### Purpose

In order to ensure the health and safety of the children in our care a number of forms must be completed by families. Records of children ensure that the appropriate services can be contacted promptly and that basic information about each child in care is readily obtainable in an emergency. This also ensures parents understand all policies within our program.

### Policy

All forms will be completed prior to the child starting day care.

Children’s records will be stored in a locked filing cabinet.

Children’s records will not be accessible to students or volunteers without permission.

Records of children discharged will be maintained for three years after the discharge date.

### Procedure

1. Upon acceptance of a position in the Day Nursery, parents are required to submit:

* Completed emergency information forms
* Completed consent forms
* Completed health/immunization forms
* Signed financial policy
* “All about me” information form
* Signed release of information forms (when applicable)
* Middlesex-London Health Unit Preschool Flouride Varnish Program Consent
* Individualized plans as applicable
* Written recommendations from a child’s physician regarding the placement of a child for sleep (when not in accordance with safe sleep recommendations)
* Statement of Conscience or Religious Belief forms if child is exempt from immunization
* ***REMIND*** app information

1. Preferably forms should be brought in prior to the child’s first day. If forms are brought in on the first day of care the staff receiving the forms must ensure they are complete. If forms are incomplete, the child will not be able to stay.
2. Children on the sibling waiting list have priority over children on the non-sibling list.
3. Confirmation from the City Child Care Subsidy Office, Ontario Works or County of Middlesex must be received prior to the child’s starting date.
4. On the child’s first day parents are asked to bring an extra change of clothes, diaper, creams, wipes as applicable. Please ensure that all items are clearly labeled. Comfort toys such as blankets, stuffed animals are also welcomed for rest time or to make transitions easier.
5. Parents may be requested to stay with their child until they are comfortable.