

KEE Important Admission Information

Documents to be Filled/Signed after being offered a spot

1. **Parents Handbook:** In a separate email, as the caring contract.
2. **Enrolment Form:** All information about your child
3. **Upload A digital photo of your child:** Please make sure your child can be identified
4. **Upload child's immunization report(can provide later):** Available on Health Gateway
5. **Medication Form(if applicable)** Only if your child takes medication
6. **Authorized Pick-up Information(if applicable)**
7. **Photo Release Form(optional):** To authorize us how to use your child's photo/video

Payment Method

1. **E-transfer to info@keeacademy.ca** No additional fees. Please specify the invoice number and child's name
2. **Online Bank Account[Brightwheel]** 0.6% service fee, \$0.35 min, \$2.75 max
3. **Online Card [Brightwheel]** 2.95% service fee

We do not accept cash payment

All service fees are charged by third parties, subject to change and non-refundable. When you pay the refundable deposit using an Online Bank Account or Online Card, please note service fee portion is non-refundable.

What to bring on the first day

The parent(s)/guardian(s) will provide the following:

- **Diapers, wipes and diaper cream (if applicable):** please ensure they are clearly labelled with the child's full name.
- **Change of Clothes:** at least one set of spare clothes, including shirts, pants/shorts, underwear, socks, and appropriate outerwear. Recommend two sets for potty training.
- **Indoor Shoes:** To be worn inside the classroom.
- **Bottles and Formula/Breast Milk:** if the child is not yet weaned or requires formula, parents should provide an adequate supply of bottles and the preferred formula or breast milk.
- **Special Dietary Items:** if the child has specific dietary needs or restrictions, parents should provide any specialized food or snacks required.
- **Sunscreen and Bug Repellent(SUMMER):** during outdoor activities, parents may be asked to provide child-safe sunscreen and bug repellent.
- **Appropriate Outdoor Gear:** depending on the weather and temperature, parents should provide suitable outdoor clothing, such as hats, mittens, jackets, and rain boots.

- **Medications and Medical Supplies:** if the child requires any medications, parents must provide them, along with clear instructions and necessary medical supplies, such as inhalers or EpiPens.
- **A Crib-sized Sheet and a child-size blanket:** to be used during naptime and taken home every Friday for laundry.
- **A Family Photo, or comfort item:** This helps to keep the child calm in case of injury/emergency.

Pickups

Please bring a Photo ID during the first month of enrolment. Our staff might ask for verification if he/she has not met you.

Parents and Emergency contacts are automatically authorized for pick-up. Please fill out the [Authorized Pick-up Form](#) to authorize another person. If someone will be temporarily picking-up your child please contact our centre. We will require verbal confirmation from you if a person without authorization is trying to pick up your child.