

Child's Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Age Group: \_\_\_\_\_

Enrolment Type: \_\_\_\_\_

# Casper's Child Enrollment Checklist

Date Completed: \_\_\_\_\_

**Inquiry for Enrollment:** A parent/guardian must contact the Casper's Early Learning Co-operative Centre Director and provide the following information:

- Parent(s)/Guardian(s) full name(s)
- Contact Information (Phone Number and Email)
- Child's Name (if unborn, please specify)
- Child's Date of Birth (or due date)
- Ideal Childcare Start Date (enrolment type)

## Casper's Contact Info:

The Director's Phone: (306)-768-2899

The Director's Email: casperselcc@outlook.com

*\*Please note: See Casper's Enrollment & Waitlist Policy for additional information.*

Date Completed: \_\_\_\_\_

## Forms Required for Enrollment are as follows:

- Agreement for Child Care Services (a completed copy will be provided by Casper's Director when finalizing a child's spot at the center)
- Child's Emergency Information Card
- Child's Health Resume
- Authorized Pick-Up List
- Oath of Confidentiality
- Social Resume (for appropriate age group)
- One Page Profile
- Medication Form (if applicable)
- Allergy Action Plan Form (if applicable)
- Anaphylaxis Action Plan Form (if applicable)
- Excursion and Transportation Consent
- School Transportation Liability Form (if applicable)
- Opt out of Sunscreen Form (if applicable)
- Subsidy Guide
- Parent Handbook Acknowledgment
- Photo/Media Release Form

*\*Please note: See Casper's Children's Records Policy for additional information.*

*\*All forms will be provided by Casper's Director/or Assistant Director.*

Date Completed: \_\_\_\_\_

**Facility Tour:** If a parent/caregiver would like to tour the facility/meet the staff within the child's room then they must contact Casper's Director/or Assistant Director and make this request.

Date Completed: \_\_\_\_\_

**Parent Handbook:** All parents/caregivers are encouraged to read through the parent handbook upon their child's enrollment.

Date Completed: \_\_\_\_\_

**Transition:** If a transition to the Centre is required, please contact Casper's Director/or Assistant Director to make these arrangements (i.e., child coming into the room with parents for a few hours a couple days prior to child starting, half days for the first week, etc.).

Date Completed: \_\_\_\_\_

**Lillio (formerly HiMama):** After a child has been fully registered with Casper's, the Director will contact the parent/guardian to provide them directions on how to access Casper's Lillio app. This app is an invaluable tool that the center uses to communicate with the parents/guardians about their child throughout the day (i.e., photos, requests for supplies, food, monthly invoice, etc.).