

Registration Kit 2010

Little Butterfly Daycare

513 Route 105
Chelsea, QC

819-319-1818

Important Note:

Little Butterfly Daycare reserves the right to make changes or modifications to the Registration Kit (including all forms and policies), in full or in part at anytime without notice or warning.

Parental Initials: _____ and _____

Little Butterfly Daycare Parent Policy & Procedural Manual

Parents need to complete and return all forms within (2) weeks of receiving their registration kits for new applications and within one (1) week when renewing yearly contracts.

These forms will be filed in our locked offices to ensure confidentiality and security.

It is also important that parents keep Little Butterfly Daycare aware of any changes to: phone, address, emergency contacts, immunizations and the health of their child.

Here is a list of the forms to be filled out and the policies to be read before returning them to our centre:

- Admission Policy
- Client Contact Information Form
- Caregiver, Parental and Child Responsibilities
- Hours of Operations
- Designated Alternate Pick-Up Authorization Form
- Fees and Payment Schedule (including Integration Policy)
- Payment Schedule
- Tax Receipt Information Form
- List of Closure Dates
- Health Policies
- Guidelines for Keeping Your Child Home
- Medical History Form
- Reporting Child Abuse Policy
- Expulsion Policy
- Termination of Services Policy
- Workplace Harassment, Abuse & Bullying Policy
- Nap or Rest Times
- Programming
- Behaviour Modification Policy
- Dressing Children Properly
- Miscellaneous Information
- Contracts & Authorization Forms
- Questionnaire

Parental Initials: _____ and _____

Admission Policy

Infants and toddlers are eligible for enrollment into Little Butterfly Daycare (older children would be considered for a placement at our preschool (The Children's Garden) based on the availability of places.

Priority enrollment is given to returning clients (those children currently enrolled) and second to siblings of those children already enrolled.

These kits must be returned to the administration with all forms completed in full, signed where indicated and fees paid, including post-dated cheques for the entire year to qualify for priority enrollment.

Following this date, enrollment is on a first-come-first-serve basis as per our waiting list.

Parental Initials: _____ and _____

Client Contact Information Form

Child's Full Name: _____

Birthdate: _____

Male: _____

Female: _____

Parents Name & Contact Information (print clearly):

Mother's Name: _____

Address: _____

Email: _____

Telephone # (hm): _____

Telephone # (wk): _____

Telephone # (cell): _____

Father's Name: _____

Address: _____

Email: _____

Telephone # (hm): _____

Telephone # (wk): _____

Telephone # (cell): _____

Caregiver, Parental and Child 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.
- Remember to say "Thank-you" because parents are deserving of respect too!

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
- Provide any agreed upon items (food, clothing, diapers, pull-ups, bottles, 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.
- Give the administration the agreed upon notice if the child arrangement is to end (see contract for further details).
- Follow all policies set forth by the daycare
- Remember to say "Thank-you" because caregivers deserve respect too.

Behaviour Code - Children

We expect the following behaviour from all children enrolled in our program - with the understanding that differing age groups will have varying developmental capacities.

- To be responsible for what they say and do.
- To be polite and respectful of other people.
- To listen to other people when they speak.
- To not say or do any action that is hurtful or harmful to others.
- To treat people the way they would like to be treated.
- To care about others feelings.
- To tell the truth, even if there is a consequence to their behaviour.
- To try to problem solve for themselves.
- To ask the staff for help, if they are unable to solve the problem themselves.
- To take good care of our toys, games and other supplies.
- To take good care of other people's toys, games and supplies.

Parental Initials: _____ and _____

Hours of Operations

Little Butterfly Daycare starts 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 as close to 5:20 p.m. as possible to ensure that you are out of the centre by 5:30 p.m.

These times ensure that our staff may conduct their opening/closing routines and go home in a timely manner.

If you are going to be late due to an unforeseen difficulty (such as traffic), please call the daycare to advise the staff so they may make the necessary arrangements themselves to stay late with your child.

Late fees may apply.

Parental Initials: _____ and _____

Designated Alternate Pick-Up Authorization Form

Authorized Personnel

Only those people indicated below, as an alternate, will be allowed to pick-up your child.

Also, when you know that an alternative person will be picking up your child, you must indicate to the caregivers upon drop-off and sign an alternate pick-up form otherwise we will not release the child. Furthermore, it is required that the alternate provide us with photo ID.

Alternate Authorization #1

_____ and _____
(Mother) (Father)

authorize _____ to pick-up our child

_____ at Little Butterfly Daycare.

This person lives at: _____

Please tell us how you know this person (i.e, grandparent, family friend, etc.):

Alternate Authorization #2

_____ and _____
(Mother) (Father)

authorize _____ to pick-up our child

_____ at Little Butterfly Daycare.

This person lives at: _____

Please tell us how you know this person (i.e, grandparent, family friend, etc.):

Parental Initials: _____ and _____

Fees & Payment Schedule

Registration Fee

There is a \$50 registration fee charged to all new applicants. This does not apply to contract renewals. Please make sure to include this fee with your paperwork. It is not a deposit.

Deposit

It is required that you pay a \$500 deposit that will go towards your last month's payment. This \$500 deposit is due once your child has been granted a spot (which may be months before your child attends the centre). It is also non-refundable.

If you choose not to take the spot at a later date we do not refund your deposit – it will be considered a portion of your termination fees. This deposit is your commitment to us, and ours to you - so it must be received in order to be guaranteed a placement.

Please note: Clients who are registering for 2-3 days per week (part-time care), deposit amount is \$300.00.

Daily Rate:

The daycare cost is \$40 per day or \$200 per week for full-time care (Monday to Friday), and \$50 per day for part-time spots (1 to 4 days). This does not include snacks or lunch. Fees are subject to change with a minimum of one month's notice. Full fees will be charged from the first day the child is in the program including the time of integration.

Fees remain the same regardless of absence (i.e for everyday listed on your contract), whether or not the child attends due to vacation, illness or holidays.

Late Fees

There will be a late penalty charge of \$5.00 per day. After 5 days that fee will double to \$10 per day. If fees are not paid for within 2 weeks, the child is permanently removed (expelled), from the program and thus will no longer have a spot with the centre.

Parental Initials: _____ and _____

Late Pick-up Fee:

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 and pay the late pick-up BEFORE you are allowed to attend the following day. This policy will be enforced.

Parents who are consistently late will be considered to be in violation of their contract and termination of services may occur.

NSF Fees

There will be a \$25.00 administration charge for each cheque returned to us from the bank due to insufficient funds. This amount reflects the service charge passed on to us from our bank. The child will not be allowed to attend daycare until the account has been cleared. 2 NSF cheques in a given year can disqualify your child from care. If the child is allowed back into the daycare we may ask for cash payment.

Damaged Goods

Occasionally a child damages daycare property or property of another child that requires replacement. Parents will be given an invoice for the replacement cost of the damaged goods and be required to pay these fees immediately. This does not include damage to toys as a result of normal play and use.

Payment Schedule

In order to attend, Little Butterfly Daycare must receive post-dated cheques for 12 months dated for the 1st of each month. Your cheques must accompany your registration forms and contract otherwise your child will not be allowed to attend. Remember to include your child’s name on your cheques and make them payable to: Little Butterfly Daycare.

Integration Payments

Parents are responsible for paying for all integration days required. This means that if a spot becomes available on June 1st and you plan to integrate for 1 week, you are responsible for paying the daycare in full from the day the spot becomes available (the first of the month) even if you only use the daycare for a few hours.

Parental Initials: _____ and _____

Integration Plan

An example of an integration week is as follows, please note that it is very important that your child's first experience in daycare is a positive one.

Some children settle in just a few hours or days, while others require more time. As a result, we ask that parents follow the following schedule for the first week of daycare.

- DAY 1 Parent and child visit together for a short time in the morning.
- DAY 2 Parent and child visit. Parent stays for up to ½ hour then leaves child for a few hours (or until lunchtime).
- DAY 3 Parent leaves child with a short goodbye till after lunch when parent returns to take child home.
- DAY 4 Child spends morning and lunchtime at daycare without parent. Teachers will try to settle child for sleep time.
- DAY 5 Child spends a full day at daycare without parent. The teachers will discuss your child's integration on a daily basis and will recommend any alternations that suit your child's individual needs.

Parental Initials: _____ and _____

Example of a Typical Payment Schedule

In order to make the payment of fees as simple as possible, we have set up an example of a payment schedule which shows the full-time rates for what you would have to pay each month.

Monthly	Year	Fee	Number of Days	Amount Owing
June	2009	\$40.00	22	\$880.00
July	2009	\$40.00	23	\$920.00
August	2009	\$40.00	21	\$840.00
September	2009	\$40.00	22	\$880.00
October	2009	\$40.00	22	\$880.00
November	2009	\$40.00	21	\$840.00
December	2009	\$40.00	23	\$920.00
January	2010	\$40.00	21	\$840.00
February	2010	\$40.00	20	\$800.00
March	2010	\$40.00	23	\$920.00
April	2010	\$40.00	22	\$880.00
May	2010	\$40.00	21	\$840.00

Please note: Clients who attend part-time need to calculate their dates based on the number of days per month remember the fee structure of \$50 per day for part-time and \$40 per day for full-time care.

Parental Initials: _____ and _____

Tax Receipt Information Form

Income Tax Information

The income tax receipt should be in the name of:

Sin Number: _____

(This information is essential in order to complete tax receipts and will be used solely for this purpose).

If you would like the tax receipt to be issued to both parents please indicated here _____ (check). Otherwise the name listed above will be used.

Parental Initials: _____ and _____

List of Closures Dates

The daycare is open year round, Monday to Friday with the exception of the following days:

- January 1st (New Year's Day)
- Good Friday and Easter Monday
- Victoria Day
- Sainte-Jean-Baptiste
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas
- 1 Cleaning Day*
- 1 PD Day (professional development)*

* Dates will be advertised in advance.

Unforeseen Closures

On occasion, the daycare may need to 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.

Parental Initials: _____ and _____

Health & Illness Policies

Little Butterfly Daycare 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 events of a child developing a non-urgent illness or minor accident, we have first-aid kits available.

In case of a serious emergency, we will take a child to the nearest hospital in Hull or Gatineau, or any other hospital outlined by the parents on the Emergency Consent Form. We require parents supply us with a photocopy of their child's birth certificate and health card to keep on file.

Note: Please keep us updated if emergency contact information changes.

Illness Policies

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

If at anytime the caregiver feels the child is too sick or contagious, they have the option of not allowing your child into the daycare setting. And upon request we may require a doctor's note or special forms that need to be filled out indicating that your child's health is okay before returning to the centre.

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 also required in order that the caregiver may administer any medicines (including decongestants, cough syrups, acetaminophen, etc.)

Parental Initials: _____ and _____

Guidelines for Keeping Your Child Home

When is a child too sick or contagious to attend the daycare? This is a question which may present itself during your child's stay at the centre. In order to protect all of the children, the following procedures must be followed. Your child must be kept home if s/he has:

- Any health state requiring constant presence of an adult.
- Fever: rectal temperature is 38.4 degrees Celsius (101 degrees Fahrenheit) or over – If your child comes down with a fever during the day, LBD 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 – this mean one full day off at home from 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). Also if the child returns to care after the day off and the fever returns, the one day policy begins again.
- Has not been fever free for 24 hours.
- 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.
- Diarrhoea: which is watery or greenish bowel movement or anything that looks different than usual and sick/foul smelling and which are more frequent than usual (more than two (2) bowel movements). Children will be sent home from the program upon the second incident of diarrhoea during the day.
- Has vomited while at daycare or within the last 24 hours (vomiting is more severe than an infant's “spit up”).
- Contagious diseases: measles, chicken pox, mumps, roseola. In the case of chicken pox your child will be excluded from the onset of the symptoms for 5 days until the majority of the pox become scabbed over.
- 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 or seems to be worsening;

- Nose drainage that cannot be identified.
- 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)
- Has been on a prescribed medication for less than 24 hours for a condition requiring exclusion from the program. Your child must be symptom free and able to cope with all aspects of the program.
- Has a severe cold with fever, sneezing and heavy nasal drainage.
- Seems really sick without any obvious symptoms. In this case, the child may act and look different; may be unusually tired, listless or irritable.
- Is unable to participate in ALL activities – indoor and outdoor. If a child is too sick to go outside then he/she can not attend the program.
- Any condition that is requiring one-on-one attention from a staff member in order to allow the child to cope and be reasonably comfortable

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 daycare will still be paid in full for the sick days that the child would normally spend at Little Butterfly Daycare. If your child is going to be absent from the program at his/her regularly scheduled time or is going to be late, please notify the staff as soon as possible.

Parental Initials: _____ and _____

Medical History Form

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

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

Any other health concerns: _____

Health Insurance Card #: _____

Doctor's Name & #: _____

Allergies (if any): _____

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). It is not mandatory in Quebec to be vaccinated to attend Little Butterfly Daycare however we **strongly** recommends that all children are vaccinated before admission in an attempt to keep our centre 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 through your care provider). The medication to be left at the must be clearly labeled with the pharmacists and child's information.

Parental Initials: _____ and _____

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.

Tip: when you get the prescription filled ask that you get two bottles (divide the medication) between home and to ensure that the labeling is accurate.

Birth Certificate

Please supply the with a copy of your child's birth certificate to have on file.

Parental Initials: _____ and _____

Reporting Child Abuse Policy

Occasionally, we may be faced with some very difficult situations in the daycare centre. We may see a mark on a child in an unusual place, witness an abusive situation or observe a type of behaviour or play that is not consistent with a child's normal range of experience. In these circumstances, we are legally bound to report these situations to the Children's Aid Society (CAS).

We cannot judge or decide what child abuse is, we must leave that to a CAS worker. We are not allowed to contact parents first. We must emphasize that in our experience at Little Butterfly Daycare, we have never had reason to call CAS, however we are prepared to act in the future if need be.

Such reporting will only be done in the best interest of the child and our paramount objective is to promote the well-being of the child.

Parental Initials: _____ and _____

Expulsion Policy

After advising the parents with a two weeks termination notice*, a child may be expelled for the following reasons:

- The daycare may expel a child whose parents refuse or omit to pay the fees as stipulated in the contract
- The daycare may expel a child whose parents do not respect the rules of functioning of the which are written in the internal policy
- The daycare may expel a child if after establishing an intervention plan in cooperation with the parents in order to respond to the particular needs of the child, it becomes obvious that the 's human and material resources can not respond adequately to the particular needs of the child. The may expel the child if the parents do not cooperate with the intervention plan.

*The daycare may immediately expel a child without notice and at any time when the health, security or well being of the children or staff in the are in danger. When expulsion occurs parents will not be reimbursed their monthly fee.

Parental Initials: _____ and _____

Termination of Services Policy

Termination by the Daycare

Little Butterfly Daycare has the right to terminate care of any child whom they deem is not benefiting from care or who is experiencing great difficulty with the program including, but not limited to:

- getting along with other children and/or staff (peer socialization)
- daily rules and routines
- those showing consistent signs of emotional discomfort or despair (i.e the child is miserable and all attempts have been made to help him/her).
- sleeping patterns (children who have never slept without a parent present or who can't regularly be settled by a caregiver)
- eating (those who require unreasonable distraction)
- biting, hitting or punching offences that are considered extreme acts of aggression (excludes normal behaviour for average children under 3).
- poses a health risk to the other children or staff (contagious diseases where parents do not treat or prevent exposure to the daycare which includes non-vaccinated children and those who have traveled outside the country without appropriate precautionary measures)
- irregular attendance (to maximize the full benefit of daycare families who do not consistently bring their children to care over a period of weeks and months will be asked to leave so that another family in need can obtain the spot)
- requires constant one-on-one attention – resulting in compromising the caregiver to child ratio required by law

Although we will try to provide as much notice as possible, at times, termination will be given immediately. Generally however, the daycare will provide parents at least two weeks or more to allow parents to find alternative arrangements.

We will make all reasonable attempts to avoid this type of situation by communicating with parents to see what alternatives forms of care can be implemented however parents must be receptive to change and suggestions from outside professionals where warranted. Otherwise termination will occur and appropriate fees charged.

Parental Initials: _____ and _____

Termination by Parents

When termination occurs by a parent, written notice must be provided to the daycare 30 days in advance. This will give us time to find a suitable replacement - which helps us ensure the continued operations of the centre.

If parents wish to take their children out of care immediately, with or without notice, payment for these 30 days are required whether they use the daycare services or not.

If an account goes unpaid Little Butterfly Daycare reserves the right to seek all means necessary to collect the fees including credit collection agencies and/or other legal methods.

Please note, we will strictly enforce this policy.

Parental Initials: _____ and _____

Workplace Harassment, Abuse and Bullying Policy

What is Workplace Bullying

Bullying is a form of harassment and a form of violence in the workplace. Bullying or harassment can be based on the grounds set out in the Human Rights Code, or it can be a form of psychological or personal harassment apart from the Human Rights Code. Often, bullying and harassment are manifestations of abuse of power.

It is objectionable conduct or comment directed towards a specific person, which serves no legitimate work purpose, and creates an intimidating, humiliating, hostile or offensive work environment.

Zero Tolerance

Little Butterfly Daycare has a zero tolerance policy towards harassment, abuse or bullying of any kind towards the company. The company includes: full or part-time, seasonal or occasional staff, management and owners, in addition to fellow parents and all children.

The harassment, abuse or bullying may include, but is not limited to:

- verbal abuse, threats, belittling or humiliating
- physical gestures that intimidate or threaten
- ostracism or isolation
- inequitable and harsh treatment
- excessive monitoring
- denial of opportunities
- yelling, swearing or public reprimands

Any such objectionable behaviour, designed to torment, pester, or abuse anyone via psychological or personal harassment in the form of verbal, physical, emotional or sexual misconduct (including innuendo and propositions) will be considered a breach of daycare policy alongside of a violation of the Human Rights Code. Such breaches will result in immediate termination of any childcare contract.

When a breach occurs parents will be asked to remove their children instantly from the daycare and not return and Little Butterfly Daycare. All conduct will be documented and kept on file, and brought to the attention of the proper authorities were warranted. You will be required to pay the one month's termination of contract fees minus your deposit.

This policy will be strictly enforced and a copy of our Harassment, Abuse and Bullying Policy is included for you to keep on file.

Parental Initials: _____ and _____

Nap or Rest Time

It is imperative that children get rested during a busy day of play and activity and as outlined in the Daycare Nursery Act (DNA), it is required that all “**Little Butterflies**” have at least ½ hr to 45 minutes of rest time per day with infants and toddlers often needing much longer than this - often up to 2-3 hours after lunch or two shorter naps for infants.

We will provide each child with the appropriate sleeping mat or crib and we ask that you supply a crib sheet that will stay at the daycare and be sent home for cleaning if and when we can not do so.

If your child has a special blanket, doll or cuddling item they wish to relax with please make sure it comes to daycare each day and that it is cleaned and washed once a week.

Parental Initials: _____ and _____

Programming

All children are respected for their individual needs and interests. Each day however, is planned and we do not believe in rushing an activity or strictly following a timed schedule. The programming allows the children to have a lot of social and individual time, as well as outdoor play, arts and crafts, snack time and naptime. Educational circle time and activities, music and songs are interspersed through these various periods of the day.

Children between 0 and 5 years need lots of opportunity for supervised unstructured play. Each child is at their own developmental stage and needs the opportunity to focus on activities that interest them and that they can begin to master. As well, children need a chance to participate in social activities with other children to build their social skills.

Weekly themes will be planned and each day in the week will have different activities related to that theme (such as arts & crafts, music, outdoor exploration, baking, circle time, dramatic plays etc). These activities will be designed to help the children to forward themselves with the development of their fine and gross motor, language skills, and assist in their emotional and social development.

All educational activities will be presented as fun, imaginative play opportunities. It is our goal that children participating in our program will sharpen their senses, perceive patterns and relationships, classify, compare and organize their world through our activities and materials.

Children are also encouraged to participate but are never forced to do an activity, recognizing that most like to play in parallel with each other or in small groups. They may continue to explore their own activities and join "in" when they so desire.

Here is a sample of some activities that we will partake in with the children throughout the year regardless of our theme of the week:

- Self-help skills (getting dressed, brushing teeth, washing hands, toilet training, etc.)
- Arts & crafts
- Language development (English and French).
- Music, singing, and dance
- Imaginative dramatic play
- Outdoor adventures and exploration
- Water and sand play
- Active play

Various areas of the daycare will be set up for the children to explore activities either individually or as a group. In these areas children will be encouraged to put away their toys before moving to a new one. A new child will be introduced to the toys through time to expand their experience and build additional skills.

Television

Television is not generally used as entertainment or for child minding. It will however be turned on for occasional videos from the library (French cartoons for example), for educational purposes and sometime on a rainy day for plain fun!

Parental Initials: _____ and _____

Behaviour Modification Policy

Our behaviour modification procedure (a.k.a. discipline policy) is as follows:

- If a child exhibits an inappropriate action (such as hitting, pushing, biting, spitting, kicking, etc.) the caregiver will explain to the child that this type of behaviour is inappropriate.
- The caregiver will re-direct the child to a different play area within the room.
- If aggressive or inappropriate behaviour continues, the child will sit away from the group to calm down and think about his/her actions.
- After a short period of time, the caregiver will have a discussion with the child with respect to his/her inappropriate action, and then the child will return to play.

Caregivers use positive reinforcement to deter negative behaviour. Fairness, firmness, consistency, and flexibility are characteristics of appropriate disciplinary techniques.

Caregivers are encouraged to seek assistance from their co-workers, management or the administration whenever necessary.

Parental Initials: _____ and _____

Dressing Children Properly

Parents are expected to dress children adequately and appropriately for weather and specific planned outings. An extra set of clothing (or two) is always a good idea in case shirts or pants get wet or when soiled unexpectedly.

It is highly recommended that you label all your child's belongings that come into the centre. We encourage you to ask us about our Mabel Labels fund-raising program – where a portion of all sales goes directly back to the for new materials.

In winter, please provide warm and water resistant mitts (2), snowsuits and boots. We play outside a lot with children and may stay out for several hours (weather permitting and with the older children) during which time, mitts and snowsuits can get very wet if they are not adequate quality. Extra mittens or other items are always welcome to remain at the daycare in the cubby or hooks provided.

In summer please provide extra clothing (t-shirts, shorts, underpants, sweater and a bathing suit). Suntan lotion should be applied prior to the child arriving at the centre. The daycare will provide sunscreen for a charge of \$5 per child for the summer. If your child has any allergies to sunscreen please advise the daycare in writing and supply us with the brand of your choice for application along with personalized instructions.

Please also provide a hat and sunglasses for your child. We will not take the children outside without hats or sunscreen.

Finally, please **do not** dress the children in clothes that you do not want to get dirty or soiled – our daycare is about encouraging your children to get dirty – to explore in outdoor play (mud and water) – and to get their hands messy with arts and crafts.

During such play, children will often soil their clothing so it is to be expected that they will not stay clean (we will provide the necessary smocks for painting and other activities to help minimize the dirt!).

Parental Initials: _____ and _____

Miscellaneous Information

Visitors

Occasionally, visitors (parents, volunteers, police, fire-fighters etc.), come to the daycare facility. Each visitor will require authorization from the administration to enter. All volunteers will be screened. Any stranger who enters the facility will be dealt with immediately and asked to leave the premises until such time as the administration can verify their identity.

Personal Effects

We strongly advise against children bringing toys from home into the daycare. This includes stuffed animals. Not only are these personal items difficult for children to share with other children but it is very hard for the caregivers to always control their whereabouts.

This means that if a child is dependent on such items on a daily basis and the caregivers are unable to locate the item, it is often very hard on the child and parent in the event that the item is not returned at the end of the day. So, we would rather avoid this situation to begin with altogether. Cuddly toys are allowed for rest period only. Items must be kept in the child's blanket drawer and returned after the child gets up from their nap or quiet time.

Parental Involvement

We encourage parents to get involved as much as possible, if and when time permits, such involvement includes:

- participation in outings, events (Terry Fox Walk or The Winter Carnival),
- showcasing special talents or interests (Maple Syrup Taping, playing musical instruments, sewing, baking, etc.),
- help around the exterior of the centre (grounds keeping, lawn care),
- recyclable items for arts and crafts or other creative ideas that are appropriate for children in a setting.

We are open to any ideas our parents may have regarding help. And please note, there is no pressure to participate. It is strictly voluntary.

Smoking

Little Butterfly Daycare has a no smoking policy. Smoking by parents or staff is not permitted in the or playground area.

Parental Initials: _____ and _____

Children's Garden Policy Statement
(Acknowledgement & Release)

I, _____ & _____ the
parent(s) of _____ have read and accept all the
policies set forth in this document of Little Butterfly Daycare operating as
Children's Garden .

If at any time, any of the policies are broken, it is understood that the
administration can terminate the contract with or without notice
(depending on the violation). The administration will make a reasonable
attempt to resolve problems before giving notice to parents in order that
they may rectify the breach.

Signed: _____
Mother's Signature

Signed: _____
Father's Signature

Date: _____
Day/Month/Year

LBD/CPG: _____
Administration Signature

Childcare Contract Agreement

Commencement Date: _____ (Day) _____ (Month) _____ (Year)

By signing below, I accept to the following contract with the Little Butterfly Daycare.

Child's Full Name: _____

Date of Birth: _____

Days in Care: _____(M) _____(T) _____(W) _____(T) _____(F)

Registration Fee Paid: _____ (yes) _____ (no)

Deposit Paid: _____ (yes) _____ (no)

Approximate Arrival: _____ Approximate Departure: _____

Agreements

_____ I have read and initialed signed all pages in the Registration Kit
_____ I have included all fees and cheques
_____ I have read and agree with the Fee & Payment 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 Little Butterfly Daycare.

Signed: _____
Mother's Signature

Signed: _____
Father's Signature

Date: _____
Day/Month/Year

Administration: _____

Date of Discharge: _____ (for office use only)

Emergency Medical Treatment Authorization

Please list 3 emergency contacts who we may call in case of an emergency:

Contact 1: _____
(Name) / (Number)

Contact 2: _____
(Name) / (Number)

Contact 3: _____
(Name) / (Number)

Date Authorization is Valid: _____

Name of Child: _____

Birthdate: _____

Healthcard #: _____

<p>IN THE EVENT OF ANY EMERGENCY, WHEN WE ARE NOT AVAILABLE, OR ANY OF OUR EMERGENCY CONTACTS HAVE NOT BEEN CONTACTED DUE TO URGENCY, WE AUTHORIZE THE ADMINISTRATION / EMPLOYEES OF LITTLE BUTTERFLY DAYCARE TO ACCEPT MEDICAL TREATMENT OR PREOCEDURES FOR OUR CHILD DEEMED NECESSARY BY MY DOCTOR LISTED BELOW OR ANY OTHER PHYSICAN SELECTED IN A CASE OF AN EMERGENCY.</p>

Mother / Father
Signature: _____

Caregiver: LITTLE BUTTERFLY DAYCARE
(INCLUDES STAFF /
ADMINISTRATION

Hospital of Preference: _____

Doctor of Preference: _____

Allergies / Medical History: _____

Application of Sunscreen Form

We hereby authorize Little Butterfly Daycare to apply sunscreen on our child

_____.

Please detail any special application instructions below, including allergies to any known product brand.

Signed: _____
Mother's Signature

Signed: _____
Father's Signature

Date: _____
Day/Month/Year

Activity Authorization

We hereby grant permission for our child _____ to use all play equipment and participate in all the activities at the Little Butterfly Daycare.

Including, but not limited to age appropriate items such as: slides, teeter-totters, swings, tricycles, climbers, water tables, sandboxes, etc. I also understand that the _____ will not provide helmets and knee/elbow pads but that these items may be supplied to the centre by the parent if requested.

Comments or concerns:

Signed: _____

Mother's Signature

Signed: _____

Father's Signature

Date: _____

Day/Month/Year

Picture Release Form

We hereby grant permission for our child _____,
to be photographed or videotaped when involved in activities connected with the
Little Butterfly Daycare. 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 online off our website via a
protected access code, as well as for memories and keepsakes of the time spent
with us.

Comments or concerns:

Signed: _____

Mother's Signature

Signed: _____

Father's Signature

Date: _____

Day/Month/Year

Getting to Know Your Child 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 s/he 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? _____

Does your child sleep independently or is s/he used to the family bed? _____

Does your child take a soother? _____

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 before? _____

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

Discipline:

How do manage your child’s behaviour at home? For instance, how is s/he disciplined. Do you use time-outs for example?

How does your child cope with discipline?

Does your child react differently to discipline by a mother or father? Or if a sibling is present?

How would you like to see your child “guided” when they are under our care in the area of disciplined? 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)

Conclusion:

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

Survey:

How did you hear about our daycare? _____
