

# Northern Rockies Early Years Programs Childcare & Preschool

## Registration 2023-2024

Located in the Northern Rockies Clubhouse at 4200 45th Street  
(Next to the JS Clark Elementary School)  
Box 1210, Fort Nelson, BC V0C1R0

Ph.: 250-774-2596 Cell: 250-321-6188

Email: [NREARLYYEARS@GMAIL.COM](mailto:NREARLYYEARS@GMAIL.COM)

Forms can be dropped off at the  
Fort Nelson Family Development Society  
5012 Airport Drive, Fort Nelson, B.C.  
Phone: 250-774-2596 Fax: 250-774-2831

Or emailed to:

[NREARLYYEARS@GMAIL.COM](mailto:NREARLYYEARS@GMAIL.COM)

March 27, 2023

Dear Families and Community Members,

Over the years, the Fort Nelson Family Development Society has had many requests to open a licensed childcare centre to meet the ever-growing need for care in our community. We are currently working with School District 81 to access the New Spaces Funding and create two new, licensed childcare programs in our community with a goal of opening in 2024.

We have identified that waiting until 2024 will leave our community with many families unable to access licensed childcare. To meet the current requests for childcare, in June 2023, we are opening one of our Clubhouse rooms with limited early year's childcare spaces for children 3 to 5 years of age. The new early year's childcare program will allow families to choose full time care or part time care with part time preschool.

If you have any questions about our programs please connect with me at 250-774-2596 or [ed.fnfds@gmail.com](mailto:ed.fnfds@gmail.com).

Sincerely

Cindy Southwick

<b>REGISTRATION CHECKLIST:</b>	
The following completed forms are needed for the registration to be accepted.	
	Registration Form
	Immunization Records (we know this request can take time from Public Health – please submit asap)
	Custody orders
	Emergency Contact Sheet
	Waiver and Release form
	Financial Agreement
	\$50 registration/supply fee
<b><i>You will receive a confirmation of enrollment once all paperwork has been processed</i></b>	
<b>The Registration/Supply Fee and First month's fees are non-refundable</b>	

Northern Rockies Early Years Programs offer play-based programs with trained and experienced staff who provide young children with an ideal environment in which to explore, create, discover, learn and grow. The goal is to help children build on their physical, emotional, social, intellectual and linguistic development in an inclusive environment.

In our Early Years Programs, we introduce pre-literacy and pre-numeracy activities to support your child's development and education readiness skills. The curriculum we use in the Northern Rockies Early Years Programs is the "Get Set for School" It was developed by Jan Olsen and Emily Knapton who are Occupational Therapists. This Pre-K curriculum is developmentally designed for children to build a strong foundation for starting their education. Get Set for School uses music and movement to engage children to learn as they play, colour, draw, count, build and sing. The concepts taught through the Get Set for School Curriculum are designed to build on each skill as it is learned. We start using the basic curriculum in our two-year-old program and progress through to kindergarten entry. Even children who do not enter our program until four years of age will benefit from the skills learned from this curriculum.

Some concepts we will be teaching are:

- Recognizing letters and numbers
- Learning habits for writing capitals and numbers (start at the top!)
- Sorting objects by size, colour, and other attributes
- Counting, sorting, creating patterns
- Building vocabulary
- Crayon grip
- Left/ Right awareness
- Body awareness
- Self Regulation
- Following directions
- Following routines
- Adaptive Skills

For more information, please check out the website at <http://www.lwtears.com/solutions/early-learning/get-set-for-school>

Not all children are the same! As all parents know, a child may excel in one area of development but not another. As well, children's innate temperaments, their likes and dislikes, and their ways of learning and doing things may be very different.

In the Northern Rockies Early Years Programs, our staff excel at getting to know young children as individuals in order to provide them with the best possible opportunities to learn and have fun. We do not design activities with rigid rules based simply on what a chart says a child should be able to do at a particular age. Nor do we prevent them from doing something the way they want, within reason. We do not structure their learning and play in a set way unless we have a very good reason to do so. Those children who are found to require some extra supports will find that support available in their classroom as needed.

We can also expand on what a child is learning by challenging them with a new activity. We draw the child's attention in gradually interesting ways that are natural and appealing to the child.

As Early Childhood Educators, we know that there is no such thing as a "bad child" and that many behavioural issues identified in preschoolers stem from a child communicating a need. Our staff are trained and supported in identifying your child's unique need and working collaboratively to meet those needs and create an optimal learning environment for everyone. Moreover, by having a higher staff-to-child ratio, children are not rushed and get a lot of attention in our programs.

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

Please check the Program and days you would like your child to attend:

**For Preschool ONLY**

1. Choose a minimum of two preschool classes a week to a maximum of five classes a week.

**For Childcare ONLY**

2. Choose the time that best suits you for pick up and drop off

**For Childcare & Preschool**

1. Choose the time that best suits you for pick up and drop off
2. And check the days you would like your child to attend preschool.
  - You will only be charged the full time fee.

<b>HALF DAY PRESCHOOL</b>				
	Tuesday - 3's	Born in 2020	9:00-11:30	\$65 month
	Wednesday – 3's	Born in 2020	9:00-11:30	\$65 month
	Thursday - 3's	Born in 2020	9:00-11:30	\$65 month
	Friday – 3's	Born in 2020	9:00-11:30	\$65 month
	Monday – 4's	Born in 2019	1:00-3:30	\$65 month
	Tuesday - 4's	Born in 2019	1:00-3:30	\$65 month
	Wednesday – 4's	Born in 2019	1:00-3:30	\$65 month
	Thursday - 4's	Born in 2019	1:00-3:30	\$65 month
	Friday – 4's	Born in 2019	1:00-3:30	\$65 month
<b>FULL DAY CHILDCARE</b>				
	3 & 4 year old (born 2019/2020)	9:00-3:30	\$800 month	These full day programs will qualify for the BC Government Parent Fee Reduction Initiative. To access the estimator: <a href="http://gov.bc.ca">Child Care Operating Fund (gov.bc.ca)</a>
	3 & 4 year old (born 2019 & 2020)	8:15-4:45	\$1105 month	

Classroom selection will be first come first serve so please return this registration package to the preschool teacher or Family Development Society's Main Office at 5012 Airport Drive as soon as possible indicating your choices.

You will receive a confirmation email once registration forms and the registration/supply fee has been received.

Today's Date: \_\_\_\_\_

Child's Full Name: \_\_\_\_\_

Gender Identity: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Street Address: \_\_\_\_\_

Fort Nelson BC V0C1R0

Home Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Parent/Guardian Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Would you like both parents/guardians to be contacted with any program information?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ if no, the primary parent will be the only parent contacted.

Do you have a custody order in place? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please provide a copy with this registration form.

### **Child Information**

#### **Immunizations**

Are all immunizations up to date? Yes \_\_\_\_\_ No \_\_\_\_\_

If No, please sign the following: I have chosen not to immunize my child

\_\_\_\_\_ (Parent Signature)

A photocopy of immunization must be available to complete registration.

#### **Allergies**

Does child have any allergies? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, fill out the chart below.

(If you require more room, please provide information on the back of this page)

List Allergies or Intolerances	Check the Medical Condition			Symptoms:
	Intolerance	Yes	No	
	Allergy	Yes	No	
	Intolerance	Yes	No	
	Allergy	Yes	No	

**Medications**

Is your child on any medication? Yes, \_\_\_\_\_ No \_\_\_\_\_ if yes, please fill out the chart below.

Name of Medication:	Reason for Medication:
Will this medication need to be given at the Early Years Programs: Childcare & Preschool Program?	Possible side effects or things for staff to be aware of:

Are there any cultural beliefs, traditions, or others information you feel we should know about, or that may affect your child’s participation?

---



---



---



---



---

**EARLY YEARS ACTIVITIES**

**Field Trips**

I hereby grant permission for my child to leave the Northern Rockies Clubhouse, under the supervision of staff members for walks and/or field trips and if needed in an authorized vehicle.

Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_ Signature (parent/guardian)

The Northern Rockies Early Years Programs: Childcare & preschool may contract with the Northern Rockies Seniors Society Bus to transport children out on community field trips. By signing below, I acknowledge that I give the Fort Nelson Family Development Society, Northern Rockies Early Years: Childcare & Preschool my permission to transport my child on the Northern Rockies Senior’s Bus from the Northern Rockies Clubhouse to a community location.

Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_ Signature (parent/guardian)

**Pictures & Videos**

I give permission for the staff of the Northern Rockies Clubhouse – Early Years Childcare & Preschool to take pictures/video shots of my child while taking part in the program. These photos may be displayed in the classrooms, sent home with the children, shared on our newsletters or posted on our website or Facebook / Instagram page.

Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_ Signature (parent/guardian)

**Bussing To and From the Early Years Programs: Preschool & Childcare**

*Bussing will not be available for early drop-off or later pickup times.  
(Forecasted schedule 9:00 pickup, 11:30 drop off, 12:30 pick up, 3:00 drop off)*

Fort Nelson Family Development Society has contracted the Northern Rockies Senior’s Society to provide bussing between the children’s homes/daycares and the Northern Rockies Clubhouse. The Northern Rockies Early Years Programs: Childcare & Preschool will have a staff member on the bus to monitor the children and be available if an issue or an emergency arises. This service is covered by a grant received by the Fort Nelson Family Development Society.

My child \_\_\_\_\_ **WILL** be requiring bussing to and from the

Northern Rockies Clubhouse at the following address: \_\_\_\_\_

***By signing below, I acknowledge that I am giving the Fort Nelson Family Development Society, Northern Rockies Early Years Programs: Childcare & Preschool my permission to transport my child on the Northern Rockies Senior’s Bus.***

\_\_\_\_\_ Signature (parent/guardian)



**AEPS Assessment Permission Form**  
**(Assessment, Evaluation, and Programming System for Infants and Children)**

---

The Fort Nelson Family Development Society is pleased to offer this great, new addition to our Northern Rockies Early Years Programs: Childcare & Preschool! Because your child's first 5 years of life are so important, we want to help our staff; provide the best start for your child. We will have one of our qualified Early Intervention/Learning Staff complete an AEPS assessment through September on each of the children. This assessment will help us identify at what level of development each child is at and where we can offer more specific developmental programming that will meet the needs and abilities of each child.

The AEPS assessment will be completed through out the school year.

Parents/caregivers & preschool teachers will receive information outlining various activities and suggestions to best support each child's development!

We look forward to your participation in our program. Please do not hesitate to contact us if you have other questions.

I consent for the Northern Rockies Early Years Programs: Childcare & Preschool to have the Family Development Society complete an AEPS on my child.

Yes: \_\_\_\_\_ No: \_\_\_\_\_

\_\_\_\_\_ Signature (parent/guardian)

If you have any questions or concerns please do not hesitate to ask us!  
Tabatha Jacobs, Family Navigator  
Fort Nelson Family Development Society 250-774-2596

## Financial Obligation / Withdrawal Agreement

***We accept etransfers, checks, cash, or money order. We do not accept credit cards or debit cards. A \$50 NSF charge will be charged to you on any returned checks.***

This agreement will exist from June 1, 2023 to August 31, 2024. It is our goal to keep our tuition as low as possible while maintaining the excellence of the program to which we are committed in the face of rising costs.

We would like you to know the following:

1. An annual \$50 non-refundable registration/supply fee to cover the cost of consumable supplies is required with each registration form.
2. Fees are annually based and then divided into 10 months.
  - The Northern Rockies Early Years: Childcare & Preschool will be closed for all stat holidays and the Preschool will be closed for SD81school holidays. (These closures have been incorporated into your annual cost. No refund will be provided)
  - The Northern Rockies Early Years: Childcare & Preschool - December rates are pro-rated to account for the 2 week holiday closure
  - The Preschool - March rates are prorated to account for a 1 week March break closure
  - The Childcare program will run through March Break
  - A reduction of fees per class will be provided on your following months invoice for any unscheduled closures by the Northern Rockies Early Years Programs: Childcare & Preschool.
  - Our programs qualify for the BC Child Care Fee Reduction Program and qualifying programs will be credited each month.
3. The preferred method of payment is by etransfer to  
  
NREARLYYEARS@GMAIL.COM password: Clubhouse1
4. We also accept cash, checks and money orders with no additional charge.
5. All payments are due by the fifth of the month and must be made no later than the 10<sup>th</sup>.
6. We accept the Affordable Child Care Benefit (Subsidy) It is your responsibility to ensure that all subsidies are in place for your child's program. It is also your responsibility to cover any expense not covered by subsidy. (our 2 year old program does not qualify for subsidy under the child care funding)
7. If you are withdrawing your child, you must notify us by the 15th of the previous month. As we do not pro-rate monthly fees.

8. If you notify us of your child's withdraw later than the 15th of the previous month: Childcare and Preschool you will be charged a "late notice fee" of 50% of your regular monthly fees.
9. In an effort to keep costs down, we email monthly invoices/ receipts.
10. If tuition fees are 60 days overdue, with no connection with the Northern Rockies Early Years Programs Manager your child's space will be given up to the waitlist.
11. The Fort Nelson Family Development Society is committed to supporting families and if you require financial assistance to attend the Northern Rockies Early Years Programs: Childcare & Preschool please talk to Cindy Southwick, Executive Director at 250-774-2596.

***I have read and agree to the financial agreement.***

DATE: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Waiver & Release**

**THIS ACTIVITY WAIVER & RELEASE** (this "Agreement") dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**BETWEEN:**

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

Date of Birth: \_\_\_\_\_

(The "Participant")

AND

Fort Nelson Family Development Society of 5012 Airport Drive, Fort Nelson, BC V0C1R0,

**Northern Rockies Clubhouse:**

**Northern Rockies Early Years Programs: Childcare & Preschool,**

**4200 54<sup>th</sup> Street, Fort Nelson, BC V0C1R0**

(Collectively the "Activity Provider")

OF THE SECOND PART

IN CONSIDERATION OF the covenants and agreements contained in this Agreement and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties to this Agreement agree as follows:

**Consideration**

1. Being of lawful age and in consideration of being permitted to participate in the activity described below, the Participant releases and forever discharges the Activity Provider, the Activity Provider's spouse, heirs, executors, administrators, legal representatives and assigns from all manner of actions, causes of action, debts, accounts, bonds, contracts, claims and demands for or by reason of any injury to person or property, including injury resulting in the death of the Participant, which has been or may be sustained as a consequence of the Participant's participation in the activity described below, and notwithstanding that such damage, loss or injury may have been caused solely or partly by the negligence of the Activity Provider.

2. The Participant understands that the Participant would not be permitted to participate in the activity described below unless the Participant signed this Agreement.

### **Details of Activity**

3. The Participant will participate in the following activity:  
**Northern Rockies Early Years Programs: Childcare & Preschool Program June 1, 2023 to August 31, 2024.**

### **Concurrent Release**

4. The Participant acknowledges that this Agreement is given with the express intention of effecting the extinguishment of certain obligations owed to the Participant and with the intention of binding the Participant's spouse, heirs, executors, administrators, legal representatives and assigns.

### **Fitness to Participate**

5. The Participant acknowledges that the Participant does not have any physical limitations, medical ailments, physical or mental disabilities that would limit or prevent the Participant from participating in the above mentioned activity. If required, the Participant will obtain a medical examination and clearance.

### **Full and Final Settlement**

6. The Participant hereby acknowledges and agrees that the Participant has carefully read this Agreement, that the Participant fully understands the same, and that the Participant is freely and voluntarily executing the same.
7. The Participant understands that by signing this Agreement, the Participant agrees to be forever prevented from suing or otherwise claiming against the Activity Provider for any property loss or personal injury that the Participant may sustain while participating in or preparing for the above noted activity.
8. The Participant has been given the opportunity and has been encouraged to seek independent legal advice prior to signing this Agreement.
9. This Agreement contains the entire agreement between the parties to this Agreement and the terms of this Agreement are contractual and not a mere recital.

**Governing Law**

10. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia.

The Participant and Activity Provider have duly affixed their signatures under hand and seal on

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Parent/Guardian's Name (print) \_\_\_\_\_

Fort Nelson Family Development Society  
Executive Director

Per: \_\_\_\_\_

**Emergency Information**

The information on this sheet will be used if child is not picked up on time, will travel with staff on any outings away from the clubhouse or given to medical authorities if your child is transported for a medical emergency

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Home Street Address:

\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Ph. (cell) \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Ph. (cell) \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Ph. \_\_\_\_\_

Care Card Number: \_\_\_\_\_ Province: \_\_\_\_\_

Medications: \_\_\_\_\_

Medical Conditions/Allergies: \_\_\_\_\_

The list below will be contacted if we are not able to reach the parent /guardian.

Emergency Contact Name: \_\_\_\_\_ Ph. (cell) \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Ph. (cell) \_\_\_\_\_

Persons authorized to pick up child -other than parents/guardians:

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

*Under NO circumstances will child be released to anyone without written authorization from parent /guardian – this is required by our License.*

### Consent to Emergency Care

If, at any time, due to such circumstances as injury or sudden illness, medical treatment or emergency action is necessary, I authorize the Fort Nelson Family Development Society: Northern Rockies Early Years Programs: Childcare & Preschool staff to take whatever measures they deem necessary for the protection of my child while in their care. I understand this may involve calling a doctor, interpreting, and carrying out their instructions and transporting my child to a hospital or doctor's office, including the possible use of an ambulance. I understand this may be done prior to contacting me and that any expense incurred for such treatment, including ambulance fees, are my responsibility.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Signature (parent/guardian)

\_\_\_\_\_ Date

