

## REOPENING DURING COVID-19 COMMUNICATION FORM

*\*Please ensure all information is completed accurately as the information provided will form all necessary documentation.*

**CHILD'S NAME:** \_\_\_\_\_  
First Name Last Name

**DATE OF BIRTH:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

The child lives with:  father and mother  father  mother  guardian

<b>MOTHER (guardian)</b> CONTACT INFO	<b>FATHER (guardian)</b> CONTACT INFO
Fist Name: _____	Fist Name: _____
Last Name: _____	Last Name: _____
Cell Phone: (    ) -    -	Cell Phone: (    ) -    -
Email: _____	Email: _____
Home Address: _____ _____ _____	Home Address: _____ _____ _____
Home Number: (    ) -    -	Home Number: (    ) -    -
Work Address: _____ _____ _____	Work Address: _____ _____ _____
Work Number: (    ) -    -	Work Number: (    ) -    -

## PARENT/GUARDIAN AGREEMENTS

As stated in our Parent’s Handbook, all forms in our registration package must be signed and returned to the office before your child can begin enrolment with Gormley Daycare. The Code of Conduct, and Confidentiality and Non-disclosure will also be signed with confirmation of enrolment. Parent(s) will receive a signed copy for their records.

### EMERGENCY CONTACT

In the case of an emergency, and you cannot be contacted, we will call your emergency contacts to come and pick up your child.

<b>Fist Name:</b>			
<b>Last Name:</b>			
<b>Relationship:</b>			
<b>Home or Cell Number:</b>	(    ) -    -	<b>Work Number:</b>	(    ) -    -
<b>Fist Name:</b>			
<b>Last Name:</b>			
<b>Relationship:</b>			
<b>Home or Cell Number:</b>	(    ) -    -	<b>Work Number:</b>	(    ) -    -
<b>Fist Name:</b>			
<b>Last Name:</b>			
<b>Relationship:</b>			
<b>Home or Cell Number:</b>	(    ) -    -	<b>Work Number:</b>	(    ) -    -

### CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

At Gormley Daycare we strive to ensure respect of all parties involved with our child care centre.

Thus, all matters related to the children and their families are considered confidential and should be respected as such. There is no discussion outside the daycare about any child, their family and employees.

All individuals will comply with our confidentiality and non-disclosure policy; ensuring that any information pertaining to a child, a family or staff member at Gormley Daycare remain confidential and not be shared.

We will use our best efforts to ensure that Personal information that is used on an ongoing basis is accurate, complete and up to date. If any staff successfully demonstrates the inaccuracy or incompleteness of Personal Information, the information will be amended as required.

