

(Example of Emergency Care Package With documents attached)

Good Morning/Afternoon **(Insert Client Name)**,

Please find attached the orientation package for **(Insert Center Name)**. Please complete registration forms electronically for each individual child and email back to **(Insert Email)**. Please insert a N/A on the registration form in any area where you do not need to share information.

Registration Forms Attached:

- Child Enrollment Form
- Child Immunization Form (if child is School Age this is not necessary)
- Emergency Release Form.

Also included are important documents related to our Child Care Centre Program for your review. We will discuss these documents during our telephone orientation.

Orientation Documents Attached:

- Parent Handbook Emergency Care
- Parent Issues or Concerns
- Program Statement
- Emergency Child Care Services Policy
- Centre Information of Program and Staff (Power Point)

Suitable Employer Verification:

- Employer name, address and contact number
- ID Badge (attach photo of ID Badge to email)

Phone Call Orientation is required before starting child care and this takes approximately 30min.

Thank You,

(Insert Name and Signature)