



# REGISTRATION

You must now provide a waiver statement and ensure that it is signed by a parent who is eligible for child care support.

## WHAT IS DIFFERENT?

Parents who are eligible for child care support must now sign two documents before a child can participate in CNC: a waiver statement and the registration form.

By signing the waiver statement, the parent releases your organization from liability in the event of an occurrence or accident involving his or her child while participating in CNC. By signing the registration form, the parent confirms that he or she is the parent of the child named on the Registration Form, has shared all necessary information about the child and agrees to remain at the same site as his or her child while the child is participating in CNC.

You no longer have to use a mandatory, standard form. You will still need to include the minimum information set out in the requirements, but you can add information and create the overall design of the registration form to meet the needs of your organization. Also, the same registration form can be used for any type of CNC.

Information on a registration form must be updated annually or as necessary.

## WHY IS IT IMPORTANT?

For every child in your care, you need to collect some basic, but essential, information. Every program is different though, so you need to develop a registration form and process that works for your organization. A well thought out registration and enrolment process sets the stage for successful CNC by ensuring that organizations, CNC staff and families have all the information they need. It is important for parents to recognize that they remain responsible for their child while he or she is participating in CNC. The waiver statement is designed to protect you and your organization from liability in the event of a serious occurrence.

The registration form is signed to confirm that parents have provided all necessary information about their child, and that they understand that they must remain at the same site as their child. Their signature on the registration form will protect your program in case, for example, a child has a reaction to a previously unknown allergy. If a parent leaves the site, it will show that you took steps to ensure compliance with licensing legislation in your province/territory. (Note: if you are offering a seasonal school age program, the language on the waiver form will need to be different).

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One of the most effective tools for mitigating risks associated with caring for newcomer children is a detailed plan that includes effective forms, policies and procedures. Registration information provides basic contact information and specific issues related to the care of the child, such as health information. This ensures that the risks and the needs of the individual child are accommodated. Creating your own form also allows you to include information that will help in your specific program. It is important that CNC staff have quick access to the information about the child so care can be provided without delay.

Information on a registration form must be updated annually or as necessary. Many children participate in CNC over several years. During that time, information about them or their parents may change (e.g. new allergies, new addresses). It is important to update the forms of children receiving all types of care, since children may use the same registration form over a period of time, including for different sessions of Short Term Care.

## IMPLEMENTATION

- It is recommended you use one standard form regardless of the types of CNC programs you offer. This will ensure consistency in the registration process. When creating and designing your own form, consider the following:
- Determine what format will be most effective for your organization, and help you meet the requirements?
- Include child's name and name used, date of birth, gender, languages spoken at home, address and phone number of parent, information about allergies, food restrictions, medical conditions, and dates information.
- Have parents confirm the following: that they are the parent of the child and are attending an eligible service, they have shared all necessary information about their child, and they understand that they must remain on site.
- No unnecessary personal documents should be collected and/or copied at the time of registration. (health card numbers, social insurance numbers, and/or birth certificates)
- Determine who will be responsible for registration; they will need to have accurate information and resources. As an organization, you should have procedures for staff to review the registration form, ask questions of the parents as they arrive to ensure all information is completed, and to ask about allergies.
- Ensure that the information on the registration form is available to staff to quickly take with them in the event of an evacuation.



### When a child receives Long Term Care

Registration and parent orientation should be followed by completion of a Child Profile

### When a child receives Short Term Care

To better facilitate the access to care for children receiving Short Term Care, it helps to develop a 4 step registration process:

**STEP 1 – Registration:** During the intake process, the parent completes a registration form if they are likely to need child care support.

**STEP 2 – Enrolment:** Parent signs up to have their child attend a particular session.

**STEP 3 –** Parent presents registration form to CNC staff providing care.

**STEP 4 –** Parent signs child in – then out – on attendance form.

For all of these phases, you will need to establish some procedures... and share them with staff.

You will need to develop a registration form/card that gathers the information required. If you use a 4 step registration process, you can give the parent a copy of the registration form/card to bring to each session. For these phases, you will need to establish procedures and share them with staff.

- Determine who will be responsible for registration and enrolment; they will need to have accurate information and resources.
- As an organization, you should have procedures for staff to review the registration form, ask questions of the parents as they arrive to ensure all information is completed, and to ask about allergies.
- You might choose to use a small registration card to make it easy for parents to bring with them for different sessions. Small registration cards can also help to ensure that the information is easily available for staff to quickly take with them in the event of an evacuation.
- Whenever possible, provide staff with advance notice of children who will be participating. If staff know ahead of time, it will allow them to read through the registration form, prepare and plan, get extra information if needed, and select appropriate toys and activities based on the age range of the children.
- Provide staff with advance notice of the children who will be participating, so they can plan their



program and maintain staff and child ratios, the key is an organizational plan that addresses the effective use of the spaces available. Planning will ensure that all services will have planned access to the available short term space.

- Staff and child ratios need to be maintained at all times. Early enrolment will let you know how many staff you will need to ensure ratios are met.

### **Special information about Combined Care**

- It is important in Combined Care to ensure registration is completed and information for Short Term children is not lost among the coming and going of the children.

### **Registration Process:**

#### **A Team Approach.**

A well-developed communication plan that bridges the gap between the Combined Care program and the rest of your organization - particularly those who will be completing registration and enrolment with the parents - is key to your success. Combined Care requires careful thought and consideration to ensure key staff members have the information and resources they need to support a successful Combined Care program. Consider these communication strategies:

- Attend team meetings,
- Communicate all program changes with team members,
- Ensure staff completing the registration process have all the information needed to support parents and children through their transition into care.

## **SUPPORTING DOCUMENTS**

- Sample Registration Form

## **REQUIREMENTS**

### **1-2 REGISTRATION**

#### **Information about All Children**

- a. Before a child is allowed to participate in a CNC program, the ISO has on file



2. A waiver statement signed by a parent who is eligible for child care support releasing the ISO from liability in the event of an occurrence or accident involving his or her child while participating in CNC.
3. CNC Registration Form completed by a parent who is eligible for child care support with at least the following information:
  1. The name of the participating child, including the preferred name of the child, if applicable.
  2. The birth date of the child.
  3. The sex of the child.
  4. The language(s) the child speaks at home.
  5. The name, address, and telephone number of the parent who is eligible for child care support.
  6. Information about a child's allergies or food restrictions, medical conditions or other special requirements, if applicable.
  7. The dates on which the child's information was provided or updated.
  8. The signature of the eligible parent confirming that the parent
    - i. Is the parent of the child named in the Registration Form.
    - ii. Has shared all necessary information about the child.
    - iii. Agrees to remain at the same site as his or her child while the child is participating in CNC.
- b. At all times, while a child is participating in CNC, the child's registration information is available in a format that is immediately accessible to staff in an emergency.

### Updates

- h. Information collected about a child on a Registration Form or in a Child Profile is updated annually or as necessary.



### 3-2 INTERACTING WITH PARENTS

#### Information from Parents about the Child and Family

- a. Procedures ensure that CNC staff members interact with parents to learn as much as possible about the child and family, including
  2. When a child is new to CNC, CNC staff members review the child's registration information and, when possible, ask parents to provide any additional information that may help them provide appropriate care for the child.