



# Online Registration



A registration form must be filled out, and payment terms provided before a child can attend a Kids & Company location. The online registration is a two part process.

## Part 1 - Parent Enrollment Form

- Go to [kidsandcompany.com](http://kidsandcompany.com) and click on "Get Started" (Bottom right icon).
- Select your Company from the dropdown menu (if your company is not a corporate member, the last choice is "z – my company is not listed here").
- Fill out the Parent Enrollment Form. Click submit, and a User Name and Password will be issued to your email within an hour. If not, please call 1 866 MY KIDCO.



## Part 2 - Child Registration Form

- Return to [kidsandcompany.com](http://kidsandcompany.com) and sign in with User Name and Password (Sign In icon located at top right-hand corner of Kids & Company home page).
- This accesses the Parent Portal where the type of service can be selected that best suits your needs, Register for Full/Part-time, or Register for Back-up only.
- Please have available: Your Employee ID# (if applicable); Child's Immunization Record; Health History and Date of last full medical examination; Child's Doctor/Pediatrician's coordinates; Emergency contacts, Special Dietary Requirements and allergy information (if any).
- Complete the comprehensive Child Registration Form (typically takes 45 minutes).
- Once submitted, please sign both the Parent Contract and Parent Consent forms. These forms can be accessed via the Parent Portal or provided by the Centre Director.
- Your child's full or part-time spot is only guaranteed once you've paid your deposit. Send or hand-deliver the Contract and Consent Form along with your deposit and registration fee to: the Kids & Company preferred location.
- You are encouraged to remain in contact with the location in order to book your transition dates. Please feel free to connect with the Centre Director for any further clarification.

If you have any questions, please contact us at:

905-771-1153 extension 1000, toll free at 1-866 MY KIDCO, or your preferred centre.

We'll be happy to assist you.