

# TLC Active Kids *Preschool*

## Registration Package

\* Admin Use Only \*

- ☐ The entire Pre-School package is filled out at the time of registration (it cannot be returned later).
- ☐ There are no BLANKS on the form, there is either a YES or NO on all items (i.e. allergies) so that the TLC knows the parent has not forgotten to answer any questions.
- ☐ Weight and height are estimated if not 100% sure so that the form has no blanks.
- ☐ Emergency Contacts are not Mom or Dad.
- ☐ All addresses are full legal land address (no box #s), for emergency purposes.
- ☐ Everything is signed (i.e. photo consent, medical statement, and Seesaw are the only lines that can be crossed out if not wanting)
- ☐ I have paid for Preschool **OR**
- ☐ I have paid my deposit for Pre-school and setup a payment plan



TransAlta  
Tri Leisure Centre

# TLC Active Kids *Preschool*

## PARTICIPANT INFORMATION FORM

Child's name: \_\_\_\_\_

Sex: M ☐ F ☐

Date of birth (DD/MM/YY): \_\_\_\_\_

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

Hair color: \_\_\_\_\_

Eye color: \_\_\_\_\_

Height: \_\_\_\_\_

Weight: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Mother's name and email: \_\_\_\_\_

Mother's address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Cell number: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Ext: \_\_\_\_\_

Father's name and email: \_\_\_\_\_

Father's address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Cell number: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Ext: \_\_\_\_\_

**Emergency contact #1 (Cannot be mom or dad, must be full address, not box #):**

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Cell number: \_\_\_\_\_

**Emergency contact #2 (Cannot be mom or dad, must be full address, not box #):**

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Cell number: \_\_\_\_\_

Is there anyone who is NOT legally authorized to pick up your child? Yes ☐ No ☐

*(If yes, please provide court documents).*

# TLC Active Kids *Preschool*

## MEDICAL INFORMATION

Alberta health care number: \_\_\_\_\_

Other coverage: \_\_\_\_\_

Family doctors name: \_\_\_\_\_

Clinic: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Is your child up-to-date with vaccinations? Yes ☐ No ☐

### Allergies:

*Does your child have any food or other allergies? Please list.*

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### Health Concerns:

*Does your child have any illnesses, learning disabilities, behavioral issues or any other medical conditions? Please list.*

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### Medication:

*Is your child on any medications? Will your child be taking medication during the program? Please list.*

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# TLC Active Kids *Preschool*

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## **Photo Release:**

The undersigned hereby grants the TransAlta Tri Leisure Centre, their legal representatives and assignments, the rights and permission to take and publish still photographs and moving videos of my child at the TransAlta Tri Leisure Centre. These pictures may be used in publications, audio visual presentations, promotional literature, and website or in any other manner for the purpose of displays and promotions.

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Parent signature

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Date

## **Medical Statement:**

In case of emergency or illness, every effort will be made to contact the parent/guardian. In the event that contact cannot be made, I agree that in case of emergency or illness a qualified medical physician may attend to my child.

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Parent signature

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Date

## **Informed Consent:**

I am aware that the Active Kids Active Minds preschool program may be involved in some of the following activities: swimming, skating, sports, use of the TransAlta Tri Leisure Centre facilities, off site trips such as walking to local parks. I fully understand that reasonable precautions and safety measures will be taken by program staff.

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Parent signature

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Date

# TLC Active Kids *Preschool*

## A LITTLE MORE ABOUT ME...

This part of our participant information form helps us get to know your child a little better and better helps us plan to suit the needs and interests of our children.

Does your child have any fears? \_\_\_\_\_

How does your child communicate? \_\_\_\_\_

How does your child react to stressful situations? \_\_\_\_\_

Have you been to preschool before? \_\_\_\_\_

My child has \_\_\_\_\_ brothers and \_\_\_\_\_ sisters.

My child's favorite hobby is: \_\_\_\_\_

Other activities my child has done at the TransAlta Tri Leisure Centre:

\_\_\_\_\_

The top three things I would like my child to learn this year are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please provide us with any other information about your child that may help us ease their transition into our program:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# TLC Active Kids *Preschool*

## CLOSE PROXIMITY PERMISSION FORM

I \_\_\_\_\_ authorize the TLC Preschool to take my child(ren) \_\_\_\_\_ outside of the TransAlta Tri Leisure Centre building for the purposes of visiting the Rotary Playscape or use of the green space east of the building.

The TLC Preschool will not pass the following boundaries:

- Jennifer Heil Way
- Spruce Ridge Road

I understand that TLC Preschool using both the above mentioned outside locations might be spontaneous in nature. TLC Preschool will always be back inside the TransAlta Tri Leisure Centre for parent pick up unless otherwise previously discussed.

I \_\_\_\_\_ authorize the TLC Preschool to take my child(ren) \_\_\_\_\_ to the following locations within the TLC:

- North and/or South Field
- Gymnasium
- Swimming Pool
- North and/or South Arena and/or Leisure Ice
- Play Centre

\_\_\_\_\_  
PARENT / GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

## TRI LEISURE CENTRE POLICY MANUAL

### ***Child Discipline***

All methods of disciplinary action used in the TLC Preschool must be communicated to all parents, staff and children (using developmentally appropriate language) prior to the start of a program. This information will be communicated to staff members by way of orientation package, training and availability of a policies and procedures manual, to parents by way of orientation package and children by way of verbal communication.

Disciplinary actions used in the TLC Preschool are consequential in nature. When a consequence is given, a verbal developmentally appropriate explanation will be given to the child.

Redirection and positive reinforcement are also be used as methods of behavior management and child discipline.

When a disciplinary action is taken by a staff member, the action taken must be reasonable given the circumstance. A staff member may not, for any reason, inflict any form of physical punishment, verbal or physical degradation or emotional deprivation on a child.

A staff member may not, under any circumstance, deny or threaten to deny any basic necessity to a child. A staff member may also not, under any circumstance, use or permit the use of any form of physical restraint, confinement or isolation of a child.

Biting, kicking, hitting, scratching or harming another child or staff member in any way will not be tolerated at TLC Active Kids Preschool. When a child is considered to be causing harm to themselves or another child or staff member, the incident will be documented and the parents of the children will be informed. If harmful behavior continues, the parent will be required to pick up their child immediately for that day and an action plan to move forward will be created and documented. If the child continues to be harmful to other children or staff members and no improvement is made, the parent may be asked by the Children and Youth Coordinator to withdraw the child from the TLC Active Kids Preschool.

I \_\_\_\_\_ have read and understand the  
TLC Active Kids Preschool Child Discipline policy.

Child's name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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## WITHDRAWAL POLICIES

Cancellations require **1 month written notice, due by the first of the previous month.**

Program withdrawals are subject to a withdrawal fee of 15% on 1 month of the program cost.

I \_\_\_\_\_ have read and understand the  
TLC Active Kids Preschool withdrawal policy.

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

Signature: \_\_\_\_\_





# Seesaw

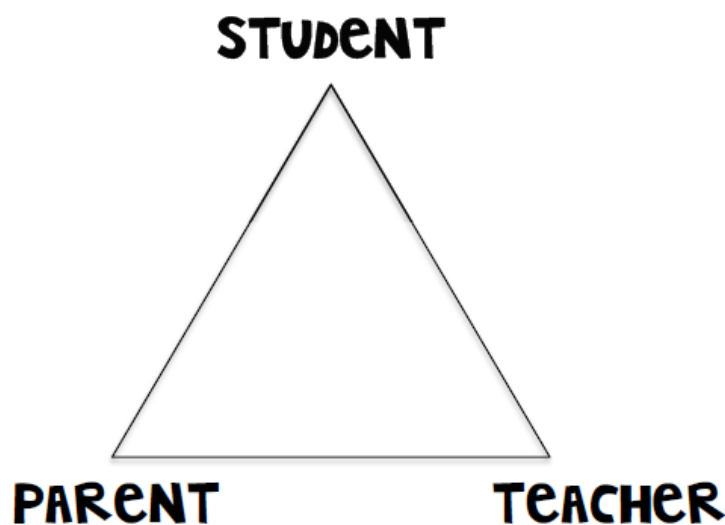
## The Learning Journal

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Welcome to our online interactive classroom, Seesaw. This multi-purpose app is a digital portfolio that gives you real-time experiences into your child's school day and invites families to keep in the loop about their children's classroom. The app provides a clear and direct pathway of communication between home and school so that parents never miss a beat.

The Seesaw platform adheres to a strict Privacy Policy that promises to not share or withhold anything placed on the app ([web.seesaw.me/privacy/](https://web.seesaw.me/privacy/)) or share any content with third parties. To ensure information is safe within your classroom, each parent will have access only to their child's work. In using Seesaw our teachers will take pictures of your child periodically through the year and share those pictures privately to your families account on Seesaw. Any images or products of your child will only be shared with the child's parents and classroom. We ask that any families in the classroom do not share any photos outside to any third parties.

Nothing gets families more engaged with the classroom then seeing and hearing what their child is doing at school first hand! Our goal is to help keep families in the loop and engaged in your classroom through personalized, easy to use, safe, and visual updates.



**We as TLC Teachers agree to adhere to the following:**

- Any students we add to your class are current students in your class.
- Any additional teachers we add to your class are authorized by your school to access student journals.
- We will use Seesaw only for classroom purposes and not TLC promotions or property unless otherwise given individual permission or photo release form is signed.
- We will treat Seesaw as an extension of the classroom and take reasonable steps to confirm that students and parents are using Seesaw appropriately.
- We will take reasonable measures to protect access to information contained in student journals and class journals.
- We will only invite parents, guardians, and other trusted adults to view student journals.
- We will protect your class QR code so that access to student journals and class journals is limited only to students and parents, guardians, and other trusted adults

**I consent to have myself as the parent and my child, as listed below, to participate in Seesaw with a full understanding of TLC Active Kids Preschools terms of use and expectations.**

**Student name:** \_\_\_\_\_

**Parent printed name:** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_