



**Phone:** (780) 818-9710

**Email:** info@littlelionsdaycare.ca

**Address:** Located in Braemar Baptist Church  
7407 98 Ave NW Edmonton, AB T6A 0A8

## WAITING LIST FORM

### Child Information

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

Child's Preferred Name \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_

Sex of Child \_\_\_\_\_

Child's Address \_\_\_\_\_

Subsidy Required  Yes  No

Please indicate family structure (i.e. married, co-parenting, same-sex, grandparents, adoptee, etc.):

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How did you hear about us? \_\_\_\_\_

### Parent or Guardian Information

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Name _____	Name _____
Relationship to child _____	Relationship to child _____
Address _____	Address _____
Home Phone _____	Home Phone _____
Cell Phone _____	Cell Phone _____
Work Phone _____	Work Phone _____
Word Address _____	Word Address _____
Hours of Work _____	Hours of Work _____
Driver's License _____	Driver's License _____
(Photocopy of license to be kept on file)	(Photocopy of license to be kept on file)
Email _____	Email _____

### Person to Contact if Parent/Guardian are not available

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Name _____
Relationship to child _____
Address _____
Main Phone Number _____

## Child's Medical Information

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\*\*\*All children will be photographed and photos are included in our emergency files. In the unlikely event of an emergency, it will facilitate the process for the police or emergency services.

Alberta Health Card Number \_\_\_\_\_

Child's Physician \_\_\_\_\_ Physician's Phone \_\_\_\_\_

Physician's Address \_\_\_\_\_

Known Allergies \_\_\_\_\_

Typical Symptoms of an Allergic Reaction \_\_\_\_\_

Medical Conditions \_\_\_\_\_

Any Medication Given Regularly? \_\_\_\_\_

Dietary Food Restrictions \_\_\_\_\_

### **If your child is ill during our care, whom should the office call first?**

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Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

Main Phone Number \_\_\_\_\_

### **Little Lions Waiting List and Registration Policy**

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\*\*\*Please sign your initial on each bullet below

1.  The waiting list/registration administrative fee of **\$100 is a one-time non-refundable fee per child**. If you take your child out of the centre after registration, a new non-refundable registration fee of \$100 will be required again. (**Payment can be made by EFT to [info@littlelionsdaycare.ca](mailto:info@littlelionsdaycare.ca)**)
2.  If you decline a spot for the month offered, you have the choice to go back to the bottom of the list or to be taken off the list. You will have a one-time referral and then you will be required to pay a new non-refundable \$100 fee to be placed back on the list.
3.  Little Lions will give 30 days' notice or more to take a spot, so parents can give appropriate notice to their current child care providers.
4.  A mandatory **30-day written notice** must be given when ending services; if the child does not attend the centre during the 30-day notice period, parents/guardians are still responsible for paying for that period.
5.  Once a spot becomes available, parents have one week to pay a **\$150 deposit** to secure the child's space in the program upon registration.
6.  The \$150 deposit will be returned to parents on their child's **last month of care** provided the proper 30 days' notice is given at the end of the month for the following month and all fees are paid up to date.
7.  If you go on a maternity leave, the deposit kept on file is non-refundable until the child has returned to the centre in care and proper 30 days' notice at the end of the month is given for the following month.

I, \_\_\_\_\_, acknowledge that I have read and understand this policy.

Parents Name (Print) \_\_\_\_\_ Parents Signature \_\_\_\_\_