

**Leap Forward Childcare Expression of Interest Form**

TODAY'S DATE \_\_\_\_\_ PROGRAM \_\_\_\_\_

CHILDS NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

DATES OF DESIRED ENROLLMENT \_\_\_\_\_

(Choose three months if possible)

GUARDIAN'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_ CELL \_\_\_\_\_

WORK PHONE \_\_\_\_\_ EXT \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

GUARDIAN'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_ CELL \_\_\_\_\_

WORK PHONE \_\_\_\_\_ EXT \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

WILL YOU APPLLY FOR THE AFFORDABLE CHILDCARE BENEFIT? YES NO MAYBE  
(Please circle)

Desired Hours of care	MON	TUES	WED	THURS	FRI
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**STEPS TO SECURING A SPACE**

1. Read Parent Handbook.
2. If a space is available, a tour of the center and a "meet and greet" with the daycare manager is arranged (optional, though highly recommended before or after the space is secured).
3. A non-refundable registration fee is provided. This amount is due at the time of registration.
4. A non-refundable deposit is provided. This amount is due at the time of registration and is returned during the child's final month of care.
5. If a parent is applying for ACCB, *ACCB Application Form* and *Childcare Arrangement Form* is submitted. If a parent has paid beyond their parent portion, they will be reimbursed this amount once Leap Forward Childcare has received payment from the ACCB program.
6. Registration Form is completed.
7. The Child Introduction Form is completed several weeks before care is due to begin.
8. Transition schedule arranged (for children under 36 months)
9. On the child's first day, a "Comfort Kit" and all supplies that will be kept at daycare are provided.

All payments are provided by e-transfer to [info@leapforwardlangford.com](mailto:info@leapforwardlangford.com) using "what is the child's first name?" or "what is the child's first and last name?" as the security question.