

CDA Pre-School

Dear Parents and Guardians:

A great deal of information has been give to you in this package. Please read it carefully and fill it out fully. All coloured sheets are for you to keep for your information. All white sheets must be returned to me.

Please Return:

- Registration Form
- Student Information Form
- Health History Form
- Emergency Information Form
- White Emergency Card
- Photo Policy and Permission Form
- \$50.00 Cheque made out to CDA as Deposit

The \$50.00 cheque and competed forms are required to hold your child's spot at CDA. Of the \$50.00 deposit, \$40.00 is your registration fee and will be applied to your September fees. The other \$10.00 is a non- refundable administrative fee (No Refunds after October 1st 2010)

The Pre-School fees have been averaged out over 10 months. Cheques are to be post dated for the **first day of each month.**
Post-Dated Cheques for the school year are due on or before the first day of school in September, made out to CDA.

Fees for September (After Deposit(<ul style="list-style-type: none">• \$170.00 for Monday, Wed, Fri (3 days/wk)• \$107.00 for Tues, Thurs (2 days/wk)• \$307.00 for Monday TO Friday (5 days/wk)	Payments for the Months of Oct to June are: <ul style="list-style-type: none">• \$210.00 for the Mon, Wed, Fri (3 days/wk)• \$147.00 for Tues, Thurs (2 days/wk)• \$347.00 for Monday TO Friday (5 days/wk)
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FIRST DAY OF SCHOOL

Monday Sept 13th 2010

Tuesday Sept 14th 2010

LAST DAY OF SCHOOL

Friday June 17th 2011

Thursday June 16th 2011

School Holiday Schedule:

Thanksgiving - Oct 11th 2010

Christmas - TBA Coincides with York Region School Board

Family Day - Feb 14th 2011

March Break - TBA Coincides with York Region School Board

Easter Holiday - Good Friday April 22nd 2011, and Easter Monday April 25th 2011

Victoria Day -May 23rd 2011

Sincerely,

Chantal Chretien

Director (905-836-8040)

2010-2011 School Year

Dear Parents and Guardians,

Welcome to the CDA Pre-School. We are pleased that you are considering our school for your child.

Our mission is to provide the highest quality for pre-school aged children in the York Region area. We will continue to meet and exceed Ministry requirements, while providing a high quality program that challenges, guides and nurtures the children entrusted in our care.

The purpose of the pre-school is to...

- Facilitate the positive development of 2 1/2-5 year old children socially, emotionally, cognitively and physically, in a stimulating, creative environment.
- Offer a program that meets the needs of the whole child
- Provide a body of experience, which aims to develop the full potential of each child and build self esteem
- Encourage socialization and promote learning through play
- Challenge, guide and nurture pre-school children in a safe, loving, healthy environment
- Provide a needed service to the community
- Supplement and expand children's home environment

Our Philosophy is "Playing Is Learning"

Our Goals are "To develop the Full Potential of Each Child in all areas of Development" and " To Foster a Positive self image in each child"

Our ECE qualified staff have many years experience in care of preschool age children. Staff expertise in child development enables them to provide stimulating and appropriate experiences in many areas including, gross motor activity, dramatic play, arts and crafts, sensory activity, cognitive development as well as music and movement. As children explore these learning centres with their classmates, social skills develop and are guided by the qualified staff. We employ staff to ensure a maximum teacher ration of 1:8.

We offer a choice of classes for children ages 2 1/2 to 5years. All ages are accepted in all classes. Classes run from 9:30am - 11:30am

Class Options:

<ul style="list-style-type: none">• 3 Days	<ul style="list-style-type: none">• Monday, Wednesday, Friday
<ul style="list-style-type: none">• 2 Days	<ul style="list-style-type: none">• Tuesday, Thursday
<ul style="list-style-type: none">• 5 Days	<ul style="list-style-type: none">• Monday, Tuesday, Wednesday, Thursday and Friday

Operational Policies and Procedures:

Fees:

- The deposit must accompany the registration form in order to hold your child's place in the program
- The deposit is made up of the \$10.00 administration fee and the \$40.00 Registration Fee
- The Administration Fee is non-refundable
- The registration fee will be deducted from the September Fee
- The registration fee is non refundable after April 30th
- Fees are to be paid in advance by post dated cheques for the whole school year, on or before the first day of school
- Cheques are to be made out for the 1st day of the month
- Cheques are to be made payable to CDA
- One NSF Cheque will be allowed without penalty from the Pre-School, the NSF bank charge will be passed on to you. All Subsequent NSF Cheques will incur an extra \$10.00 charge in additional to the Bank Charge
- In cases of absences due to sickness or holidays, parents are required to maintain payment of full fees to reserve their child's place in the program
- One month's written notice is required if you wish to withdraw your child from the program. In lieu of written intention, the school will hold one month's fees back

Forms:

- All Forms must be completed, signed and returned to the administrator prior to the child starting school.
- A Photocopy of up to date immunization record will be accepted
- The school year begins on the Monday after Labour Day in September and ends the third Friday in June

Pick Up and Drop Off:

- When the children are brought to the school, they must be under the supervision of the staff before you leave the premises. At home time, the children must be met inside the building
- Written permission must be given if your child is to be picked up from school from somebody other than parent/guardian. Photo ID may be required
- To ensure the safety of your child and other people using the building, please observe school safety rules and monitor all your children in the lobby
- The Pre School does not provide or arrange transportation. Many of our parents arrange car pools with friends and neighbours

Clothing:

- Play clothes and running shoes should be worn for school. When boots are worn, please provide running shoes for indoor play.
- To avoid "accidents" and to encourage independence, please dress you child in clothes that are easily handled by little fingers in a hurry! (ie/ no overalls, belts or all in one garments)
- Children who are not toilet trained can wear "pull ups" to school. Staff can change wet clothing. If a child has a bowel movement at school a parent/guardian will be called to change the child.
- The centre will use "school" clothes to change your child in the event they become wet. Please launder and return the clothes within the week.

- Parents of children who are toilet training can provide a change of clothes for their child that the staff can keep for a few weeks during the training process.
- Outerwear (including boots) and school bags must be clearly labelled with your child's name and can be hung on the hooks in the change room downstairs.

Health and Safety:

- Children are to be kept home from school if:
 - a) They have vomited or had diarrhoea within the previous 24hrs
 - b) They have any infectious diseases or conditions
 - c) They have excessive nasal discharge or persistent cough
- Please report occurrences of infectious diseases and conditions to the supervisor
- A phone call to inform staff of your child's absence is appreciated.

Snack:

- We strive to provide a program that is inclusive for children with severe allergies
- The Pre-School will provide snack for the children. Children with EpiPen/ Severe allergies will be asked to provide their own, labelled snack.
- All anaphylactic children must have an EpiPen at school at all times, it is to be dated and labelled with the Child's Name
- Occasionally parents offer to provide a special snack for a child's birthday or for a special party day. York Region Public Health requires that all snacks served at the centre be purchased from an approved inspected facility and come in its original packaging with ingredient listing attached. These snacks must also exclude any ingredients that can adversely affect children with severe allergies. Staff has the right to refuse any food that does not meet these requirements or that they deem unsafe to serve.

Open Door Policy:

- Parents are welcome to visit the school for part of all of the morning on any regular school day between November 1st and school Closing. Please avoid visits on party days or special event days as this is change enough to the children's regular routine.

Photo Policy:

- Photographs and videos of the children are not to be taken at CDA Pre-School during school hours. This policy is in place to protect the safety of your children.

School Closure:

- Occasionally the school may be closed due to bad weather
- If the York Region Board of Education has cancelled its buses, Pre-School will be closed for the day. All parents will be called, beginning at 8am by a staff member to notify them of the cancellation of school.

Parent Volunteers:

- Parent Volunteers are required for field trips. All volunteers will receive confirmation by a staff member in advance of the trip. We cannot accommodate siblings on these trips, please find alternate care for your other children if you are volunteering. We do our best to give all parents an opportunity to assist in special school events.

Behaviour Management:

- Behaviour management techniques used in the school are reviewed with all staff 3 or 4 times annually
- Behaviour Management techniques accepted by the teachers in the Pre-School are:
 - a) Re-Direction - suggest another activity or assist a child in choosing another activity if they are having difficulty controlling their behaviour
 - b) Re-enforcement of positive behaviour and attitudes
 - c) Time Out- sitting with a teacher for a short time - they may rejoin the group when they are ready
 - d) Positive Communication - acceptance and reflection of the child's feelings. Decide together on a more acceptable way of behaving
 - e) Allow the child a choice of two acceptable actions if the teacher is able to accept the child's decision
 - f) Safety limits - stress to the child the need to accept safety limits. Remove the child to another area if they cannot accept these limits.

Communication:

- Please read the Parent's Bulletin board in the lobby on a regular basis for current activities and information
- Newsletters are sent home regularly with important information

PLEASE KEEP THIS INFORMATION FOR FUTURE REFERENCE

Kimberly Ross
Office Administrator
kimberly.cdapreschool@gmail.com