



Registration form for Group Childcare School Age – Camps

SPRING CAMP 2026

MARCH 16 – 20, 2026

MARCH 23 – 27, 2026

CHILD'S INFORMATION:

CHILD'S FIRST NAME: _____

CHILD'S LAST NAME: _____

DOB (YY/MM/DD): _____

GENDER (M/F): _____

CHILD'S CARE CARD NUMBER: _____

FAMILY DOCTOR: _____

DOCTOR PHONE NUMBER: _____

DENTIST: _____

DENTIST PHONE NUMBER: _____

CHILD'S SCHOOL: _____

PARENT/GUARDIAN 01:

FIRST NAME: _____

LAST NAME: _____

ADDRESS: _____

CITY: _____

POSTAL CODE: _____

HOME PHONE: _____

WORK PHONE: _____

EMAIL ADDRESS: _____

RELATION TO CHILD: _____

PLACE OF WORK: _____

PARENT/GUARDIAN 02:

FIRST NAME: _____

LAST NAME: _____

ADDRESS: _____

CITY: _____

POSTAL CODE: _____

HOME PHONE: _____

WORK PHONE: _____

EMAIL ADDRESS: _____

RELATION TO CHILD: _____

PLACE OF WORK: _____

PERSON AUTHORISED TO CONTACT IN EMERGENCY: (OTHER_THAN PARENT/GUARDIAN)

FIRST NAME	LAST NAME	PHONE	
		HOME/MOBILE	WORK

PERSON AUTHORISED TO PICK-UP THE CHILD: (OTHER_THAN PARENT/GUARDIAN)

FIRST NAME	LAST NAME	PHONE	
		HOME/MOBILE	WORK

PERSON(S) NOT PERMITTED ACCESS TO CHILD:

FIRST NAME	LAST NAME	DESCRIPTION

ARE THERE CUSTODY RESTRICTIONS? No Yes *If Yes, PLEASE ATTACH COURT ORDER AND STATE GENERAL CONDITIONS.*

HEALTH INFORMATION:

➤ DOES YOUR CHILD TAKE MEDICATION REGULARLY? Yes No

○ IF YES, PROVIDE MORE DETAILS _____

➤ PLEASE SPECIFY ANY SPECIAL INSTRUCTIONS CONCERNING CARE (LANGUAGE, BEHAVIORAL, PHYSICAL SUPPORT)
MEDICATION, DIETARY

➤ HAS YOUR CHILD HAD ANY KNOWN HEALTH PROBLEMS OR DEPRESSED IMMUNE SYSTEM? Yes No

○ IF YES, PROVIDE MORE DETAILS _____

➤ DOES YOUR CHILD HAVE ANY SPECIAL NEEDS? Yes No

○ IF YES, EXPLAIN _____

➤ DOES YOUR CHILD HAVE ANY ALLERGIES? Yes No

○ IF YES, LIST ALLERGIES _____

○ ****ATTACH SPECIAL INSTRUCTIONS TO FOLLOW IN THE EVENT OF AN ALLERGIC REACTION**

THIS CENTRE'S POLICY IS TO INFORM PARENTS WHEN A CHILD IS UNWELL OR IN NEED OF MEDICAL ATTENTION. IN CERTAIN SITUATIONS WHERE PARENTAL CONTACT IS NOT FEASIBLE, AND IMMEDIATE ASSISTANCE FOR THE CHILD IS REQUIRED, OUR PROTOCOL IS TO CALL AN AMBULANCE. PLEASE SIGN THE CONSENT BELOW TO AUTHORIZE US TO TAKE NECESSARY ACTIONS ON BEHALF OF YOUR CHILD IN SUCH CIRCUMSTANCES. PLEASE RETURN THE SIGNED CONSENT TO THE CENTRE. WE WILL ENSURE TO HAVE THIS CONSENT DOCUMENT WITH US WHEN SEEKING EMERGENCY ASSISTANCE.

I HEREBY GIVE CONSENT FOR MY CHILD _____ TO BE TAKEN TO THE NEAREST EMERGENCY CENTRE WHEN I CANNOT BE CONTACTED. I HEREBY GIVE CONSENT FOR MY CHILD NAMED ABOVE TO RECEIVE MEDICAL TREATMENT.

PARENT'S SIGNATURE

DATE

CHILDCARE PROVIDER SIGNATURE

PERMISSIONS AND CONSENTS:

CONSENT TO CAPTURE CHILD'S IMAGE

I HEREBY GRANT PERMISSION TO LAKEPOINT CHILDCARE & LEARNING CENTRE TO RECORD IMAGES OF MY CHILD, _____, IN VARIOUS FORMATS, INCLUDING BUT NOT LIMITED TO PHOTOGRAPHS, VIDEOS, ETC. I UNDERSTAND THAT THESE IMAGES MAY BE UTILIZED IN THE ROUTINE ACTIVITIES OF THE CHILDCARE PROGRAM, SUCH AS BEING DISPLAYED WITHIN THE CENTRE, INCORPORATED INTO ARTS AND CRAFTS PROJECTS, OR FEATURED IN CHILDCARE-RELATED NEWSLETTERS, OR BULLETINS.

PARENT'S SIGNATURE: _____ DATE: _____

CONSENT FOR FIELD TRIP/OUTING

I HEREBY AUTHORIZE THE STAFF OF LAKEPOINT CHILDCARE & LEARNING CENTRE, TO TAKE MY CHILD _____ FOR WALKS, FIELD TRIPS, AND/OR AWAY FROM THE CHILDCARE FACILITY AS DEEMED APPROPRIATE.

PARENT'S SIGNATURE: _____ DATE: _____

NOTE: A COPY OF CHILD'S IMMUNIZATION RECORD MUST BE SUBMITTED WITH THE REGISTRATION FORM

EMERGENCY INFORMATION CARD



CHILD NAME: _____ AGE: _____ BIRTHDAY _____

EYE COLOR: _____ HAIR COLOR: _____

ADDRESS: _____

HOME PHONE: _____

CHILD LIVES WITH: PARENT 01 PARENT 02 BOTH GUARDIAN.

PARENT 01 NAME: _____ PHONE NUMBER: _____

PARENT 02 NAME: _____ PHONE NUMBER: _____

EMERGENCY CONTACT: _____ PHONE NUMBER: _____

CHILD'S DOCTOR: _____ PHONE NUMBER: _____

CHILD'S DENTIST: _____ PHONE NUMBER: _____

CARE CARD NUMBER: _____

ALLERGIES: _____

MEDICAL CONDITIONS: _____

MEDICATIONS: _____

IMMUNIZATIONS UP TO DATE: YES NO

PRO-D DAYS, SUMMER AND SPRING CAMP HANDBOOK

This form is a required part of Pro D days, Summer and Spring Camp registration. Please read carefully, complete, and sign.

PROGRAM DESCRIPTION

Spring and Summer Camps and Pro D Day camps includes structured indoor programming, daily outdoor play, and supervised walking field trips within the local community. Activities are designed to support physical activity, social development, and exploration. Locations may include parks, playgrounds, community spaces, and neighbourhood facilities. Transportation will primarily be by walking unless otherwise communicated in advance.

Camp fees for children outside of the OSC Program:

Program	Parent Fee after CCFRI
Spring Camp	\$150 per week
Summer Camp	\$225 per week
Pro-D Day	\$50 per day

Payment Method: e-transfer to contact@lakepointchildcare.ca

AFFORDABLE CHILDCARE BENEFIT (ACCB)

The Affordable Child Care Benefit (ACCB) is a provincial program designed to assist families with the cost of childcare. At Lakepoint Childcare and Learning Centre, we recognize the importance of accessible childcare services and support families in navigating the ACCB application process. To apply for ACCB, families must apply directly to the provincial government. Request a completed Childcare Arrangement form during registration to get the application process started. Once submitted, it may take several weeks for approval and processing. During this time, you are responsible for full payment of fees until ACCB funding is received. Once approved, Lakepoint Childcare will reimburse the approved ACCB payment via e-transfer or adjust it in the fee for the subsequent month. It is important that parents submit their ACCB renewal on time. If ACCB funding is terminated for any reason, parents will be responsible for payment of full fees until ACCB is reinstated.

Note: Absences exceeding 10 consecutive days may lead to the temporary suspension of subsidies during that period. ACCB does not cover centre closures. Parents are responsible to pay the portion of the fee that is not covered by ACCB.

SUPERVISION & LICENSING COMPLIANCE

1. Lakepoint Childcare & Learning Centre operates under the BC Community Care and Assisted Living Act and Child Care Licensing Regulation.
2. Qualified and trained staff always supervise children.
3. Licensing-required staff-to-child ratios are met or exceeded.
4. Attendance checks and head counts are conducted before departure, during outings, and upon return.

HEALTH, SAFETY & RISK ACKNOWLEDGEMENT

I understand that participation in outdoor activities and field trips involves inherent risks, including but not limited to slips, falls, weather exposure, interaction with the public, and minor injuries. I acknowledge that Lakepoint Childcare & Learning Centre takes reasonable precautions to reduce risks; however, not all risks can be eliminated.

MEDICAL AUTHORIZATION & EMERGENCY CARE

I authorize Lakepoint Childcare & Learning Centre staff to provide basic first aid, administer emergency care, and contact emergency services (911) if deemed necessary. I understand that every effort will be made to contact me or my emergency contact as soon as reasonably possible. I acknowledge that all medical and transportation costs are my responsibility.

PARENT RESPONSIBILITIES

1. Provide complete and accurate medical, allergy, and emergency contact information
2. Ensure my child is dressed appropriately for weather and outdoor activities
3. Review all camp communications and policies
4. Be available for immediate pickup if contacted due to illness, injury, behaviour, or safety concerns

CHILD PICK UP AND LATE PICK UP

If your child has not been picked up by the official closing time, a staff member will attempt to contact the parent/guardian. If there is no response within **15 minutes**, we will contact the alternate pickup persons listed on your registration form. If, after **30 minutes**, no contact has been established, the appropriate Ministry may be notified.

A late fee of **\$2.00 per minute** will be charged beginning at the centre's closing time (based on the centre clock). Late fees may be waived in emergency circumstances at the discretion of management.

INCLUSION POLICY

At Lakepoint Childcare and Learning Centre, we are committed to creating an inclusive environment where every child and family feels welcome, valued, and respected. We embrace diversity in all its forms, including race, ethnicity, culture, religion, language, socio-economic status, ability, and gender identity. Our policy ensures equal access to programs and services for all children, regardless of background or abilities. We promote a culture of respect and acceptance, with staff trained to support diversity in daily interactions. Collaboration with families is integral, encouraging open communication about each child's unique needs. Discrimination is strictly prohibited, fostering a safe environment where all children can thrive. Staff engage in ongoing professional development to enhance inclusive practices. We aim to foster a nurturing community where every child can learn, grow, and succeed. Acts of racism or bigotry towards any parent, child, employee, or community member will not be tolerated. Any instances of such behavior may result in immediate termination of care.

INCLEMENT WEATHER POLICY

At Lakepoint Childcare and Learning Centre, the safety of the children, families, and staff is our top priority. This policy outlines procedures for inclement weather conditions such as snow, ice, extreme cold, high winds, heavy rainfall, or other hazardous conditions.

1. **Program Closures:** In the event of inclement weather, and based on official weather advisories, Lakepoint Childcare & Learning Centre may decide to close the centre at its discretion, with the safety of children and staff as the top priority. Families will be notified via Brightwheel, email, and/or text message as early as possible in the event of a closure.
2. **Delayed Start or Early Closure:** If conditions worsen throughout the day, we may initiate an early pickup. Please ensure that emergency contacts are current and available to pick up your child if required.
3. **Outdoor Play Modifications:** Outdoor time will be adjusted or moved indoors when there is heavy rain or snowfall, high winds, extreme temperatures (below -10°C or above 30°C with high UV index). Children will remain indoors and participate in planned indoor activities during these conditions.
4. **Parent Responsibilities:** Ensure your child is dressed appropriately for the weather (boots, rain gear, warm layers, etc.). Check Brightwheel or your email regularly for updates. Keep your child home if travel to the centre is unsafe or your neighborhood is inaccessible.

PRIVACY POLICY

At Lakepoint Childcare and Learning Centre, we prioritize the privacy and confidentiality of all children and families entrusted to our care. Our privacy policy ensures that personal information, including names, contact details, emergency contacts, medical information, and allergy information, is collected and handled responsibly in accordance with applicable privacy laws. This information is used solely for the purpose of providing childcare services, ensuring the safety and wellbeing of children, and facilitating effective communication with parents. We maintain strict security measures to protect personal information against unauthorized access, disclosure, or misuse. Access to personal information is limited to authorized staff members who require it for operational purposes. Parents have the right to access and update their child's personal information, and we adhere to stringent retention and disposal practices to safeguard information integrity. By enrolling your child at Lakepoint Childcare and Learning Centre, you consent to the collection, use, and disclosure of personal information as outlined in this privacy policy.

FOOD AND DRINK POLICY

At Lakepoint Childcare and Learning Centre, we prioritize fostering healthy nutritional habits for your child and will occasionally offer a shared snack to the children. Any shared snack will be announced in advance so that parents/guardians are always aware of what the children are offered. We ask you to provide a nutritious lunch per day and 2 healthy snacks for full day programs. Clean drinking water is always readily available, and we encourage children to stay hydrated. It's important to note that no child will ever be coerced into consuming food or drink, and these will never be used as forms of punishment or reward. All uneaten food will be sent home. If your child has allergies or follows a certain diet, please let us know so that we can create a care plan. Care plans are implemented in collaboration with the parents should a child have an anaphylactic allergy to peanuts or nuts.

Our facility is nut-free, so please ensure all food is nut-free. We have no candy or junk food policy.

TERMINATION OF CARE

Lakepoint Childcare reserves the right to terminate care if we determine that:

- we are unable to meet a child's needs,
- there is non-compliance with centre policies,
- payment obligations are not met as outlined in the payment policy, or
- the safety and well-being of other children or staff are compromised.

In cases requiring immediate action due to safety concerns or serious breaches of policy, Lakepoint Childcare may terminate care **without prior notice**.

Aggressive behaviours such as hitting, biting, or verbal threats will be addressed immediately through calm redirection and documented communication with families. Repeated incidents may result in a behaviour support plan, temporary suspension, or termination if the behaviour poses a safety risk.

Flight Risk: If a child becomes uncontrollable and poses a risk to their own safety or the safety of others, staff will not use physical restraint. A parent/guardian (or authorized adult) will be contacted for immediate pickup. If such behaviour continues and creates an ongoing safety concern, Lakepoint Childcare reserves the right to suspend or terminate care.

Ongoing behavioural concerns (non-safety): If a behaviour concern persists but is not a safety issue, we will arrange a meeting with the family to create a shared support plan. If we are unable to meet the child's needs after reasonable efforts, and the behaviour remains significantly disruptive to the program, care may be terminated.

Please note: **No refunds** will be provided for termination or breach of policies. Termination of care is at the discretion of Lakepoint Childcare & Learning Centre.

PARENT CONDUCT

Parents/guardians and staff are expected to communicate respectfully to ensure Lakepoint Childcare remains a safe and welcoming environment.

Harassment toward staff or other families will not be tolerated. Harassment includes, but is not limited to, unwelcome remarks, slurs, jokes, discrimination, negative comments about staff, slander on social media, or refusal to follow centre policies.

Concerns or grievances must be addressed through appropriate channels to support the well-being of everyone in our community.

BEHAVIOR EXPECTATIONS, SAFETY & FLIGHT RISK

1. Children are expected to always follow staff instructions and safety rules. Behaviour that compromises safety may result in immediate parent pickup.
2. Flight risk, including running away from staff supervision or refusing to respond to staff direction, is considered a serious safety concern. If such behaviour occurs, parents may be contacted for immediate pickup, and continued participation in field trips or the Camp programs may be reassessed.
3. Repeated unsafe behaviour may result in removal from the program without refund.

RELEASE, WAIVER & LIMITATION OF LIABILITY

I hereby release and hold harmless Lakepoint Childcare & Learning Centre, its directors, employees, contractors, and representatives from claims arising from my child's participation in Camp activities, including outdoor play and field trips, except where negligence is established under applicable law. I acknowledge that I voluntarily assume the risks associated with participation in the program.

FIELD TRIP POLICY

Lakepoint Childcare & Learning Centre incorporates outdoor activities and local field trips as part of the Spring Camp program. The following policy applies to all field trips:

1. Field trips will primarily be walking excursions within the local community, including parks, playgrounds, and age-appropriate community spaces.
2. Vehicle transportation will not be used unless parents/guardians are informed in advance. Public transportation or Centre's van may be used occasionally.
3. BC Child Care Licensing staff-to-child ratios will be maintained all the time. Children will be under direct supervision of qualified staff at all times.
4. Head counts will be completed before departure, during the outing, and upon return to the centre.
5. Staff will carry a first aid kit, emergency contact information, and a mobile phone. Parents acknowledge that participation involves inherent risks, including minor injuries. In the event of injury or illness, first aid will be provided and parents notified as soon as reasonably possible.
6. Staff are authorized to contact emergency services (911) when required. Any related costs are the responsibility of the parent/guardian.
7. Unsafe behaviour or flight risk, including running away from staff supervision or refusal to follow directions, may result in immediate parent pickup and/or removal from field trips or the Spring Camp program without refund.
8. Participation in Spring Camp constitutes parent/guardian consent to this Field Trip Policy.

ACKNOWLEDGEMENT OF HANDBOOK

I HAVE READ AND AGREE TO COMPLY WITH ALL POLICIES OUTLINED IN THIS HANDBOOK

PARENT'S SIGNATURE: _____ DATE: _____

PLEASE EMAIL TO contact@lakepointchildcare.ca TO REGISTER, WE WILL SEND THE FILLABLE REGISTRATION FORM ONLINE AND SEND A LINK TO CREATE YOUR CHILD'S ACCOUNT IN BRIGHTWHEEL