claims, demands, rights, promises, damages and liabilities arising out of or in connection with the use or distribution of said information, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.

Printed Full Legal Name of Child _____

Printed Name of Legal Guardian _____

Signature of Legal Guardian _____

Date Signed _____



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Photograph/Video Release for Procare Application

I, the undersigned, grant permission for Bronte Heights Day School to photograph/video my child and use such photograph(s)/video(s) in the Procare application.

I hereby release, acquit and forever discharge Bronte Heights Day School, its current and former employees of the above-named School from any and all claims, demands, rights, promises, damages and liabilities arising out of or in connection with the use or distribution of said photographs and/or video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.

Printed Full Legal Name of Child _____

Printed Name of Legal Guardian _____

Signature of Legal Guardian _____

Date Signed _____

☐

I do not allow Bronte Heights Day School to upload photos/videos of my child onto the Procare application. (excluding mandatory profile picture of child and authorized pictures)

Printed Full Legal Name of Child _____

Printed Name of Legal Guardian _____

Signature of Legal Guardian _____

Date Signed _____

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Medical Form

Please note: the information below is required as per the Day Nurseries Act.

Child _____
Surname First Name Preferred Name

Date of Birth _____ Age _____ Gender ☐ Male ☐ Female
Month/ Day/ Year

Doctor's Name _____ Phone Number _____

Office Address _____ City _____

Postal Code _____

☐ Photocopy of immunization record

Please note: As per the Child Care and Early Years Act, a child is required to have the immunizations indicated below by the Medical Officer of Health. If for some reason your child is not immunized exemption will need to obtain an affidavit indicating immunization conflicts with the sincerely held convictions of the parent's religion or conscious or a legally qualified medical practitioner gives medical reason in writing to the licensee as to why the child should not be immunized.

If you decide to enrol your child at Bronte Heights Day School, and decide not to vaccinate them due to medical, religious or philosophical reasons, you will need to provide a notarized affidavit with a valid written exemption. If a disease is present at the school, your child will have to stay out of daycare until the disease is no longer present, at the parents' expense.

Consent for Medical Treatment

While ever possible, effort will be made to reach the parents/guardians in the event of a medical emergency. Should Bronte Heights be unable to contact a parent or guardian, we require parental permission to authorize any doctor to give necessary treatment in the event of an emergency.

I hereby consent to medical treatment for my child in the event that emergency treatment is necessary due to accident, sudden illness, or other emergency situation as deemed necessary by any staff member. Bronte Heights Day School and staff are hereby released for any liability due to any circumstance resulting from medical treatment given.

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Medical Form Continued

Allergies

Please list any allergies:

Please describe reaction to allergies:

Any past or current health conditions or special needs:

Has your child been exposed to any communicable diseases in the past:

Any regular medication required: (If so please fill out Permission to Administer Medication Form)

Any rest time fears or special requirements:

Any exercise requirements:

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Sick Days

We do not provide discounts, make ups or additional days for time lost due to illness.

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Permission to Photograph

I _____ give permission to Bronte Heights to take (my
(Parent/ Guardian's Name)
child) _____'s picture and post it in the school, and social
(Child's Name)
media pages.

Parent Signature: _____ Date: _____

Vacation Policy

We do not provide vacation time at Bronte Heights. Vacation time taken must be paid in full in order to hold your spot.

Statutory Holidays

- New Year Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving
- Christmas Closure (to be decided in January of each calendar year)
- Boxing Day
- New Year Eve (close at 12:00 pm-if open)

Snow Days

Bronte Heights has the right to close due to inclement weather. Parents may be notified in the mornings before the centre opens or during operating hours.

Late Fees

I understand that a late fee is applicable when my child is picked up after closing (6:00 PM).

Late fees: \$25 first 1-5 minutes \$10 every 5 Minutes after

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Information Sheet

About your child

Special Fears: If yes, provide details

Previous Daycare/ baby-sitter experience:

Languages spoken at home:

Describe your child's personality:

What methods of behavioural control are used at home?

What is your child's reaction to the above method?

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Information Sheet Continued

Eating Habits

Time your child eats breakfast _____

Time your child eats lunch _____

Any Provisions to your child's diet:

Sleeping Habits

Does your child have a regular bedtime routine? [] Yes [] No

What time does your child usually go to bed at night? _____

What time does your child usually wake up in the morning? _____

What is your child's disposition upon waking up?

What are your expectations of Bronte Heights Day School?

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Parent Agreement Form

Child

Surname

First Name

Preferred Name

- 1) Childcare between _____ AM and _____ PM for _____ days per week as prearranged, excluding days that the school is closed due to statutory holidays or inclement weather.
- 2) The child shall be involved in a program of play and learning experiences, which are appropriate for the ages and abilities of the children in each group. A balance of active and quiet play is provided, with individual and group activities, which are geared toward the emotional, social, physical, aesthetic, and individual growth of young children.
- 3) The child shall be administered medication, upon written request of the child's parent or guardian. A medication form must be filled out, or medication can not be administered. The school shall have no responsibility of any kind whatsoever, for failure to provide requested prescription or over the counter medication, nor adverse reactions which are caused by the administration of such medication.
- 4) The school shall be provided appropriate first aid to an injured child. A parent or guardian shall be notified if it is the judgment of the school staff the immediate medical attention is necessary. It is further the judgment of the school staff that the injury is of an emergency nature, appropriate emergency help shall be called to the school and a parent or guardian shall be contacted.
- 5) A child who has become ill shall be given appropriate care until called for by parent or guardian or a designated representative. Any child sent home with a fever must adhere to the fever policy (please refer to the parent handbook).
- 6) The school shall notify parents or guardians of suspected exposure to a communicable disease, as shall the parents or guardians notify the school.
- 7) The school shall not be responsible for any personal belongings. (Please ensure all items coming into the centre are labeled.)
- 8) The Supervisor and any staff member shall report to the Children's Aid Society or local authorities as required by law, any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.

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Payment Provisions

- 1) A receipt of payment will be issued at the end of each calendar year for income tax purposes.
- 2) No credit shall be given for days the school is closed due to statutory holidays, school closure days (see parent handbook), or inclement weather.
- 3) Full fees must be paid if your child is absent from school, including illness and vacation time.
- 4) Late pick fees apply when a child is picked up after 6:00PM
- 5) An administration fee of \$45.00 is applicable to all NSF payments.
- 6) Late payment is subject to interest and other penalties (Please read all payment provisions in parent handbook.)
- 7) Fees are non-refundable in the case of cancellations or changes after securing a place for your child.
- 8) Fees will increase annually on September 1st.

Obligation of Parent or Guardians

- 1) The person bringing the child to school must inform staff members of their arrival so that the teacher may sign them into the program.
- 2) To notify the school when someone other than themselves will be picking up the child. They should also notify that person that they will be asked for a piece of photo identification if they are not familiar to staff members. Anyone picking children up must be over the age of 18 years.
- 3) To see that the child is dressed appropriately and is furnished with extra clothing in their cubbies. In the event that a child has to change clothing throughout the day and they do not have extras, parents will be called to provide clothing for the child.
- 4) To notify the school when your child is going to be dropped off after 9:00 AM, absent for the day, and for what reason. Also notify the school if your child has had exposure to a communicable disease.
- 5) To give 30 days written notice to the school when withdrawing from the program. Failure to do so will result in a charge equal to one month's fees.
- 6) to provide Bronte Heights Day School with completed release forms for the Procure application.
- 7) To respect the non-religious nature of this program.
- 8) To treat all staff members with respect.
- 9) To refrain from reprimanding the children of other families while on school premises.
- 10) To read the Parent Handbook prior to registration

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Termination of the Agreement

This agreement shall be terminated if any one or more of the following occur:

- 1) Failure of parent or guardian to honor obligations listed in this agreement or in any rules, regulations, or manual provided by the school.
- 2) The parent or guardian of the child allows their account to become delinquent.
- 3) The school, in its sole and unfettered discretion, determines that it is not in the best interest of the school or other children enrolled at the school to have the child in attendance.

By signing below you must comply with the policies outlined here and in Bronte Heights Parent Handbook.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Supervisor Signature _____ Date _____

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Registration Checklist

The following checklist is to ensure that you have completed all the necessary requirements for Admission at Bronte Heights. Please read, complete and submit the following as appropriate.

- ☐ Completed and signed Admission Forms
- ☐ Photocopy of your child's immunization records
- ☐ Medical information and emergency contact information
- ☐ Water bottle (without a straw and to remain at School)
- ☐ Child release authorization
- ☐ Permission for Bronte Heights to administer: Topical creams/Medication/Hand Sanitizer
- ☐ \$200 registration fee and first 4 weeks of fees
- ☐ Extra clothing for your child; socks, underwear, pants, t-shirt, long sleeve shirt
- ☐ Diapers and wipes (if applicable)
- ☐ Extra clothing appropriate to the season (outdoor)
- ☐ (If applicable) Read privacy policy and Anaphylaxis Policy- if your child has allergies

Please ensure that all items brought into the school are individually labeled.

Should you have any questions regarding and of the above requirements, please do not hesitate to contact the school supervisor for clarification.

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