**REGISTRATION & EMERGENCY INFORMATION FORM **

**Child’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Nickname: \_\_\_\_\_\_\_\_\_\_OHIP #(optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| GUARDIAN’S NAME: | GUARDIAN’S NAME: |
| Phone Number:Cell: | Phone Number:Cell: |
| Address:   | Address: |
| Employer, Occupation & Work #:   | Employer, Occupation & Work #:   |
| Work Hours: | Work Hours: |

Please list below the people who may be contacted in an emergency and are also the persons to whom the child may be released \*\*\*Please note anyone picking up your child must have Picture Identification\*\*\*

|  |  |  |
| --- | --- | --- |
| Name: | Name: | Name: |
| Address:   | Address: | Address: |
| Home #:Cell# : | Home #:Cell #: | Home #:Cell #: |
| Relationship: | Relationship: | Relationship: |

EMERGENCY INFORMATION:

|  |  |
| --- | --- |
| Family Physician: | Family Dentist: |
| Phone # : | Phone # : |
| Address: | Address: |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/guardian), hereby grant my consent for my child to be given emergency treatment by a staff member at Child’s Paradise Daycare Centre and for my child to be transported by ambulance to an Emergency Centre for treatment in an emergency. In the event that I cannot be contacted immediately during a medical emergency, I also grant my consent for my child to be given emergency medical or surgical treatment by a treating physician and hold Child’s Paradise Daycare and its employees harmless.

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **CHILD PROTECTION POLICY**

Child’s Paradise Daycare Centres recognizes the need to provide a safe and caring environment for our young people. We believe children have the right to be free from the fear or reality of abuse (either physical or emotional). At Child’s Paradise Daycare Centres, we are fully committed to protecting the security, privacy, and dignity of the children who take part in our childcare programs. Child’s Paradise Daycare Centres have therefore adopted the procedures set out in this document to keep the children in our care free from abuse of any kind.

**STATEMENT OF NOTIFICATION**

Before a child will be allowed into care, the parent(s) MUST sign a statement confirming they are aware that the Centre’s duty, under the law, is to report suspected child abuse or neglect. The signed statement will be kept in the child’s file.

**NOTIFICATION OF INJURY DURING OUT-0F-CARE HOURS**

Parents MUST inform the Educator at the Centre of any visible injuries or marks on a child (accidental or non-accidental) as soon as the child arrives. It is in the best interest of the parent to tell the Educator or Supervisor how the injury occurred and what action has been taken to care for the injury, if any.

**SUSPICIONS OF PHYSICAL INJURY OR NEGLECT**

 Under no circumstances will Child’s Paradise Daycare Centres carry out its own investigation into the allegation or suspicion of abuse. If child abuse is disclosed or discovered, or it appears that a child has been harmed in some way by his or her parents or other persons, the Educator and/or Supervisor will immediately seek advice from Family and Children’s Services and/or Licensing Office, usually prior to speaking to parents. Suspicions will not be discussed with anyone other than those mentioned above. The family’s identity will not be revealed at this point. However, a written documentation will be made and kept in a secure place.

**RESPONDING TO ALLEGATIONS OF ABUSE**

If, after consultation with the Licensing Office and/or Family and Children’s Services, it is agreed that the matter should be investigated by Family and Children’s Services, the parents will NOT be informed prior to the report being submitted. In serious cases, the Police may be involved without parental consent or knowledge. When warranted, Child’s Paradise Daycare Centres will seek medical help for the child if needed, informing the doctor of any suspicions. If there is a concern about signs of neglect of the child or noticeable changes to the child’s behaviour or temperament, the Supervisor and/or Administrator will discuss these concerns with the parents. If the concerns are not addressed in a forthright or satisfactory manner, the parents will be informed that the matter will be handed over to Family and Children’s Services/Child Protective Services.

**ALLEGATIONS OF SEXUAL ABUSE**

In cases where the Centre suspects that the child may have been sexually abused, the Centre will contact Child Protective Services WITHOUT informing the parents. The Centre will then seek and follow the advice given by Family and Children‘s Services and/or the Licensing Office regarding contacting the Police. The Educator and/or Supervisor/Administrator will confirm its advice in writing for future reference.

**INVESTIGATING A REPORT**

If a report to Child Protective Services triggers an investigation, the written documentation may be handed over to the investigating party. This documentation will contain the following information:

 The child’s name, address, date of birth, parents’ names, doctor’s name;

 Particulars of the suspected abuse, what the concerns are, and how or why they have arisen;

 Signs or evidence of the suspected abuse;

 The type of injury and the location of the injury on the child;

 Any medical treatment that was sought for the injury;

 Any recent noticeable changes in the child’s behaviour or temperament;

 Suspected perpetrator information (if known or if divulged by the child);

 Any previous concerns about the child or other children in the family;

 Any family problems that have occurred;

 Medical history of the child, if applicable;

 Any other people, agencies, organizations that are involved with the child or family (if known);

 Results of the consultation with the parents, their reaction to the concerns, etc.;

 A list of any agencies that have become involved as result of contact from the Centre about the suspicion of abuse;

 Name of the person making the report;

If, following an initial inquiry, the concerns are not substantiated, the parents will be informed, and the matter will be terminated. The parents may, however, be offered on-going help.

If the inquiry reveals that the child is/has been harmed in some way, various courses of action may be taken depending on the circumstances of the case. It will be up to Family and Children’s Services or the Police what course of action will be taken after this point. Child’s Paradise Daycare Centre will no longer be involved in the matter unless requested to be so by the investigating body.

**TRAINING OF WORKERS, VOLUNTEERS & SUBSTITUTE STAFF**

Child’s Paradise Daycare Centres recognize that it is the responsibility of each one of its staff, paid and unpaid, to prevent the neglect, physical, sexual or emotional abuse of children and to report any abuse discovered or suspected. Child’s Paradise Daycare Centres will ensure that all staff are trained in accordance with the principles set out in this Child Protection Policy. All staff will be aware of the appropriate reporting procedure. Staff will inform their Supervisor or other designated person appointed to handle suspicions of child abuse.

**PARENTAL CONSENT & ACKNOWLEDGEMENT FORM**

**Please read the *Child Protection Policy* before signing this form.**

By signing this Parental Consent and Acknowledgement Form, I acknowledge and agree that:

1. I have read and understood the *Child Protection Policy* of Child’s Paradise Daycare Centre;
2. To the extent that I have had questions concerning any of those policies or statements, I have contacted Child’s Paradise Daycare Centre and those questions have been answered to my satisfaction;
3. I am the Child's parent or legal guardian with full right to consent to this acknowledgement;
4. I consent to my Child's enrolment at Child’s Paradise Daycare Centre, and for the safety and well-being of my child, I also consent to the collection of personal information about my Child in the manner described in the *Child Protection Policy* should the Centre (Educators, Staff, Students, Volunteers, Supervisor, Administrator) become suspicious of any type of abuse of my child; and
5. My Child and I/We will be bound by the terms outlined in this *Child Protection Policy.*

**Parent/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**