

**POLKA DOT PRESCHOOL
PARENT POLICIES AND PROCEDURES**

Parents are expected to agree to each Policy and initial beside each one before registering their child at Polka Dot Preschool.

1. Polka Dot Preschool (***from hereafter called “the centre”***) will be open from 7.30am to 6.00pm, Monday through Friday each week, except on holidays and one Professional Development Day. No child may arrive earlier than 7.30am. Drop off takes place between 7.30am-9.30am. All children must exit the building by 6.00pm. ***A late charge of \$15.00 for the first ten (10) minutes and then \$2.00 per minute thereafter will be charged for any child in the Centre past 6.00pm.***

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2. A non-refundable Registration Fee of \$50.00 must accompany the application forms. In addition, a non-refundable Security Deposit in the form of two (2) weeks fees. The Security Deposit will then be applied to your child’s last month at the Centre. The Security Deposit can be refunded once one (1) month’s written notice is given prior to your child’s withdrawal date. Approved refunds will be issued within one month of the Centre receiving notice of withdrawal.

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3. Fees are based on a daily rate and are payable the 1st day of every month.

**Toddler Daily Rate: \$ 68.00
Preschool Daily Rate: \$ 62.00
Kindergarten: \$ 60.00**

**** We are not participating in the Canada-wide Early Learning and Child Care System (CWELCC). We have chosen to opt out at this time.**

No reduction in fees will be made for any days the child is absent. The only exception will be:

- In the event of a prolonged illness (2 consecutive weeks) of any child established by a doctor’s note, the full fee will be charged for the 1st week of absence. For the purpose of absence in the case of illness “one week shall be a period of five (5) consecutive days calculated from the first day of absence.

- One (1) month's notice is required if the child is being withdrawn from the Centre. Failure to give proper notice will result in the loss of your child's Security Deposit (see no.2) in whole or part.
 - Parents will be charged the bank penalty fees on NSF cheques. The Centre reserves the right to request certified cheques, money orders or cash, should NSF cheques be submitted on a regular basis.
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4. A child is allowed to take vacation while attending the Centre. ***There is NO reduction in fees for the vacation taken.*** The Centre must be notified in writing at least one (1) week prior to such absences.

5. Once a child is enrolled at the Centre, he/she is expected to attend regularly. Consistent attendance is in the best interest of your child. The Centre is not intended to provide occasional or sporadic care. It's expected that all children arrive at the Centre no later than 9.30am. The Junior Kindergarten children are required to be at the Centre no later than 9.00am

6. The Centre assumes ***NO RESPONSIBILITY*** for the replacement or cost of lost or stolen articles. It's advised to keep valuable items at home and only bring them during Show and Tell Days. Children are not allowed to wear necklaces to school, as it can be a possible choking hazard.

7. Each child must have a complete change of clothing at the Centre. All clothing must be labelled with the child's name. For children who are not toilet trained, parents are required to supply their own diapers and wet wipes. Once the child is showing signs of being ready to be toilet trained, we will notify the parents to start training at home as well. Working together is in the best interest of your child's development.

8. ***NO OUTSIDE FOODS*** are permitted at the Centre, due to children's severe allergies. Exceptions are made for birthday parties and special events. Parents will be notified of the specific places to purchase "Nut Free" cakes, if they decide to celebrate their child's birthday at the Centre.

9. Parents must escort their child into the Centre and into the child's classroom. Children will be signed in and out upon arrival and departure by a staff member. Teachers will not be responsible for your child once you are present on the facility. Parents will be required to adhere to our Safe Arrival & Departure Policy, which is included in the Enrollment Package. Parents are required to notify the Centre by 9.00am of any absences or late arrivals.

10. Child care fees are Tax Deductible. Receipts are issued once a year. For misplaced or additional copies, \$ 25.00 will be charged.

11. Only a parent or person specified on the Emergency Card may pick up a child, unless the Centre has been previously notified in person or by a letter authorizing the above. Persons picking up a child will be required to show identification.

12. The children are encouraged to drink from a cup at snack times and lunch times. No bottles are permitted at the Centre. You are required to bring in a water bottle for your child, as we encourage them to drink more water during the day. Please make sure to label the water bottle with your child's name.

13. All enrollment forms must be completed by the Parents or Guardian. A current Immunization Record must be provided by the parents and signed by the child's Physician or Health Department prior to the child's first day of attendance at the Centre. For children who are not immunized based on Conscience or Religious Belief, will be required to submit a Statement of Conscience or Religious Belief Form. This is a requirement under the Immunization of School Pupils Act.

14. Food exceptions are not made for the children except in the case of Dietary Restrictions necessitated by Allergies or Religious Dietary Laws.

15. Special toys, games and similar items cause arguments amongst the children and it's advised to leave them at home with the exception of "Show and Tell Days". Please provide a blanket for sleep time and a soft sleep toy if needed. Be sure to label it with your child's name.

16. Children who are ill are not to remain at the Centre. The parents will be called and they will have to make the necessary arrangements to pick up the child, should the child become ill during the day, while at the Centre. Children, who become ill, will be placed in a supervised isolated area until picked up by the parent or designated person. If the parent is unable to pick up their child or cannot be reached, the emergency contact person provided by the parents will be called.

- Daily health checks will be given to each child upon arrival at the Centre, to ensure that he/she is feeling well enough to participate in the daily program. ***If the child is visibly not well, he/she WILL NOT be accepted into the class.*** Please note that this is a precaution taken in order to reduce the unnecessary spread of infection, thereby, protecting the other children in our care. This is a mandatory regulation as set out in the Early Years Act.
- As a general guideline, children with fever, diarrhea, vomiting and conjunctivitis (Pink Eye), will **NOT BE permitted** to attend school until they are symptom free. Many childhood diseases are highly contagious and, in our efforts, to provide a healthy environment for the children, we ask that you consult your child's doctor to ensure he/she is well enough to attend the Centre.
- A doctor's note will be required after a contagious illness indicating that the child is free from being contagious and is well enough to attend the Centre.
- If you are unsure of your child's health and symptoms, please be sure to consult with your child's teachers should you have any questions or concerns. Information pamphlets detailing a number of infectious diseases are available to our parents and you can also contact York Region Public Health for further information.

17. In accordance with the ***Early Years Act***, daily outdoor activity time is vital and mandatory. ***All children are required to participate in outdoor times if they are at the Centre. Special provisions cannot be made to keep children indoors.*** Due to this policy, children who are too ill to participate in this part of the program, must remain at home.

18. ***Following an illness that requires the care of a Physician, a Doctor's Note will be required, indicating that the child is well enough to attend the Centre.*** The note must be signed by the Physician and submitted to the Centre's Director upon the child's return.

19. Only Prescribed Medications will be administered to your child. Such medications must be marked in the original containers, supplied by the Physician or Pharmacist and must clearly state your child's name, date of issues and dosage information. A Medication Form will be provided to you and it must be signed by the parent and details concerning dosage, administration time and other pertinent information regarding contraindications or emergency treatment. This will then be return to the staff along with the child's medication.

20. ***The Centre will be CLOSED on the following Statutory Holidays:***

- **Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day**
- **Civic Holiday, Labour Day, Thanksgiving Day**
- **1 week at Christmas**
- **1 Professional Development Day – Staff Recertification and Seminars**

Parents will be informed in advance of scheduled school closures and special events. In the event of a natural disaster, including snow storms, the Centre will be subject to closing based on the severity of the incident.

21. The curriculum and program of Polka Dot Preschool are developed and based on the regulations of the **Early Years Act**. Polka Dot Preschool also has a Program Statement Document that captures the philosophy and goals that guide our program for our children. It describes the strategies we use to realize these goals, the plans of action to execute the strategies, and the practices to implement, monitor and evaluate those action plans, so that we may continually improve our performance.

22. ***Smoking is strictly PROHIBITED*** under the Early Years Act. Polka Dot Preschool is a Smoke Free Environment complying with the ***Smoke Free Ontario Act, 2017 under the Tobacco Control Act***. **No one is permitted to smoke on the premises**. The same policy applies to smoking of Cannabis, whether it's medical or for recreational purposes under the provincial Cannabis Act, 2017. If a person does not comply while on the premises, he/she will be asked to leave.

23. A part of Polka Dot Preschool's curriculum is for our children to partake in neighbourhood walks. The purpose of the neighbourhood walk is to allow children to observe architecture, the natural environment, and the wondrous animals around them. In order to allow flexibility for these valuable activities, this permission will extend for as long as the child is registered at the Centre. If a child is late and their respective classroom has already

departed on their walk, it is the parent's responsibility to bring their child to the location or destination of their class.

24. As part of our program at the Centre, pictures are taken on a regular basis to document the children's progress and also show the parents what happens throughout the day. On certain occasions, (i.e. field trips, special event), other parents enrolled at Polka Dot Preschool may take photographs but will be reminded that confidentiality is crucial. Parents are not permitted to take videos or photos of children other than their own, unless they have permission from those children's parents.

25. During the summer months, sunscreen will be applied to your child before going outdoors. Parents will be required to provide sunscreen for your child and it must contain SPF of 40 or higher. In order to apply sunscreen, diaper creams & Centre's hand sanitizer, we require parent's authorization. Please make sure all items are labelled with child's name.

26. Polka Dot Preschool provides a controlled entry system through video monitoring and a designated locked entrance. Once enrolled, parents will be given the security access code to gain entry into the Centre. This access code is to remain confidential and not to be shared to the outside community. If we feel that the children's safety is being put at risk, the access codes will be changed and only selected parents will be given this code.

27. The Centre reserves the right to terminate services to the parent with two (2) weeks of notice or if the situation is severe, termination will be effective immediately with no notice given.

- The parent(s) fail(s) to follow the policies of the Centre.
 - Fees are not paid or are continuously paid late.
 - A parent intervenes in the discipline through verbal means or physical mistreatment of a child in the Centre's enrollment.
 - Verbal or physical mistreatment towards any of the teaching staff.
 - Sharing of misleading information.
 - Failure to follow and abide to the Centre's policies and procedures.
 - Depending on degree of situation, action may be immediate.
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28. Three (3) weeks are given as an adjustment period for each child. If he/she is still having a difficult time settling in after the three (3) weeks period, the Director has the right to

terminate the service to the parent with no notice being given. This decision will be made in the best interest of the child.

29. Children are moved up to the next class according to their age and development. This is based on the Teacher's Assessment Report and at the discretion of the Director.

30. A parent is ***NOT ALLOWED*** under any circumstances, permitted to use the following **PROHIBITED BEHAVIOUR MANAGEMENT PRACTICES** with their child while on the premises of the Centre:

- (a) Corporal Punishment
 - (b) Deliberate harsh or degrading measures to deal with the child which would humiliate the child or undermine the child's self esteem or respect.
 - (c) Deprivation of the basic needs including food, shelter, clothing or bedding.
 - (d) Any person to lock or permit to be locked for the purpose of confining a child, by using the exits of the day nursery.
 - (e) Any person to use a locked or lockable room or structure to confine a child who has been withdrawn from the other children.
 - (f) Leave a child unattended.
 - (g) Use any abusive language, yelling or screaming.
 - (h) Any use of physical restraint such as confining a child to a high chair, car seat, stroller or other device for the purpose of discipline or in lieu of supervision
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31. In the event of a Serious Occurrence at Polka Dot Preschool, the Serious Occurrence Notification Form will be posted for the parents' review. No identifying information will be included in the Serious Occurrence Notification Form, i.e. child's name, age or date of birth, age group where the incident occurred. The information posted will include the following:

- Type of Serious Occurrence
 - Summary of Serious Occurrence
 - Action Taken
 - Who was Notified
 - Further Action to be taken
 - Direction from Ministry of Education.
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32. ***Under NO CIRCUMSTANCES will direct unsupervised access be granted to anyone under the age of 18 years old and who is not an employee of Polka Dot Preschool.*** Volunteers and Field Placement Students are not counted as ratios and are not left alone with the children.

Notices and letters are sent via email to parents on a regular basis to communicate. The teachers will also communicate with parents through daily reports, logs and letters. Please take time to read these important notices, so you will be well informed of what's taking place at the Centre.

Please notify the Centre of any Address or Telephone Changes, so your child's Emergency Contact Information will always be accurate in the event of an Emergency and we have to contact you.

I/We have carefully read, understood and agree to the above Policies and Procedures of Polka Dot Preschool. As a result, I agree to enroll my child under these conditions.

Parent's Name (Please Print)

Parent's Name (Signature)

Date

Director's Signature