

# Children's Garden Preschool Registration Package 2008

[www.childrengardenpreschool.ca](http://www.childrengardenpreschool.ca)

email: [tara@childrengardenpreschool.ca](mailto:tara@childrengardenpreschool.ca)

Tel: 819-664-0324



## Children's Garden Preschool Caregiver's & Parental Responsibilities

### A Caregiver's Responsibilities to child(ren)

A caregiver should:

- Provide adequate care for children, including a safe environment, nutritious meals, adequate rest and fresh air, appropriate activities and stimulation, and a caring and warm environment.
- Provide positive methods of child guidance. No withholding of necessities, shaming or ridicule or any type of punishment.

### Caregiver's Responsibilities to parent(s)

A caregiver should:

- Be open with parents about the kind of childcare they provide, and the things that are important to them.
- Be available to parents if there is anything relating to the childcare arrangements that they want to discuss.
- Bring forward any problems and or concerns about the care arrangements directly to the parents.
- Advise parents about increases in rates at least one month before the increase comes into effect.
- Keep any information on client families confidential
- Inform parents in advance about special outings and plans
- Keep parents informed about the progress their children are showing and their development.
- Advise parents about changes/events in the daycare that may affect the children.
- Provide parents with a receipt for all childcare payments.
- Give parents the agreed upon notice if the daycare arrangement is to end.

### Parents' responsibilities to child(ren)

The parent should:

- Bring children to care properly dressed for the weather.
- Keep children home when they are too sick to attend or make alternate arrangements.
- Make sure children have adequate rest and food before arriving at the daycare.
- Provide any agreed upon items (clothing, diapers, pull-ups, blankets etc.), as needed.

## Parents' responsibilities to caregiver:

The parent should:

- Be open with the caregiver (and/or administration) about what they are looking for in a caregiver and the things that are important to them.
- Keep the administration informed of any changes to emergency contact or work phone number and advise her as to where parent will be if not in their usual place of employment.
- Be prompt at both drop-off and pick-up times and to advise the caregiver if they will be more than 15 minutes later or earlier than usual.
- Advise caregiver as soon as possible about any planned or unplanned absences from care.
- Make all payments for care promptly.
- Bring any concerns/problems about care directly to caregiver (and/or administration).
- Advise caregiver about any changes or events in family life that may affect child's well-being or behavior.

## Children's Garden Preschool Health Policy

**Children's Garden Preschool** has a strict approach to health, believing that children need lots of love and hugs, good nutritious food, plenty of sleep or rest, emotional security, and a safe and stimulating environment in order to maintain good health. We will do our best to provide these needs.

Parents are requested to let the administration know of any health concerns they have of their children (particular food allergies). In the event of a child developing a non-urgent illness or minor accident, we have industrial first-aid kits on-hand for easy access.

Should the situation warrant, we can visit a doctor at the local CLSC down the street from the preschool, or the Wakefield Hospital. In case of a serious emergency, we will take your child to nearest hospital UNLESS otherwise indicated by a parent on the Emergency Consent Form. The parents need to supply a photocopy of your child's health card to keep on file.

Note: Lists of all emergency numbers are kept at all telephone stations throughout the preschool so it is imperative that you keep the administration aware of any changes to your contact information.

### Illness Policies

In order to protect your child and the other children in our preschool, the administration follows established guidelines for sick children as laid out by the government health daycare standards and is outlined below.

If at anytime the caregiver feels the child is too sick or contagious, they have the option of not allowing your child into the preschool setting. If your child is asked to leave due to any illness or contagious disease, the preschool will not be held responsibility for lost time a parent may experience being away from work nor will any refunds be made for absent days.

Please have a friend, neighbor or family member on call to keep your child in case you cannot when your child is ill.

Written authorization/instructions are required in order that the caregiver administer any medicines (including decongestants, cough syrups, acetaminophen, etc.)

Keep your child at home if s/he has:

- Any health state requiring constant presence of an adult.
- Fever: rectal temperature is over 38.5 degrees Celsius (101 degrees F) – If your

child comes down with a fever during the day, our staff will call you immediately to come pick-up your child and he/she will be required to stay home for at least 24 hours after the time your child leaves our facility. Note: it is up to the discretion of the staff to determine if a child with a borderline fever can remain in care (i.e, a child who is teething and/or who generally runs warm (hot-blooded), may be allowed to stay in care if they are fully capable of “coping” with the daily routines).

- Coughs: bronchitis, which can begin with hoarseness, cough and a slight elevation in temperature. The cough may be dry and painful, but it gradually becomes productive.
- Diarrhea/vomiting: which is watery or greenish bowel movement that look different and are much more frequent than usual (more than three (3) bowel movements), vomiting.
- Contagious diseases: measles, chicken pox, mumps, roseola, hand/foot/mouth disease etc.
- Infections: if a doctor diagnoses an ear, throat or eye infection, for example: places the child on antibiotic, the child should not be brought in until the child has been on medication for 24 hours.
- Rashes that you cannot identify or those that have not been diagnosed by a physician; nose drainage that cannot be identified, fever.
- Head cold (colored nasal drainage)
- Bacterial infections
- Pediculosis (head lice)
- Impetigo of the skin – it shows up as red pimples. These eventually become small vesicles surrounded by a reddened area. When the blister breaks, the surface is raw and weeping. The lesions occur in moist areas of the body such as the crease of the neck, groin and underarm, face, hands or edge of diaper area.
- Intestinal worm (ring worm)

If a child falls ill during the day, the caregiver will contact the parent to come and collect the child immediately.

If the child is sick and is kept at home, the preschool will still be paid in full for the sick days that the child would normally spend at **Children’s Garden Preschool**.

Note: There may be many other medical problems that arise that have not be detailed above, as a result it is up the to administration to determine the wellness of each child and we reserve the right to limit access to the centre if the health and safety of our staff or other children becomes an issue.

Children's Garden Preschool  
Emergency Information

Health Insurance Card #: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Allergies (if any): \_\_\_\_\_

\_\_\_\_\_

In the event of an emergency please identify an individual or individuals (i.e. grandparents), who you wish that we contact.

**Emergency Contact:**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Please include copies of any medical documents that are relevant in addition to any allergies information that we can keep on file concerning your child.

Previous history of communicable diseases (for example Chicken pox):

\_\_\_\_\_

\_\_\_\_\_

Any other health concerns: \_\_\_\_\_

\_\_\_\_\_

**Vaccinations:**

If your child has been vaccinated, please include a copy of the vaccination record with the registration kit (or if you need to visit the doctor to obtain a copy as soon as it becomes available). **Children's Garden Preschool** strongly recommends that all children be vaccinated before admission in an attempt to keep our preschool as healthy as possible for both staff and children.

**Medications:**

Prescribed medication (including creams) will only be given to a child once a Medication Form has been filled out (available at the preschool). The medication to be left at the centre must be clearly labeled with the pharmacist's and child's information.

Tip: when you get the prescription filled ask that you get two bottles (divide the medication) between home and preschool to ensure that the labeling is accurate. Non-prescription medication will be administered for 3 days, after which time we recommend you visit your Doctor's office. This does not include topical creams or ointments.

Emergency Medical Treatment Authorization

(Document will accompany child in ambulance or to hospital)

**DATE:**

(Date your child will be under our care)

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**NAME OF CHILD:**

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IN THE EVENT OF ANY EMERGENCY, WHEN WE ARE NOT AVAILABLE, WE AUTHORIZE THE ADMINISTRATION OF ANY MEDICAL PROCEDURES DEEMED NECESSARY BY MY DOCTOR, OR IF UNAVAILABLE, BY ANY OTHER PHYSICIAN SELECTED BY THE CAREGIVERS OF CHILDREN’S GARDEN PRESCHOOL UNDER THE ADMINISTRATION OF LITTLE BUTTERFLY DAYCARE.

**DATE OF BIRTH:**

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**HEALTH CARD #:**

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**MOTHER / FATHER  
SIGNATURE:**

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**CAREGIVER:**

**CHILDREN’S GARDEN  
PRESCHOOL (INCLUDES STAFF /  
ADMINISTRATION)**

**HOSPITAL OF  
PREFERENCE:**

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**DOCTOR OF  
PREFERENCE:**

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**ALLERGIES /  
MEDICAL HISTORY:**

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Children's Garden Preschool  
Fees & Payment Policy

**Registration Fees & Deposit:**

There is a \$50 registration fee charged to all new applicants. All current **Little Butterfly Daycare** clients will have this fee waived.

The daycare costs are \$36 per day per child plus \$1 per day for food.

The fees include: morning and afternoon snack along with a nutritious lunch and drinks (milk, water and juice etc.).

A deposit of \$500 is required along with your registration fee in order to secure a spot at the preschool. This deposit must be dated for no later than May 31<sup>st</sup>, 2008. If you decide at the last minute not to enroll your child in the daycare, this fee will **not** be refunded and it will be seen as your last month's notice.

Note: We will adjust your final month's payment based on your \$500 deposit so it is imperative that you provide the daycare with a 1-month notice of termination. This notice must be in the form of a written letter and dated. Your fees for the final month therefore will take into account your \$500 pre-payment (deposit).

Finally, it is understood that by signing a contract with the **Children's Garden Preschool**, that you are committing to an entire year of preschool for your child. This is not daycare and you will be responsible for payment for your child for the entire school year or until such time as a replacement can be found.

**Payment Schedule:**

In order to attend, **Children's Garden Preschool** must receive post-dated cheques for the school year (September till mid-June) dated for the 1<sup>st</sup> of each month. The preschool does remain open for the entire year so additional cheques will be required for those requiring additional daycare options throughout the summer months.

Your cheques must accompany your registration forms otherwise we can not guarantee a spot in the program. Please remember to include your child's name on your cheques and make them payable to: **Little Butterfly Daycare** (the organization responsible for the administration of **Children's Garden Preschool**).

**Parents - please remember that each month there are a different number of business days – so please look at a calendar before you issue each month's payment to ensure each day your child will be attending you have paid for.**

Fees are payable for everyday listed on your contract, whether or not the child attends all the contracted days or not. Fees are required for days your child is absent for any reason and for all statutory holidays, vacations, school closures and professional development or maintenance days.

***Please make all cheques payable to Little Butterfly Daycare – the business responsible for the administration of the Children’s Garden Preschool.***

### **Unforeseen Closures**

On occasion, the preschool may unexpectedly close down due to unforeseen incidents, such as: power outages, floods and extensive heat or humidity. Parents will be called to collect their children as soon as possible. There will be no reimbursements for these unforeseen closures unless the daycare remains closed the following day(s), while maintenance is conducted to fix the problems so that we can ensure the health and safety of the children.

### **List of Statutory Holidays:**

- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- New Year’s Day
- Good Friday
- Easter Monday
- Family Day
- Victoria Day
- Saint-Jean-Baptiste
- Canada Day
- Ontario Civic Holiday

### **List of other closures**

- 2 day per year for Professional Development (the date will be advertised well in advanced)
- 1 day per year for extensive cleaning (this is in addition to our thorough top to bottom cleaning conducted during the Xmas holidays - we also have the floors stripped and waxed at this time).
- 1 week for Xmas holidays
- 1 week for March break

Please note: It is required that you pay your regular monthly amounts in full for all statutory holidays and other pre-determined closures.

Also, parents who require additional care during the March break, we are happy to offer care to all our preschoolers over at the **Little Butterfly Daycare**. No additional fees will be charged for this option. We will be asking parents to fill out a request form for daycare services prior to the holidays and only those forms returned will be able to have care during this time.

### **NSF Cheques:**

There will be a \$25 administration fee for all NSF cheques and the child will not be allowed to attend the daycare until a new cheque has been provided. 2 or more NSF cheques in any given year can disqualify you from the preschool.

### **Drop-Off & Pick-Up Times:**

**Children's Garden Preschool** opens at 7:30 a.m and closes promptly at 5:30 p.m. Please make sure that you do not drop your child off before 7:30 a.m and that you arrive at 5:20 p.m (at the latest) to ensure that you are out of the centre by 5:30 p.m. This is in order to ensure that our staff may conduct their closing/cleaning routines and go home in a timely manner. Note, you **MUST** sign your child in and out of preschool via the log-in/log-out book.

### **Late Policy:**

We will have limited staff on hand at the beginning and end of the day (7:30 a.m & 5:30 p.m), as a result it is imperative that if you are going to be late, that you please make alternative arrangements **BEFORE** this time. There will be a dollar a minute penalty until 5:45 p.m for every minute that you are late. After 5:45 p.m the fee will be doubled. Also, you will be asked to sign a late form each time you are late.

### **School Hours:**

Although we are open for 10 hours, the school day begins at 9 a.m and ends at 3:00 p.m. Extended daycare options (included in the price), therefore are either before or after these times.

### **Registration Kits & Cheques:**

We must receive your completed registration kits by May 31<sup>st</sup>, 2008.

You may mail or drop off the completed forms and accompanying cheques to:

Little Butterfly Daycare  
490 Route 105  
Suite 140 & 150

Chelsea, Quebec  
J9B 1L2

## Children’s Garden Preschool Contractual Obligations

### Acknowledgement & Release

I, \_\_\_\_\_ & \_\_\_\_\_ the parent(s) of \_\_\_\_\_ have read and accept the policies and administrative guidelines of the **Children’s Garden Preschool**.

If at any time the policies and guidelines are broken it is understood that the administration may break this contract. It is granted that the administration will first make sure all reasonable measures have been taken to ensure that any problems are identified and an opportunity provided to fix the dispute prior to canceling our obligations to you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Parental Signature – Mother)  
(Parental Signature – Father)  
(Guardian or Other Signature)  
(Administration Signature)

Dated: \_\_\_\_\_ 2008

### General Release Forms

I, \_\_\_\_\_ (parent), hereby authorize the administration of sunscreen for \_\_\_\_\_ (child’s name) by **Children’s Garden Preschool**.

I hereby grant permission for my child \_\_\_\_\_ to use all the play equipment and participate in all the activities at the **Children’s Garden Preschool**. Included are rides on toys, teeter-totters, slides, tricycles, climbers, nooks, sandboxes, etc.

I hereby grant permission for my child \_\_\_\_\_, to be photographed or videotaped with involved activities connected with the **Children’s Garden Preschool** program. No commercial use will be made of these photographs or videotapes without further consent.

These pictures will be made available throughout the walls in the daycare for activities, decorations, or for children or parents view, as well as for memories and keepsakes of the time spent with us.

## Children's Garden Preschool Contract Agreement

By signing below, I accept to the following contract with the **Children's Garden Preschool**.

Child's Full Name: \_\_\_\_\_

Commencement Date: \_\_\_\_\_(Day) \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

Days in Care: \_\_\_\_\_(M) \_\_\_\_\_(T) \_\_\_\_\_(W) \_\_\_\_\_(T) \_\_\_\_\_(F)

Pre-registration Fee Paid: \_\_\_\_\_(yes) \_\_\_\_\_(no)

Deposit Fee Paid: \_\_\_\_\_(yes)

Approximate Arrival Time: \_\_\_\_\_

Approximate Departure Time: \_\_\_\_\_

\_\_\_\_\_ I have read and signed the Emergency Consent Form

\_\_\_\_\_ I have read and agree with the Fee Policy

\_\_\_\_\_ I have read and agree with the Late Pick Up Charge Policy

\_\_\_\_\_ I have read and agree with the Drop-off and Pick-up Policy

\_\_\_\_\_ I have read and agree with the Illness Policy

\_\_\_\_\_ I have read and agree with the Termination Policy

\_\_\_\_\_ I have read and agree with all other policies and administrative guidelines of **Children's Garden Preschool**.

Parent/ Guardian Signature: \_\_\_\_\_

Please print name: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_

Please print name: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Discharge: _____(for office use only)
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## Children's Garden Preschool Questionnaire

In order to get to know your child we ask that you fill-out the questionnaire below and return as soon as possible.

### **The Family:**

Name of Child: \_\_\_\_\_

Name of the Parents: \_\_\_\_\_

Where do you live? (City): \_\_\_\_\_ Age of Child: \_\_\_\_\_  
Birth date: \_\_\_\_\_ Sex of Child: \_\_\_\_\_

Age & Names of Siblings: \_\_\_\_\_  
\_\_\_\_\_

Other comments about the family we should know about?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any personal issues going on in the child's life you'd like us to know about?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Eating:**

Is your child a good or poor eater? \_\_\_\_\_

Does he/she enjoy food (favourites)? \_\_\_\_\_

What meals, snacks does your child prefer? \_\_\_\_\_

Any eating habits you think we should know about? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Sleeping:**

What is your child's sleep and nap pattern? \_\_\_\_\_

\_\_\_\_\_

### **Interests & Emotions:**

Does your child have any fussy times during the day? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What does your child like to do? \_\_\_\_\_

Dislikes: \_\_\_\_\_

What really makes your child happy?

\_\_\_\_\_

What really makes your child angry, frustrated or sad? \_\_\_\_\_

\_\_\_\_\_

Does your child have any special fears? \_\_\_\_\_

What really interests your child? \_\_\_\_\_

How does your child like the outside environment? \_\_\_\_\_

\_\_\_\_\_

What sports or activities does your child like? \_\_\_\_\_

What movies, cartoons or books does your child enjoy? \_\_\_\_\_

Does your child have any special teddy's, blankets or cuddling objects he/she enjoys?

\_\_\_\_\_

**Previous Care:**

Has your child every been in daycare before? \_\_\_\_\_

What types of socialization/ interaction with other children has your child been exposed to? \_\_\_\_\_

\_\_\_\_\_

**Discipline:**

How is your child disciplined at home? If so, how?

\_\_\_\_\_

\_\_\_\_\_

How does your child generally cope with other children?

\_\_\_\_\_

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How would you like to see your child “guided” when they are under our care in the area of discipline? Acknowledging that we use kindness and sensitivity while ensuring their safety and those around (that is, if your child bites, hits or disrupts other children in a negative way)

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**Conclusion:**

Are there any comments or feedback you’d like to give?

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