

WELCOME

Starting Day Care may be a new experience for both child and parent. At Children's Village Day Care Center, we provide a stimulating program designed to meet the needs of both child and parent through a learning environment rich in both love and security.

OUR PHILOSOPHY

Children's Village Day Care Center provides a setting in which your child will find warmth, comfort and gentleness: an abundance of opportunities for movement, exploration and self-discovery according to individual needs, interests and abilities.

PROGRAM

Through play experiences and the guidance of specially trained personnel, your child will be exposed to situations that will stimulate:

1. curiosity, initiative and independence
2. self-esteem and decision-making capabilities
3. interaction with and respect for others
4. physical activity that develops gross-motor skills
5. communication skills
6. fine-motor development

Part of the program is structured for the children to develop listening skills and follow directions and part of the program is unstructured to allow for creativity. Please feel free to ask your child's teacher about his/her progress or contact the Supervisor with and concerns you may have.

ADMISSION POLICY

An interview will be arranged to familiarize you and your child with the Day Care, meet the teachers, answer questions and complete admission forms prior to enrollment. A non-refundable registration fee is also required and can be paid at this time.

ARRIVAL AND DEPARTURE

Young children depend on regular routines for their own sense of security. We recommend that you establish fixed hours to drop off and pick up your child. The parent (or parent designate) is responsible for undressing the child, hanging up the child's clothes on the child's hook, and presenting the child to the teacher in the appropriate classroom. Our staff are required to

supervise the children at all times and we cannot permit them to leave the class to undress individual children as they arrive. Similarly, when picking up your child, enter the building and make sure that the staff know you are leaving. The teacher is responsible for the child until the parent/parent designate is presented with the child by the teacher. Unless otherwise arranged, children will not be released to any person other than those specified on the admission form.

HEALTH AND ADMINISTRATION OF DRUGS

The DAY NURSERIES ACT stipulates that prior to admission, each child must be immunized as recommended by the local Medical Officer of Health.

The Day Care Center will administer prescription drugs to children in accordance with Provincial Regulations. This requires that parents provide:

1. written authorization, including the dosage and the times any drug is to be given
2. medication in the original container, clearly labeled with the child's name, name of the drug, the dosage, the date of purchase and instruction for storage and administration of the drug.
3. medication is not to be left in the cloakroom area- kindly give it directly to a program staff member.

ILLNESS

We try to minimize the occurrence of sickness by regularly disinfecting all toys, isolating children with suspicious symptoms and practicing good hygiene for both staff and children. Day Care needs to be a place for healthy Children. If you notice symptoms such as fever, rash, diarrhea or vomiting before you bring your child, please keep them home until they have been seen by a doctor. If we notice any of the above symptoms, we will notify you to discuss with you the best course of action. It is sometimes necessary for you to come immediately. We can also arrange for your child to be isolated until you can come to pick him/her up.

STAYING INSIDE

Provincial regulations require that all day care children spend two hours outside, weather permitting. Therefore, we staff and plan our schedule with this requirement in mind. Generally, if children are too sick to be outside, they are too sick to be at day care.

Registration: At the time of registration, we ask an initial registration fee of \$25.00. This fee is no-refundable.

FEES:	INFANT	TODDLER	PRESCHOOL	SCHOOL-AGE
	WEEKLY			
	DAILY			
	HALF DAY			
	WITH LUNCH			

BEFORE/AFTER SCHOOL

MINIMUM REGISTRATION IS TWO FULL PER WEEK

LATE FEES: A late fee of \$5.00 for each 15 minutes after 6:00 PM will be charged and is to be paid directly to the staff who has to work overtime with your child.

HOLIDAYS: The Day Care will be closed for the following Holidays:

New Year's Day Dominion Day Thanksgiving Day

Good Friday Civic Holiday Christmas Day

Victoria Day Labor Day Boxing Day

REGULAR FEES WILL BE CHARGED FOR THE ABOVE DAYS.

PART-TIME CHILDREN PAY HALF OF THEIR DAILY RATE

ABSENTEE POLICY: Because our expenses remain the same, we regret that we cannot reduce fees in weeks that your child may be absent. Extended absences will be dealt with at the discretion of the Administrator.

VACATION POLICY: There will be a waiver of fees for the two weeks vacation purpose during each 12 month period. This waiver is contingent upon prior written notice. Your 12 month period begins the month that your child is enrolled.

TERMINATION POLICY: We require that you advise us in writing two weeks prior to withdrawal of your child. If this is not done, you will be required to pay two weeks from the date of notification.

PAYMENT OF FEES: Fees are due on Monday for that particular week. Cheques should be made payable to "Playtime Village Day Care." Any cheques returned NSF will be charged a \$10.00 penalty. If payments are more than two weeks in arrears, we will no longer accept your child in our program until full payment has been made.

FEES

Fees are due and payable on Monday for that particular week and the minimum registration and fee is two full days per week. Cheques should be made payable to "Playtime Village Day Care Centre". Any cheques returned N.S.F. will be charged a \$10.00 penalty. One yearly receipt for income tax purposes will be issued. There will be a waiver of fees for two weeks vacation purposes during a 12 month period. This waiver is contingent upon prior written notice. Your vacation year starts with the month that your child is enrolled at the centre. Regular fees are charged for all holidays and sick days.

STATUTORY HOLIDAYS

The centre will be closed for the following holidays:

New Year's Day Dominion Day Thanksgiving Day

Good Friday Civic Holiday Christmas Day

Victoria Day Labor Day Boxing Day

REGULAR FEES WILL BE CHARGED FOR THE ABOVE DAYS.

HOURS OF OPERATION

The centre is open from 6:30 a.m to 6:00 p.m Monday through Friday, twelve months a year. Late fees will apply if your child requires care beyond 6:00 p.m. A late fee of \$5.00 for each 15 minutes after 6:00 p.m. will be charged and is to be paid directly to the staff member who has to work overtime with your child.

AGES OF CHILDREN

Playtime Village Day Care Centre has facilities to accommodate infants, toddlers, preschoolers, and school-age children from six months of age to twelve years of age.

NUTRITION

A weekly menu is posted on the parent information board. A full nutritional noon meal is provided as well as a morning and afternoon snack which promotes good eating habits and follows the Canada Food Guide.

CLOTHING

1. Change of clothing to stay at school. (labeled)
2. Outdoor clothing (season appropriate and labeled)
3. Running shoes or slippers
4. Small blanket

COMMUNICATION

Our staff attempt to communicate with each parent concerning daily activities. We also issue a monthly calendar to advise you about current and upcoming events, changes in policy and activities which relate to our themes. If you have any questions concerning your child's progress, please feel free to ask. We want to work with you in helping your child through these exciting growing years. Please advise us of any experiences such as the first trip to the dentist, death of a pet, illness of either parent, etc. so we can assist your child at these times.

CHANGE OF ADDRESS

Please inform the director of any change of address, telephone numbers, and emergency contact persons.

We hope that we have been able to assist you in finding quality Day Care that will benefit both you and your child.

Thank you for your co-operation.