



KINDERGARTEN RENEWAL APPLICATION

INSTRUCTIONS:

1. Please answer all questions – we cannot process incomplete forms.
2. Sign and date the completed form.

GENERAL, CONTACT, & MUNICIPAL QUESTIONS

ORGANIZATION NAME:

MAILING ADDRESS:

POSTAL CODE:

CONTACT:

PHONE #:

POSITION:

EMAIL:

ORGANIZATION INFORMATION

GENERAL

1. Organization type:
 - Kindergarten Playschool After school Daycare
2. Is the centre licensed under the Day Nurseries Act?
 - Yes No
 - Please provide a copy of your license.*
3. # of children at any time: _____
4. Age group: _____
5. What is the average number of children per employee?
 - 0 to 2 years: _____ Kindergarten Age: _____
 - 2 to 5 years: _____ School Age: _____
6. Are you a registered not-for-profit? Yes No

OPERATIONS & BACKGROUND CHECKS

1. Have there been any changes in operations? Yes No
If yes, please provide details: _____

 2. Hours of operations: _____ to _____
 3. # of days per year open _____
 4. Annual Revenue: \$ _____
 5. How many employees do you have? _____
 6. How many volunteers are used on a regular basis?
 - Yes No
 7. Do you check employee qualifications and references?
 - Yes No
 8. Do you require criminal background checks on employees and volunteers from the police department? Yes No
- NOTE:** *This policy MAY NOT RESPOND unless ALL individuals working with the children have had a police background check.*

KINDERGARTEN RENEWAL APPLICATION

MORE DETAILS

Do you provide any of the following?

- Transportation in the morning and / or evening: Yes No
- Meals on premises: Yes No
- Cooking on premises: Yes No
- Dietitian: Yes No
- Does a nurse visit the centre?: Yes No

Outside Area - Do you have any of the following?

- Playground Yes No
- Fence and locked gate Yes No
- Swimming pool Yes No
- Activities off premises Yes No

Transportation for Activities off Premises:

- Do volunteers transport children? Yes No
- If 'yes', do you require valid drivers licenses and insurance in place? Yes No
- Do employees transport children? Yes No
- If 'yes', do you require valid drivers licenses and insurance in place? Yes No

Do you have written policies and procedures in place to address the following?

- Fire drills Yes No
- Inclement weather Yes No
- Field trips Yes No
- Crises management Yes No
- Sexual molestation Yes No
- Maintenance of buildings and grounds Yes No
- Maintenance of playground equipment Yes No
- Sickness and communicable diseases Yes No
- Transportation in private vehicles Yes No
- Medical treatment of children Yes No
- Emergency measures Yes No

Do you have written policies and procedures in place to address the following? (cont'd)

- Evacuation plans Yes No
- Handling of harmful items (Paints, Cleaning Materials, Medicine) Yes No
- Are toys segregated by age group? (i.e. Are certain toys kept out of reach of children under 2 years) Yes No
- If a child has any allergies or other medical problems, does the Centre obtain written instructions from parents? Yes No
- If yes, does the centre keep a written record of medication, time administered and by whom? Yes No

Please attach a copy of your standard report form.

What are the rules for delivery and pickup of children, especially when the parents are delayed or otherwise unable to pick up the child? _____

SIGNATURE OF INDIVIDUAL COMPLETING APPLICATION

(By typing your full name into the digital signature field above, you confirm the information on this form is accurate and binding.)

PRINTED NAME

POSITION / TITLE

DATE