

# PARENT HANDBOOK



*Dear Parents:*

*This handbook is designed to promote effective communication between the Centre and you, parents and guardians, by providing specific information about the policies and programs of our centre. We trust that you will find this booklet both informative and useful. Our Early Childhood Educators are here to help you with any additional questions or concerns that you may have.*

## STATEMENT OF PHILOSOPHY

The philosophy of our program is based upon the idea that children learn through play. Children are active learners. They have inborn intelligence that develops gradually. Our aim is to offer opportunities that allow children to develop to the best of their abilities. Children are unique individuals and opportunities should be presented to encourage development in all areas; social, intellectual, emotional, and physical. We provide an environment with enough scope to meet the needs of children at various levels of development. Through stimulating activities and exposure to interesting materials and equipment, your child should become more confident, learn to communicate more effectively, to explore, solve problems, and become more independent. Our program will be based upon emergent curriculum. The ideas for the program emerge from the children's interests. Each day operates on a flexible daily schedule. The day will include free play and small and large group activities.

It is the aim of this program to provide equal opportunities regardless of ethnic background, sex, social status, or religion. Children with exceptionalities will be supported by building on their strengths. Our Centre will provide a loving, caring and responsive atmosphere for your child. Educators will be available to always meet the needs of each child. Each child will be treated equally. They will enjoy the process of learning through a fun filled day.

The program will be developmentally appropriate for all children, based on age, individuality and culture. We believe developmentally appropriate practice provides the foundation for a high-quality program. Children will be viewed as part of their family (all forms of family will be respected) and community. Each child's family background and culture will be respected as a part of our program to strengthen both the child's sense of self, and the relationships between the centre and the family.

**Goals and Objectives:** - The primary goal of the childcare centre is to provide quality child care services to children with emphasis upon enhancing their cognitive, creative, physical, emotional and social development. The most important objectives of the centre are to provide the environment and varied experiences that will allow the child to:

1. Learn to interact with other children, to value their rights and the rights of others.
2. Enjoy a stimulating learning environment.
3. Develop an interest and joy in learning.
4. Acquire independence.
5. Learn appropriate behaviour: acquire the ability to channel destructive impulses; to turn aggression into hard work; talk instead of hit; understand the difference between feeling angry and acting angry.
6. Become a healthy, happy, and a productive adult in society.
7. Develop creativity.
8. Develop self control.
9. Develop self expression.
10. Develop security and a feeling of success.
11. Make a successful break from home.
12. Develop self-identity and a view of themselves as having competence and worth.
13. Be curious, have a sense of wonder and seek answers to questions.
14. Sharpen and widen expressive and receptive communication skills.
15. Strengthen physical abilities using gross and fine motor skills.
16. Build relationships with peers and expand on prosocial behaviours.

## OUR PROGRAM

The program is based upon "Emergent Curriculum." This means the ideas for our environment, equipment, activities, and planned learning experiences will come from the children themselves. We learn about the interests of the children in our care to promote learning with fun, engaging activities. The program will be developmentally appropriate for all children.

The environment at New Fun Land will be warm, caring and supportive, based on equality and respect. Educators will treat all children equal and respect each one as an individual. We will do this by giving children choices, encouraging them to solve their own problems, and to take ownership and responsibility over the environment. This creates mutual respect, builds self-esteem and self-control. When mutual respect is accomplished, the centre becomes a safe, understanding, and compassionate place for everyone.

**OUTDOOR PLAY** – Our program extends to the outdoors every day, year-round, except in extreme weather. Government Regulations state that children must be given two 45-minute periods of outdoor time per day (or one in an afterschool program). Time outdoors is extremely valuable for children. It not only encourages physical activity but also includes emotional benefits that has been proven to improve a child’s overall well-being. Creating an appreciation and connection to nature early in life is very important.

Our centre has a large outdoor play area with natural play opportunities and equipment that is developmentally appropriate for the children in the program. Educators will continue programming in the outdoor environment, observing children’s needs and interests and taking advantage of teachable moments. The information gathered through observation and documentation will be used in the group’s emergent curriculum. Educators will be engaged with the children in both planned and spontaneous activities.

**Outdoor Policy:** *Educators will guide behaviour during outdoor play. Children will be allowed time to try to solve their own problems and given tools to guide them in the process. Educators will step in when they are needed. Educators will keep the outdoor play area in a safe, orderly, and neat manner. Rubbish and broken toys will be disposed of daily. The Administrator will be advised of any noted concerns or deficiencies and will be responsible for arranging necessary maintenance and repairs. All staff will be required to review and sign off on the outdoor plan area safety policies. Ratios will always be covered, and high-risk areas are always supervised. The outdoor area is smoke free. Drinking water is always available. The Administrator will be responsible for maintaining an outdoor safety log that will contain all injury reports, daily/monthly/seasonal/annual inspection reports and action plans related to these inspections. Sunscreen will be applied a half hour before going outside.*

**COMMUNITY RESOURCES** – Community involvement is an important part of our program. It is our aim to make the community accessible and familiar to the children so they can gain a better understanding of the community they live in and their relationship to it. We will take children on regular outings to explore the area around the centre and planned field trips to visit stores, garages, parks, the library, offices, seniors’ homes, skating and sliding areas, and any other local business or attractions in the area. Our registration form has a blanket permission statement that covers outings that are in short walking distance. Any longer field trips will have individual forms that parents can sign before the outing.

We also encourage individuals and groups to visit the centre to discuss a variety of careers and other interests. This includes parents and family members, local politicians, athletes, musicians, artists, etc. It is our goal to expose children to people with a wide range of backgrounds, cultures, interests, and skills.

Our centre will also be involved in community events whenever possible: festivals, holiday events, National Child Day activities, town clean up days, etc. We may work with other groups or charities in the community to raise funds and awareness for important causes related to our community.

**MEETING DEVELOPMENTAL NEEDS OF CHILDREN** - Each homeroom’s program will be designed to meet the current developmental needs of the children in it. The program will change often to reflect the ongoing developmental growth of children. All areas of a child’s development will be considered in every aspect of our program.

We will encourage emotional development by treating each child with respect, by showing children that they have rights, and modeling how to value the rights of others. Educators will take time to listen to each child’s opinions and feelings. In the case of non-verbal children, Educators will observe their play and behaviours to better understand them. We will promote awareness and respect of many different backgrounds and cultures. In our program, emotional development is respected as a key to all other areas of development and will never be undermined. Children will feel safe, loved, and valued. This security will allow the child to build the independence, self-confidence, and self-regulation skills needed to flourish in all other areas of development.

To meet each child’s physical development needs, each homeroom and outdoor play area will be designed with appropriate materials and space. Children need places to rest, be alone, to be active and free to move, and to play without interruption. The daily schedule will be planned according to the needs of children with longer rest, eating and self-care times for younger children. The outdoor environment is an important part of physical development. It will be used to meet children’s needs for many different types of movement, the freedom to explore, and to connect with nature.

Social development will happen naturally throughout each day at the centre. Children will be educated in appropriate social and prosocial behaviours through role play, Educator role modeling, and activities. Educators will encourage specific social development skills through planned group activities. Children will be exposed to people with differing abilities, backgrounds, and culture through our inclusive program and community involvement. This exposure and inclusiveness will instill empathy in the children. The

relationships built in the childcare program are some of the first outside the child's own family. Children will be guided to protect these relationships through peaceful conflict resolution, problem solving, and mutual respect.

Children will be stimulated *intellectually* according to their developmental level. The specifically chosen materials and equipment in each room will be rotated on a regular basis to maintain interests and to challenge children's skills. Specific play-based activities will be planned, using the children's own interests, ideas and current knowledge to attain foundation skills in math, science, literacy and social studies. Children will be provoked to be curious about the world around them, to ask questions, to explore, and to hypothesise. These experiences will instill a joy of learning through our relaxed play-based approach.

Language development will be included in every part of the program. Educators will role model and support children in using appropriate communication skills. Planned and spontaneous activities will encourage children to expand their vocabularies. The environment will be rich in literacy and print. Children will be supported according to their developmental level to attain skills in both receptive and expressive language.

**Electronics Policy:** *New Fun Land promotes learning through natural experiences and relationships. Children will not be allowed to bring electronics from home. From time-to-time Educators may use an online video clip or music as part of their learning curriculum. This will be used sparingly, and only under an Educators control. The Centre also has an AAC device that will be permitted for use in each classroom for the sole purpose of communication.*

**GUIDING CHILDREN POLICY** -Educators will be always supervising children's play, watching for verbal and nonverbal cues to any possible problem situation. Educators will be observant of what is triggering problems to try to prevent a situation before it happens. We will be sensitive to children's needs and understand that some behaviours are typical for the child's age. Educators will recognize the developmental abilities of the children and have appropriate expectations for each child. Educators also recognize diversity and its influence on children's behaviour.

Children will also be involved in the problem-solving process. When appropriate, we will use a method where the Educator will ask the child to state the problem and together, they will discuss ways the child can solve the problem. If Educators observe that the program is not meeting the needs of each child changes will be made to address the issue.

Educators use positive reinforcement whenever possible. When this is unsuccessful, we redirect the child to another area or a quieter activity. Time out will never be used at the centre, nor will a child be sat away from the group with no play options. If a child requires redirection or time alone to calm down, they will be given a choice of quiet activities to choose from.

We provide children with a safe environment. Rooms arranged in such a way to reduce running space and prevent accidents from occurring. The program will provide enough excitement and challenge through continuous activities and minimal waiting times to curb unwanted behaviours. Boredom=Behaviours!

Each room will have a set of acceptable limits in place that Educators and children feel comfortable with. Limits will be defined clearly and be consistently enforced. Educators will keep a positive attitude toward each child and their behaviour. If unacceptable behaviour persists, we will contact the parents to attain information that will allow us to better understand the child. An Inclusion Consultant will be contacted if behaviour/needs cannot be met by the Educators and Administrator with parent involvement.

Educators will act in a professional manner using I-messages, manners, affirmations, talking to the child at their eye level, using the child's name, etc., thereby providing a good role model for children during their daily activities. Educators will never raise their voices to children or talk to children in a demeaning tone. They will not use corporal punishment, humiliate, isolate, confine or restrain a child. Children will never be deprived of basic needs or required to repeat physical tasks as a punishment or reinforce a particular behaviour. If an Educator is observed doing this, he/she will be addressed immediately. Probation or dismissal can result from such a situation.

The environment at New Fun Land will be warm, caring and supportive using equality and respect. Educators will treat all children equal and respect each one as an individual. We will do this by giving children choices, encouraging them to solve their own problems, and to take on ownership and responsibility over their program. This creates mutual respect, builds self-esteem, and self-control. When mutual respect is instilled, the program becomes a safe, understanding, and compassionate place for everyone involved.

**OUR EDUCATORS** - Educators participate in a minimum of 10 hours of professional development workshops yearly to maintain their ECE certification and attend regular staff meetings. We are confident that we provide a high quality of service to children and families. All employees are trained Early Childhood Educators or actively participating in Early Childhood Education Courses.

Educators will be available to talk to parents as they drop off and pick up their children. Open communication and frequent contact with parents are a very important part of our program. Sharing information about the child's life at the centre and at home helps parents and Educators to better understand the needs of each child.

**PARENT INVOLVEMENT** - Parental involvement is encouraged in all aspects of the program to develop a positive and productive relationship between the child's family and the Centre. A parent bulletin board will be posted in each porch area to inform parents about any new information regarding policies, research on child development, programming, parent meetings, etc. Parents and Grandparents are welcome to come in at any time to do an activity with the children (ex. story, craft, singing, cooking, etc.). Parents are also encouraged to accompany the group on any outings if your schedule permits.

We encourage open communication with our parents. You can call the centre to check on your child if you have questions or concerns. However, due to the need for constant supervision and hands on learning we would suggest that calls are limited after your child is settled in the program. New Fun Land has an open-door policy. As a parent you are welcome to visit the centre any time your child is in attendance.

**SAMPLE DAILY SCHEDULES (\*Exact schedules are posted in each homeroom)**

**Infant (0-24 months)**

Each day will be made up of routine times and play based experiences. The daily schedule is reflective of each child's individual needs and home schedule. Large and small group activities will slowly be implemented for older infants. Art experiences will be offered through small group and sensory experiences.

**School age (4.9 – 12 years)**

Arrival - Select areas open  
 Depart for School  
 Arrive from School  
 Free Play  
 Free Flow Snack  
 4:15 Outdoor play/Indoor gross motor activities  
 5:00 Quiet play – Select Areas Open  
 Departure

**Toddler and Preschool Rooms (2 – 5.9 years)**

Arrival - Select play areas open  
 8:30 Free Play  
 Whole/Small group activities  
 Free flow snack  
 10:15 Gross motor/outside play  
 11:15 Wash up and transition to lunch  
 11:30 Lunch  
 12:00 Quiet/Nap Time  
 12:30 Select Areas Open  
 Small group activities  
 1:30 Free Play  
 Whole/small group activities  
 3:00 Free flow snack  
 Gross motor/outdoor play  
 4:30 Quiet/small group activities – Select Areas Open  
 5:00 Departure

**Room 2 Full day School Age (PD days and non-stat holidays)**

Arrival – Select areas open  
 8:30 Free play  
 Small group activities  
 Free flow snack (30 minutes)  
 10:30 Outdoor play/Indoor gross motor activities  
 11:30 Large group time (ex. drama, music, group meetings)  
 12:00 Lunch  
 12:30 Small group/Quiet activities  
 1:00 Free play  
 Interest groups/Clubs  
 Free flow snack (30 minutes)  
 3:00 Gross motor outdoor play/Gross motor indoor activities  
 4:00 Selected areas open/Small group activities  
 Departure

**\*Please let the Centre know prior to 10:00am if your child will be absent that day.**

**\*Please respect the room's quiet/nap time when dropping off your children.**

**PROCEDURES AND POLICIES**

**ADMISSION OF CHILDREN** - Parents and children must visit the Centre at least once before your child's first day. Please schedule a visit with our Administrator. Before the child is left alone at the centre parents are required to submit registration and immunization records, as well as a signed agreement stating that they have read and understand the Centre's policies and procedures. Acceptance will be o. We will provide equal opportunities regardless of ethnic background, sex, social class or religion.

Children with exceptionalities will be supported by building on their strengths. We will try to determine the child's special requirements through meetings with parents and other professionals before admission. It is necessary that parents notify the Administrator of any specialized services, developmental concerns, behavioural issues, etc. that their child has experienced. This information is confidential but is essential to provide the child with appropriate care and programming while at the centre. In some

situations, the parents may be asked to sign a permission form allowing the centre to work with an Inclusion Consultant for recommendations that will help us better meet the child's needs. We believe in being proactive. Adjustments/changes to the program will be made before the child starts whenever possible to set the child up for a successful transition. If required, an inclusion staff may be placed in the classroom to ensure individual needs are met.

Quality childcare fosters the development of all children including those with diverse background and special needs to help ensure their optimal overall development. Whenever possible, necessary supports will be provided so that all children can participate in some way in all activities offered at the centre.

**Your Child's First Day** - If this is your child's first experience with groups of children and adults that are unfamiliar, you can expect your child to show signs of shyness and perhaps anxiety about the parent leaving. Your child may need a parent or other adult whom your child knows well to come to the center and stay until they feel comfortable and ready to be left alone. The Educator in the room will guide parents in how long is appropriate for the adult to stay. We have had years of experience with children in this setting and are very familiar with the process. Another option to ease the transition is for the child to begin with a shorter stay and gradually make it longer. Pictures of the child and families will be posted at the centre to ensure a smooth transition from home to the centre.

**Transitioning to a new home room** - Your child will move to different homerooms as he/she gets older. This transition will happen as spaces become available and your child is developmentally and emotionally ready for the move. Parents will be notified in advance. The child will visit the new room several times before the transfer. This decision will always be made in the best interest of the child. If you have questions about this transition, please speak to the Administrator.

**Diapering and toilet training** – We accept children at all stages of toilet training. We will follow the parents lead to offer a consistent training schedule. Diapering will be done according to the standards set forth by the Child Care Policy and Standards Manual (Government of NL).

**ZERO TOLERANCE POLICY**- Any form of abuse to staff/management, verbal or non-verbal will not be accepted, this includes negative postings to social media regarding the Centre. Our staff are here to help families through the Childcare process and are available to discuss any concerns in a professional manner. If you have a concern, please speak to your child's homeroom teacher and/or the Centre's administrator. If needed the management team will be contacted to intervene where necessary.

**HEALTH POLICIES** - Educators will routinely observe children throughout the day for signs of illness. We follow the health policies set forth by the Child Care Policy and Standards Manual (Government of NL) when dealing with sickness. Educators will also use their own discretion to determine if a child is well enough to participate in all daily activities. If a child cannot fully participate (including outdoor play), he/she will have to leave the centre until they are well enough to return. If a child has a **high temperature, vomiting or diarrhea, he/she cannot come back to the centre until all symptoms cease for 48 hours – without temperature reducing medications** (Gravol, Tylenol, etc.). If a child must leave the centre due to sickness, the child will be given a cot to rest with some toys. He/she will continue to be supervised by an Educator until a family member can pick up the child.

If a child or Educator falls ill with a contagious disease (ex. measles, mumps, chicken pox, etc.), the centre will advise parents and post a letter stating that someone has come into the centre with the illness. The infected person will be allowed to return to the centre when advised by a doctor. All communicable disease outbreaks will be reported to the local Health Authority.

We will contact parents if a child's temperature is 37.4° (99.4 F) or higher to notify you that your child has a fever. You will be required to pick up your child early. If temperature is above 37.4° and child has other symptoms (vomiting, diarrhea, pain, crying, etc.) parents will need to pick up child as soon as possible. If the temperature is above 39° parents must pick up their child right away.

If a child must take prescribed medication a release form has to be completed by a doctor. The medication form in the Policy and Standards Manual (Appendix E) will be used. This form must be completed by parents before the medication is given. Consent forms will be no older than six months old (for ongoing medications such as asthma puffers). Due to possible allergic reactions, children must be taking the medication for at least 24 hours before attending the program. We do not administer fever reducing medication at the centre.

Please note that our staff, as required by law, has the duty to report suspected child abuse and neglect to the appropriate authorities.

**EMERGENCY PROCEDURES** – Fire drills are completed monthly and posted in each room’s sign in book.

Emergency Evacuation Plans are posted in each room of the centre, by each exit.

Children with allergies must have a completed Allergy Action Plan posted at the centre before their first day.

**SIGN IN AND OUT POLICY** - Upon arrival and departure, parents MUST sign their child in and out using their full name. When parents leave they (or an emergency contact) must be available to be always reached by phone.

Any person who picks up a child must be on the “designated pick-up list” on the child’s registration form. Any person who picks up a child will be asked to show photo ID to verify their name is on the list and a sample signature will be on file.

**CLOTHING AND SUPPLIES** - Regulations state that children must be given two 45 to 60-minute periods of active time per day. Except in extreme weather, we go outside during this time. Children will be required to have proper clothes for outside play in all weather and seasons. Snow suits, mittens and hats in winter. Rubber boots, rain jacket and splash pants in spring and fall. Shorts, hats, sunscreen, and fly repellent in summer. If your child does not have the appropriate clothing for outdoor play, you may be called to bring the items to the centre. A small amount of extra clothes will be kept on hand at the centre.

Provide your child with simple clothing that is free of complicated fastenings. Clothing with elasticized waists and Velcro shoes are good choices. Children usually learn to tie shoes between the ages of 5 to 7. Simple clothing allows your child to do it on their own, encouraging independence. Please label all clothes with your child’s name. New Fun Land does not assume responsibility for lost or stolen items.

**Toys from Home** - There will be specified days when children can bring special things from home to share with their friends. We ask that you leave toys at home on all other days as they may get broken or lost which causes unnecessary upset for your child. When a child is new to the centre, they may bring a special toy to help with the transition. Please label ALL items with your child’s name. New Fun Land does not assume responsibility for lost or stolen items.

**NUTRITION** - Children may bring food from home or eat the food that is provided by the centre. If food is brought from home, please try to follow Canada’s Food Guide. We will provide milk or water at each snack and lunch. The meals provided will have high nutritional value. The food provided will be prepared and presented in a way that is appealing to the children. When possible, children will be involved in preparing their own food (ex. making their own sandwich).

Educators will always role model healthy eating. Adults will sit with the children and join in on snack and mealtimes. Choices will be given within the meal when possible, and children will be encouraged to try new things. Meal and snack time will be a pleasant experience for everyone involved.

Nutrition and the importance of eating healthy will be topics that will be worked into our program daily. Educators will role model good eating practices and promote discussion on nutrition, as well as reinforce healthy choices. If problems persist in this area, the parents will be given handouts and information will be posted on the bulletin board regarding the importance of healthy eating. Through documentation of the children’s experiences with nutrition, Educators will show parents that the centre promotes healthy eating and suggest ways that they can continue to do this at home.

## **FEES**

**Upon accepting a space within the program, a one time \$25.00 non-refundable registration fee will be due.**

- Infant/toddler/preschool - \$10/day
- Before and after school care: \$5/day
- Full day school closure: \$10/day (if your child attends on a PD/school closure day, \$10.00 fee will automatically apply, if they don’t attend, it will remain at \$5.00).

This centre is under the Government of Newfoundland and Labrador Operating Grant.

All fees are due every four weeks and will be collected by direct withdraw. There will be a \$50.00 fee for all NSF payments.

NFL 5 & 6, \$120.00 monthly bus fees are due on the 15<sup>th</sup> of each month from August – May, paid through EMT. If fees are late, the administrator will notify you to pay immediately, if not paid, bussing will be terminated until paid in full.

In the case of split families, New Fun Land will collect fees from two parents if requested. However, if there is a discrepancy in fee amounts paid between the parents or a portion of the fees are late, one parent must assume responsibility for paying all fees. The designated parent must be indicated on your child's registration form.

The centre will observe all public holidays: New Year's Day, Good Friday, Canada Day, Labour Day, Truth and reconciliation day, Victoria Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day. We will remain open over Easter and Christmas school closures.

As permitted by the Department, childcare centres are allotted 5 days per year for discretionary closure. In this case, parents will be notified at least 30 days in advance.

**There is no fee deduction for holidays, discretionary days closure and/or children's vacation time. If there is a severe storm or other emergency, the Center will be closed. No reimbursement will be given.**

If your child is booked and does not attend, you are still required to pay. Staff are scheduled based on ratios. We only provide full time spaces. No refunds or credit will be made for absence due to minor illness or reasons beyond our control. **This policy is very important because the expenses to operate the Center, such as staff and overhead still exist.**

It is very important that parents drop off and pick up their children on time. **If you are late picking up your child you will be required to pay a late fee of \$10, plus another \$10 for additional time you are late.** This fee will go directly to the Educator who stayed with your child. If for some reason you are unable to pick your children up, please phone the centre or arrange for a family member to pick up your children.

**WITHDRAWAL/DISCHARGE OF CHILDREN** - Parents are required to give four weeks written notice if they are withdrawing their children from the program. If notice is not given parents are still required to pay for the final four weeks. If you cannot be reached to make final payment your personal contact information and balance owing will be passed on to a collection agency.

**All centre specific information regarding hours of operation, fees, orientation and supplies required can be found on the attached "Welcome Form".**

## **WELCOME TO NEW FUN LAND!**

*New Fun Land Limited is licensed under the Child Care Services Act. We follow all Government rules and regulations and our building is regularly inspected by Environmental Health, Fire Life Safety, Social Workers and Child Care Consultants from the Department of Education and Early Childhood Development. However, these regulations are just the basics. We always go above and beyond what is expected of us to provide top quality care.*

*New Fun Land Limited is privately owned. I am very proud to offer an affordable, high-quality program designed to meet the developmental needs of children as well as the needs of parents. If there is any way we can better serve your family, please do not hesitate to let us know.*

*We look forward to working with you and your child!*

*Sincerely,*



*Gaye Roberts*

*Owner, New Fun Land Limited*

*\*The information in this booklet is subject to change. Parents will be notified of updated policies. Changes in policy may supersede, modify, or eliminate information in this handbook.*

## **Welcome to New Fun Land!**

Your child's first day will be on \_\_\_\_\_.

He/she is enrolled in the \_\_\_\_\_ program at New Fun Land \_\_\_\_\_.

Your child's schedule is \_\_\_\_\_ . Room # \_\_\_\_\_.

Your child's Educators' names are \_\_\_\_\_.

The Administrator of the centre is \_\_\_\_\_ email: \_\_\_\_\_.

The number at our centre is \_\_\_\_\_. Our hours of operation are \_\_\_\_\_ - \_\_\_\_\_.

**Fees:**

Fees are due every four weeks. The cost of this program will be \_\_\_\_\_ per day plus a \$\_\_\_\_\_ transportation fee.

Therefore, on your child's first day you will owe \$\_\_\_\_\_. Every four weeks thereafter you will pay \$\_\_\_\_\_.

Fees will be collected by direct withdraw. Banking information must be submitted before your child's first day. NSF fee of \$50 will be charged for insufficient funds.

**On your child's first day he/she will need:** *\*Please label all items with your child's name*

- Indoor shoes
- Wipes, diapers and creams (if not yet potty trained)
- Change of clothes
- Sunscreen (30+ SPF) **No spray please!**
- Blanket, crib sheet and pillow (if child naps)
- Water bottle
- Weather appropriate clothing for outdoor play (we go out every day except in extreme weather)

**Some important reminders:**

- Your child cannot be left in our care until registration forms are fully completed with immunization records.
- You are required to give four weeks' notice before withdrawing your child from our program. Fees are due even if your child does not attend our program during the final four weeks.
- Please call the centre by **10:00 am** to let us know if your child will be absent.
- Fees are due year-round for your scheduled days, even if your child does not attend on those days.
- If you are late picking up your child, you will be required to pay a late fee of \$10 and an additional \$10 thereafter. This fee will go directly to the Educator who stayed with your child.
- Please inform the Administrator of the centre of any special needs or developmental concerns your child has. This information is kept confidential and is necessary for us to provide the best care possible to your child.
- **Please carefully read our parent handbook (can be found on our Facebook page or pick up a copy at the centre) for more information on all our policies and programs.**

**Allergies** - Please refrain from sending any of the following items or products that may contain these ingredients, as we currently have a child and/or children suffering from these allergies.

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**Upcoming Special Events** - Here are some of the exciting things coming up at our centre. Be sure to mark them on your calendar! \_\_\_\_\_

**Facebook Group** - Please join our centre's private Facebook page to see photos of our activities and other announcements! (You can also leave us a message there, but please do not contact Educators through their private Facebook accounts). Search: \_\_\_\_\_ and send us a request to join!