

Child Development Dayhomes of Alberta
Quick Reference Guide on Administration Forms

Form	Description	When to fill it out	What to do next
Emergency Back-up Authorization	- Gives you permission to have an alternate individual provide care in your Dayhome only in case of emergency	- Have parent sign, when new child begins care - Or when an emergency back up person has been designated	- Parent must also give their verbal consent each time emergency back-up care is required - Keep signed form for your reference
Field Trip Authorization (specific)	- Gives you permission to take the child on an outing or field trip that is not listed on your general field trip form	- Parent must sign prior to the field trip or outing	- Send to office at month end, or give to your Consultant during monthly visit
Change of Services	- A form that allows you and the parent to change the original contract of care (hours, days, fees, end of contract)	- As soon as notice is given for termination or contract changes	- Submit ASAP via email or fax
Incident/Accident Report	- To document specific details of any injury, unusual incident or emergency that occurs during Dayhome hours.	- After an injury, unusual incident or emergency situation occurs - Have parent sign form at pick up time - If it is an emergency that requires medical attention, call 911 immediately	- Always call the parent and the office to notify your Consultant of the accident - Send to office or give to your Consultant during monthly visit - In the case of an unusual incident, call the office first for consultation
Medication Record	- To keep track of medication given to the child - Gives you permission to give medication to the child	- Fill out with the parent before medication is given - Initial form each time medication is given to child	- Send to office once child has finished the medication
Parent Agreement Form (Back-up)	- A short term agreement for when a Provider cares for a child who is registered in another Child Development Dayhome	- Prior to care being given - Have parent initial and sign attendance record - Write the name of the original Provider on the attendance record	- Send in a copy to the office then file Parent Agreement Back-up form with your “child” forms -Call office to confirm we received and so that we can add child to your Timesavr -Back up children must be signed in and out
Parent Agreement Form (Drop In)	- A short term, temporary agreement (less than 4 days / month) for when a Provider	- Prior to care being given - Complete attendance record for drop-in child	Send in a copy to the office then file Parent Agreement Back-up form with your “child” forms

	cares for a child on a casual basis	- Ensure parent signs the attendance record and the Drop-in agreement form	-Call office to confirm we received and so that we can add child to your Timesavr -Drop in children must be signed in and out
Infant Care Incentive	The information collected on this form is submitted each month the child is eligible and is used to verify that the program is eligible to receive month incentive of \$150 for a child between the ages of 0-18 months	When you have a drop in child who falls in the age range and attends a minimum of 8 hours per month in your dayhome This form will accompany a drop-in form for the infant. You only have to fill this out one time for each infant.	Send to office ASAP

Keeping these forms complete and updated ensures your insurance coverage is valid