

CRAFT UNIVERSE

(519) 495 - 8144 | CRAFTUNIVERSESTUDIO@GMAIL.COM

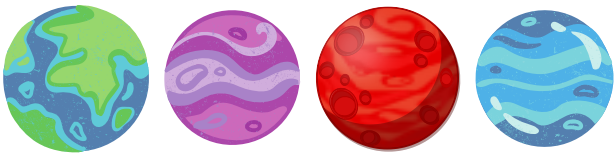
BEFORE & AFTER SCHOOL APPLICATION

CHILD INFORMATION:

Child's Full Name:	
Date of Birth:	
Gender:	
Grade:	
Allergies/Medical Conditions:	
Special Needs/Requirements:	

PARENT/GUARDIAN INFORMATION:

Parent/Guardian Name:	
Relationship to Child:	
Email Address:	
Phone Number:	
Emergency Contact Number:	
Emergency Contact Number:	
Preferred Method of Contact: [Phone/Email]	



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ENROLLMENT DETAILS:

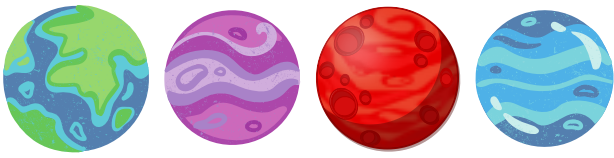
Enrollment Start Date:	
Days of the Week Attending:	[Monday/Tuesday/Wednesday/Thursday/Friday]
Enrollment End Date (if applicable)	
Desired Arrival Time:	
Desired Departure Time:	

PAYMENT PREFERENCE:

- WEEKLY PAYMENTS (5 DAYS X \$25) \$125
- MONTHLY PAYMENTS (21 DAYS X \$25) \$525
- TERM-BASED PAYMENTS (194 DAYS X \$25) \$4850

AUTHORIZED PICKUP PERSONS (IF DIFFERENT FROM PARENT/GUARDIAN):

Name:	
Relationship:	
Phone Number	
Name:	
Relationship:	
Phone Number	



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ADDITIONAL INFORMATION:

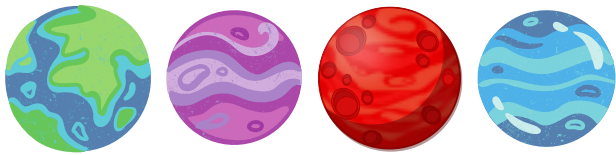
Is your child currently enrolled in any extracurricular activities or clubs?	
Does your child have any interests or hobbies?	
How did you hear about Craft Universe's Before and After School Program?	
Is there any additional information you would like to share about your child?	

PARENT CONSENT:

I, [PARENT/GUARDIAN NAME] _____,
GIVE CONSENT FOR MY CHILD, [CHILD'S NAME]
_____, TO PARTICIPATE IN CRAFT
UNIVERSE'S BEFORE AND AFTER SCHOOL PROGRAM. I UNDERSTAND
AND AGREE TO THE PROGRAM'S POLICIES, INCLUDING ARRIVAL
AND DEPARTURE TIMES, PAYMENT TERMS, AND COMMUNICATION
PROTOCOLS.

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____



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PROGRAM POLICY AND GUIDELINES

WELCOME TO CRAFT UNIVERSE'S BEFORE AND AFTER SCHOOL PROGRAM! WE ARE DELIGHTED TO HAVE YOUR CHILD JOIN US FOR A JOURNEY OF GROWTH, LEARNING, AND CREATIVITY. TO ENSURE A POSITIVE AND ENRICHING EXPERIENCE FOR ALL PARTICIPANTS, PLEASE REVIEW AND ADHERE TO THE FOLLOWING POLICIES AND GUIDELINES:

ENROLLMENT AND REGISTRATION:

COMPLETE AND SUBMIT THE PROGRAM APPLICATION FORM ACCURATELY. A NON-REFUNDABLE APPLICATION FEE IS REQUIRED UPON ENROLLMENT.

PROGRAM HOURS:

THE PROGRAM OPERATES FROM 7AM TO 6PM ON SCHOOL DAYS.

LATE PICK-UP BEYOND PROGRAM HOURS MAY INCUR ADDITIONAL CHARGES OF \$5 PER MINUTE.

PAYMENT:

PAYMENT FOR THE BEFORE AND AFTER SCHOOL PROGRAM IS REQUIRED IN ADVANCE.

WE REQUIRE A 2-WEEK DEPOSIT TO SECURE YOUR CHILD'S SPOT FOR THE LAST 2 WEEKS OF CARE.

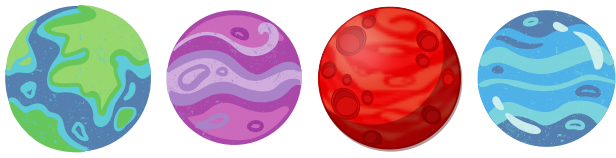
WEEKLY PAYMENTS ARE REQUIRED THE FRIDAY BEFORE THE WEEK AHEAD. MONTHLY PAYMENTS ARE DUE ON THE 1ST OF EACH MONTH.

TERM-BASED PAYMENTS ARE DUE AT THE BEGINNING OF EACH TERM.

NOTICE OF WITHDRAWAL:

IF YOU WISH TO WITHDRAW YOUR CHILD FROM THE PROGRAM, WE REQUIRE A MINIMUM OF 2 WEEKS' NOTICE.

FAILURE TO PROVIDE SUFFICIENT NOTICE MAY RESULT IN THE FORFEITURE OF YOUR DEPOSIT.



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AUTHORIZED PICKUP PERSONS:

ONLY INDIVIDUALS LISTED ON THE APPLICATION FORM ARE AUTHORIZED TO PICK UP YOUR CHILD.

PHOTO IDENTIFICATION MAY BE REQUIRED FOR VERIFICATION.

HEALTH AND SAFETY:

PLEASE INFORM US OF ANY ALLERGIES, MEDICAL CONDITIONS, OR SPECIAL NEEDS YOUR CHILD HAS.

KEEP YOUR CHILD AT HOME IF THEY ARE UNWELL TO PREVENT THE SPREAD OF ILLNESS.

COMMUNICATION:

WE ENCOURAGE OPEN COMMUNICATION BETWEEN PARENTS/GUARDIANS AND OUR TEAM.

STAY INFORMED ABOUT PROGRAM UPDATES, EVENTS, AND ACTIVITIES THROUGH OUR COMMUNICATION CHANNELS.

BEHAVIOR AND CONDUCT:

WE PROMOTE POSITIVE BEHAVIOR, MUTUAL RESPECT, AND KINDNESS.

CHILDREN ARE EXPECTED TO FOLLOW PROGRAM RULES AND TREAT OTHERS WITH RESPECT.

ARRIVAL AND DEPARTURE:

ENSURE YOUR CHILD ARRIVES AND DEPARTS WITHIN PROGRAM HOURS.

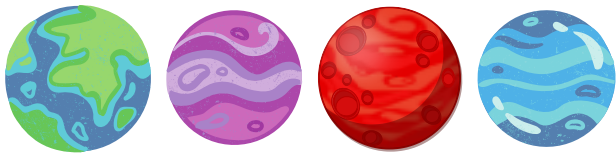
NOTIFY US IN ADVANCE OF ANY CHANGES IN PICK-UP ARRANGEMENTS.

LATE PICK-UP:

A LATE PICK-UP FEE OF \$5 PER MINUTE MAY APPLY FOR CHILDREN NOT PICKED UP WITHIN PROGRAM HOURS.

EMERGENCY PROCEDURES:

IN CASE OF EMERGENCY, WE WILL FOLLOW ESTABLISHED PROTOCOLS TO ENSURE THE SAFETY OF ALL PARTICIPANTS.



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LIABILITY:

CRAFT UNIVERSE AND ITS STAFF ARE NOT LIABLE FOR LOST, DAMAGED, OR STOLEN ITEMS.

ADDITIONAL HOME DAYCARE POLICY FOR CRAFT UNIVERSE BEFORE AND AFTER SCHOOL PROGRAM

PURPOSE:

THIS ADDITIONAL POLICY CLAUSE OUTLINES THE PROVISION FOR THE HOME DAYCARE PROVIDER'S SICK AND PERSONAL DAYS WITHIN THE SCHOOL YEAR. IT ALSO ADDRESSES THE CIRCUMSTANCES UNDER WHICH CHILDREN MAY BE DRIVEN IN THE PROVIDER'S VEHICLE FOR VARIOUS REASONS, INCLUDING INCLEMENT WEATHER, FIELD TRIPS, AND EMERGENCIES.

SICK AND PERSONAL DAYS:

SICK DAYS:

THE HOME DAYCARE PROVIDER IS ENTITLED TO A MAXIMUM OF SIX (6) SICK DAYS WITHIN THE SCHOOL YEAR.

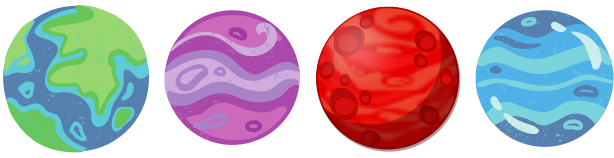
IN THE EVENT OF ILLNESS, THE PROVIDER WILL MAKE EVERY EFFORT TO PROVIDE ADVANCE NOTICE TO PARENTS/GUARDIANS WHENEVER POSSIBLE, UNLESS THE ILLNESS OCCURS SUDDENLY OR POSES A RISK TO THE HEALTH AND SAFETY OF THE CHILDREN IN CARE.

PERSONAL DAYS:

THE HOME DAYCARE PROVIDER IS ENTITLED TO A MAXIMUM OF SIX (6) PERSONAL DAYS WITHIN THE SCHOOL YEAR TO ATTEND APPOINTMENTS OR ADDRESS PERSONAL MATTERS.

THE PROVIDER WILL MAKE EVERY EFFORT TO SCHEDULE PERSONAL DAYS ON DATES THAT MINIMIZE DISRUPTION TO THE REGULAR CHILDCARE ROUTINE.

ADVANCE NOTICE WILL BE PROVIDED TO PARENTS/GUARDIANS REGARDING PERSONAL DAYS, UNLESS CIRCUMSTANCES ARISE SUDDENLY THAT NECESSITATE IMMEDIATE ATTENTION.



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CREDIT FOR MISSED DAYS:

PARENTS/GUARDIANS WILL NOT BE CHARGED FOR THE TIME CHILDREN SPEND AWAY FROM THE DAYCARE DUE TO THE PROVIDER'S SICK OR PERSONAL DAYS.

A CREDIT EQUIVALENT TO THE MISSED TIME WILL BE ADDED TO THE PARENT/GUARDIAN'S ACCOUNT.

THE CREDIT WILL BE APPLIED TO THE FOLLOWING WEEK OR MONTH, DEPENDING ON THE ESTABLISHED PAYMENT PLAN.

PARENTS/GUARDIANS WILL ONLY BE CHARGED FOR THE TIME THEIR CHILD IS IN THE PROVIDER'S CARE.

CHILD TRANSPORTATION:

VEHICLE USAGE:

ON INCLEMENT WEATHER DAYS, FIELD TRIPS, OR IN CASE OF EMERGENCY, CHILDREN IN THE HOME DAYCARE PROGRAM MAY BE TRANSPORTED IN THE HOME DAYCARE PROVIDER'S VEHICLE.

THE PROVIDER'S VEHICLE WILL BE PROPERLY MAINTAINED, INSURED, AND EQUIPPED WITH APPROPRIATE SAFETY SEATS AND RESTRAINTS AS REQUIRED BY LAW.

FIELD TRIPS:

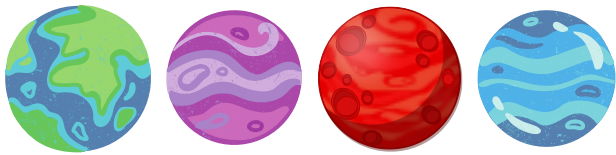
FOR PLANNED FIELD TRIPS, PARENTS/GUARDIANS WILL BE INFORMED IN ADVANCE OF THE DESTINATION, PURPOSE, AND DATE OF THE TRIP.

PARENTAL CONSENT WILL BE OBTAINED FOR EACH CHILD'S PARTICIPATION IN THE FIELD TRIP.

INCLEMENT WEATHER:

IN CASES OF INCLEMENT WEATHER, SUCH AS HEAVY SNOWFALL OR SEVERE STORMS, THE PROVIDER MAY CHOOSE TO TRANSPORT CHILDREN TO AND FROM SCHOOL OR OTHER ACTIVITIES TO ENSURE THEIR SAFETY.

PARENTS/GUARDIANS WILL BE INFORMED OF SUCH ARRANGEMENTS AS EARLY AS POSSIBLE.



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EMERGENCY SITUATIONS:

IN THE EVENT OF AN EMERGENCY, SUCH AS A MEDICAL ISSUE, THE PROVIDER MAY NEED TO TRANSPORT A CHILD TO SEEK MEDICAL ATTENTION PROMPTLY.

PARENTS/GUARDIANS WILL BE NOTIFIED IMMEDIATELY IF SUCH AN EMERGENCY ARISES.

THIS HOME DAYCARE POLICY CLAUSE AIMS TO PROVIDE TRANSPARENCY AND OPEN COMMUNICATION BETWEEN THE HOME DAYCARE PROVIDER AND PARENTS/GUARDIANS REGARDING THE PROVIDER'S SICK AND PERSONAL DAYS. IT ALSO OUTLINES THE ARRANGEMENT FOR CREDITING THE ACCOUNT FOR MISSED DAYS AND ENSURES THAT PARENTS/GUARDIANS ARE ONLY CHARGED FOR THE TIME THEIR CHILD IS IN THE PROVIDER'S CARE.

IN CONCLUSION, WE ARE COMMITTED TO MAINTAINING A SAFE, NURTURING, AND ENRICHING ENVIRONMENT FOR YOUR CHILDREN. THE CRAFT UNIVERSE BEFORE AND AFTER SCHOOL PROGRAM WILL BE PROVIDED AT **7025 BEATTIE STREET, LONDON, ONTARIO**, WHERE WE LOOK FORWARD TO WELCOMING YOUR CHILDREN INTO OUR CARE. WE BELIEVE THAT OUR POLICIES AND PROCEDURES, INCLUDING THOSE OUTLINED IN THIS DOCUMENT, WILL HELP ENSURE THE WELL-BEING AND HAPPINESS OF ALL PARTICIPANTS IN OUR PROGRAM.

THANK YOU FOR ENTRUSTING US WITH THE OPPORTUNITY TO BE A PART OF YOUR CHILD'S GROWTH AND DEVELOPMENT. WE ARE EXCITED TO EMBARK ON THIS JOURNEY TOGETHER, CREATING POSITIVE AND MEMORABLE EXPERIENCES FOR YOUR CHILDREN IN OUR CARE.

BY ENROLLING YOUR CHILD IN CRAFT UNIVERSE'S BEFORE AND AFTER SCHOOL PROGRAM, YOU AGREE TO ADHERE TO THESE POLICIES AND GUIDELINES. WE ARE COMMITTED TO PROVIDING A SAFE, NURTURING, AND ENRICHING ENVIRONMENT FOR ALL CHILDREN IN OUR CARE. THANK YOU FOR ENTRUSTING US WITH YOUR CHILD'S WELL-BEING AND GROWTH.

PLEASE SIGN AND RETURN THIS PAGE ALONG WITH YOUR COMPLETED APPLICATION FORM.

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____