

**Welcome to Parkland Players!** Before we get started there a few administrative things we need to go through.


First of all, there are a number of documents that need to be kept on file. Please be sure you have provided all of the following prior to the start of your child's enrolment:

- A signed contract
- A copy of your child's immunization records
- A photo of your child
- A completed and signed emergency card
- Registration fee (\$50) and registration deposit (\$250)
- Completed and signed **Versapay PAD Agreement** and Void Cheque OR post-dated cheques (please note that there is a \$10 processing fee per post-dated cheques and we encourage all parents to choose the Versapay option)
- EPI-PEN** or any other necessary medications. THESE MUST BE UP TO DATE AND ACCOMPANIED BY A SIGNED MEDICATION ADMINISTRATION FORM

Second, there are a number of personal items that are required to remain at the centre (please note that specific lists for each program can be found on our website at <http://parklandplayers.com/forms/>). In general children should have:

- Inside shoes
- A change of clothes (shirt, pants, underwear, socks, etc.)
- Emergency comfort kit** with the following in a large Ziploc bag: water bottle, non-perishable food goods, family picture/letter with current phone numbers, flashlight with batteries kept separate, small pack of Kleenex, small toy/game/book

Lastly we ask all parents to become acquainted with the following technologies and methods of communication used by our centre:

- HIMAMA:** this is a reporting app through which we send pictures of your child's daily activities and development as well as our main communication line about important information and upcoming events. The app can be downloaded in any smartphone app store. The icon for the Himama app shows a cartoon baby with a red cape and the word "hi" written on it, set against a blue circular background.
- TIMESAVR:** this is our system for keeping record of signing in and out children. Staff members will help parents learn how to do this.
- SOCIAL MEDIA:** our social media outlets are used to educate the community on who we are, what we do, important concepts in Early Childhood Education, the Reggio Emilia Approach, and more. We ask all parents to follow to stay informed:
  - o Facebook: <https://www.facebook.com/ReggioEmiliaLearningCenters>
  - o Instagram: [@parklandplayers](https://www.instagram.com/parklandplayers)
  - o Twitter: [@ParklandPlayers](https://twitter.com/ParklandPlayers)

If you have any questions or concerns about this information or about your registration itself please do not hesitate to ask us. Contact information is provided above. We are happy to have you joining our Parkland Players community!