

St. George Children's Center

Pre-school Program Enrollment Agreement

Fees:

A registration fee of \$20.00 is payable at the time of registration. This payment is non-refundable and covers processing and a portion of liability insurance for the children. A re-registration fee of \$15.00 is due annually to continue enrollment. Re-registration for the upcoming year will only be accepted if your account is in good standing.

To avoid late charges and to assist the staff in processing payments, post-dated cheques for the two week periods are required on the first day of enrollment. All families will receive a payment schedule from the Executive Director at the time of enrollment.

The Centre is required to give 2 weeks written notice of any rate change. Parents are required to give 2 weeks' notice for withdrawal (see staff member for withdrawal form) and retention of your placement is not guaranteed.

Additional charges will be applied for the following:

Pick up after 6:00 p.m.....	\$1.00 per minute
Extra time over scheduled program	\$3.00 per hour
N.S.F Cheque	\$45.00

The above amount will be charged on the first and second NSF cheque occurrence.

This \$45.00 amount is payable in addition to the original amount owing and is payable within one week of notification.

On the third occurrence the issue will be presented to the Board of Directors who will review the situation at the next meeting. The board will then decide if withdrawal from the program is to be implemented or not.

Parents are responsible for full fees for all scheduled days, whether child is in attendance or not. Fees are also for scheduled days that fall on holidays. Fees are also due for closure due to inclement weather, or other valid reasons.

**In the event of such a closure, the Brantford radio stations (1380 AM CKPC and 92.1 FM CKPC) will broadcast the details. As well as posted on our Face book page. Where possible, contact to individual families will be attempted.

Statutory Holidays

The Centre will be closed on the following days

New Year's Day	Thanksgiving
Family Day	Christmas Day
Good Friday	Boxing Day
Victoria Day	
Summer Civic Holiday	
Labour Day	

During the month of July and August a separate program is in effect. You will receive a request for care form well in advance. If you sign your child up, you are responsible for the payment even if the child is not in attendance, additional days may be added on request, if enrollment allows and your account is in good standing.

Medical Health

This is a well child care Centre. Please understand that it is for your child's protection that we ask that if a child is unwell or showing symptoms of ill health, you will not bring them into the Centre. If a child becomes unwell throughout the day, and is unable to function normally we will contact parents at work or the emergency contact person to pick the child up within a reasonable amount of time. The St. George Children's Center reserves the right to refuse the acceptance of a seriously ill child, particularly those who are in an infectious state.

Any medication to be administered at the Centre to a non-infectious child must be prescribed, or accompanied by precise instruction by a physician, it must have the child's name on the original container and the appropriate medication form filled out that the staff will give to the family. An updated record of immunization must be provided to the Centre- as per Brant County Health Unit regulation in order that a child may attend this program. It is the parent's responsibility to keep the Centre informed, in writing of updated medical information or change in status of any kind (e.g. address, emergency contact person, persons permitted to pick up children, etc.) We will not be held liable for any extenuating circumstances arising due to lack of updated information.

Safety:

Fire drills will be conducted at least once a month to familiarize the children with the procedure, and to enable staff to practice their assigned duties.

New staff hired or any adult spending time in the program must have a criminal record check carried out before hand with the vulnerable sector and this will be kept on file at the Centre.

If your child should have a minor accident while at the Daycare, an accident form will be filled out and presented to you at the end of the day for signing. A copy will then be made for you and one for your child's file. If medical treatment is considered necessary, the staff will contact you and consult with you.

Any situation requiring third person involvement (e.g. accident requiring a doctor/ hospital care) will be reported to the Ministry under the Serious Occurrence Policy.

The playground will be inspected daily as per our Playground Safety Policy which upholds all CSA standards. A monthly, seasonal and annual report is kept on file.

All toys and equipment are inspected for broken or unsafe conditions on an ongoing basis and staff are consistently scanning the play areas to avert dangerous situations.

Clothing:

Please dress your child in loose, comfortable clothing that permits freedom of movement and will not be ruined by the materials used to create their "works of art"

For inside play rubber-soled shoes are required. Most parents find it easier to purchase an inexpensive pair to be left at the Centre during the winter months. We ask that parents do not purchase crocks to be worn at the Centre, they are very slippery if a child is playing in the water play and there happens to be some on the floor, they also stick to the red surface on the playground and this is concern for tripping.

Children prefer to wear their own clothes. A spare set in their bag is always a good idea in case they have an accident or need to be changed due to water play.

Outside play is an important part of our daily routine in the morning and again in the afternoon. Children need seasonal protection from the elements including sunscreen and a light weight hat in the summer. In the winter the children will need a warm hat, waterproof mittens, snowsuit and boots. When entering the building in the winter months we ask that children and parents as well leaving boots downstairs, this helps to keep the carpet cleaning costs down.

Discipline:

This Centre has a Behaviour Guidance Policy.

The staff use 1, 2, and 3 magic as our line of discipline. Limits and guidelines are consistent and positive direction and redirection are used.

Absolutely no physical or degrading punishment will be tolerated as per this policy.

Meals/Snacks:

In compliance with the Day Nurseries Act, Ministry of Education and with the guidance of the Brant County Health Unit, a balanced diet is planned, prepared and served daily.

Morning snack consists of fresh fruit in season plus two other food groups.

Lunch is comprised of a variety of foods from the four basic food groups – Hot and hearty in the winter and salads and light lunches in the summer.

Afternoon snack is more substantial than in the morning as it is a long time until supper for most families. A few examples would be sandwiches, bagels, crackers, cheese and veggies etc. A record of all food allergies are posted in the kitchen and all eating areas and care is taken to meet each child's needs.

The children are never forced to eat any type of food, but are always encouraged to try everything. A group of 4-6 children per table is the perfect time to promote conversation with peers and the attending adult, resulting in expanded vocabulary and positive language developments.

Good manners are practiced and encouraged at all times.

Children gain self-confidence as they serve themselves, pour drinks and assist in the clean up when lunch is over.

Children may bring their own breakfast to be eaten before 8 a.m.

Parents may choose to bring breakfast every morning for their child before 8 a.m. or leave larger quantities at the Centre and will be notified when it needs to be replaced.

(Please see COVID restrictions on bringing food inside the Centre)

Drop Off/Pick Up:

It is the parent's responsibility to present the child directly to a staff member each day. The Centre assumes no responsibility until the child is knowingly accepted into the room.

It is of course preferable that only the parents or pre-authorized adults pick up the children on a regular basis. If a change becomes necessary, staff must be notified in advance and the person picking up must bring picture I.D. before the child will be released.

Parents Checklist for Child's First Day of Attendance

Must Have

- All registration forms completed, signed and dated along with health Unit immunization form.
- Paid registration fees.
- Submitted post-dated cheques.
- Daycare appropriate apparel.

Should have

- Toothbrush for after lunch.
- Rubber-soled shoes.
- A bag to take home art work daily.
- Spare change of clothes.

Could Have

- A sleep toy from home
- A small pillow and blanket for rest time

Should Not Have

- Toys from home – except for Friday on Show and Tell day
- Food from home – unless it is for breakfast

St. George Children's Centre Application Form

Child's Full Name:	Boy Girl
Date of Birth:	Home Phone
Address:	P.O. Box
Postal Code:	E-mail Address:
Cell Phone#	Start date:

\$ Reg fee paid by cash or cheque # Date:

Program:	
Full – time <input type="checkbox"/> Part – time <input type="checkbox"/>	# of Days attending:
Arrival Time:	Pick Up Time:

Emergency Contacts:

Name	Phone#	Relationship to Child

Parent/Guardian Information	
Mother's Name:	Work #
Mother's Occupation:	
Mother's Workplace and Address (including postal code)	
Father's Name:	Work #
Father's Occupation:	
Father's Workplace and Address(including postal code)	

Emergency Treatment Information	
Child's Doctor	Phone #
Doctor's Address	
Health Card #	

Does your child have any chronic health problems? **YES** **NO**

If YES, please describe: _____

Are there any physical or medical restrictions on your child's activities? **YES** **NO**

If YES, please describe: _____

Does your child have any known allergies? **YES** **NO**

If YES, please specify: Food _____

Other _____

Has your child ever had: Eye Examination? **YES** **NO**

Ear Examination? **YES** **NO**

Does your child have any problems in these areas? **YES** **NO**

If YES, please describe: _____

Is your child toilet trained? **YES** **NO**

Does your child have a daytime nap? **YES** **NO**

Usual bedtime _____ pm Up by _____ am

Has your child had any experiences that may affect their day to day play? **YES** **NO**
(E.g. a serious accident, illness, hospitalization, death of someone close, etc.)

Do you have any concerns regarding your child's health or development? **YES** **NO**

If YES, please describe: _____

Date of last physical examination: _____

Date: _____ Signature: _____

MEDICAL WAIVER

While every possible effort will be made to reach parents in the event of an emergency, we request permission to authorize any Doctor to give emergency treatment in your absence.

Child's Name: _____ DOB: _____
Dd/mm/yyyy

Child's Doctor: _____

Doctor's Phone #: _____

Parent/Guardian Name: _____
(Please print)

Home Phone#: _____ Work#: _____

Child's Health Card #: _____

I agree to medical treatment being given to this child, if at any time such treatment is necessary because of circumstances such as an accident, sudden illness or emergency.

Parent/Guardian Signature: _____

Dated: _____

FIELD TRIP PERMISSION FOR THE SCHOOL YEAR

On many occasions during the school term, the children enrolled in the Day Care will have the opportunity to take a supervised walk to various places of interest (the park, library, fire hall to mention a few of the interesting spots in our town)

This excludes trips involving transportation by bus. Separate permission forms will be requested for each trip of this nature.

I, _____, do hereby give my permission for my child (children) to take part in these excursions.

Should my decision change, I understand it is my responsibility to notify the Center.

Parent/Guardian (please print)

Child (ren)

Signature of Parent/Guardian

Date

PUBLICITY AUTHORIZATION FORM

In the event that a staff member of the Center may be asked to speak to community groups, or in the process of promoting the Center’s programs, the use of slides, photographs and/or videotapes of the children at play may be used in the presentation.

I, _____, do hereby give my permission for my child (children) to take part in these excursions.

Should my decision change, I understand it is my responsibility to notify the Center.

Parent/Guardian (please print)

Child (ren)

Signature of Parent/Guardian

Date

INITIAL INTERVIEW FORM

Date: _____

Child's Name: _____

Child's Date of Birth: _____

Family Information

Does the child reside with: Mother Father Both Other

If parents are separated:

a) Is the other party able to visit child at the Centre? **YES** **NO**

b) Is the other party able to take child from the Center? **YES** **NO**

Please comment if special circumstances prevail

What position does the child hold in the family? _____

Names and ages of siblings:

Name	Age	Relationship

Family Pets? Names: _____

Please list persons that you child may be released to, along with relationship to the child:

Name	Relationship

Behaviour and Play

Does your child have any previous group care experience? **YES** **NO**

Describe: _____

Is your child left with relative or friends on a regular basis? **YES** **NO**

If YES to either of the above, how does he/she usually handle separation?

If NO to the above, do you anticipate any problems with this separation? **YES** **NO**

If you do, do you have any suggestions to help make this situation easier for you child?

Is your child toilet trained? **YES** **NO**

Comments? _____

Does your child usually have a day time nap? **YES** **NO**

Usual bedtime in the evening _____pm Up by _____am

Health

Does your child have any chronic health problems? **YES** **NO**

If YES, please describe: _____

Please list nay medication taken regularly: _____

Are there any physical or medical restrictions on your child's activities? **YES** **NO**

If YES, please describe: _____

Is there any information on your child's experiences or fears etc., that we should be aware of?

The St. George Children's Center has a website and face book page

We would like to be able to have some pictures of the children on these sites of our special events or doing our daily activities as well as interactions with the teachers and peers.

Any decision that a family makes will be respected by the Center.

I, _____ **DO** hereby give permission for my child to participate in the website photos.

I, _____ **DO NOT** give permission for my child to participate in the website photos.

I, _____ **DO** hereby give permission for my child to participate in the face book pictures.

I, _____ **DO NOT** hereby give permission for my child to participate in the face book pictures.
