

[Type text]



Daycare Registration Package

FOR OFFICE USE ONLY

- Package Complete
- Postdated Chqs
- 2 copies of immunization records
- File Created in Sandbox
- Entered in accounting books
- Give parents welcome package
- Add to Emergency List/Attendance
- Cubby assigned (Pre/Kinder/Todd)

Parent Initials:



PARENTAL CHECKLIST

Please note that if you hand in an incomplete package it with NOT BE ACCEPTED and A SPOT WILL NOT BE RESERVED.

Packages submitted to Tiny Hoppers WILL NOT be accepted unless they are accompanied by the following items:

- Completed membership agreement
- Completed consent to use information and photographs form
- Completed day care application pages (2)
- Completed allergy form
- Completed asthma form
- Completed registration information form
- Completed permission for outdoor play form
- Completed all about me form
- Completed bag lunch form (Not applicable for Toddler and Preschool applicants)
- Completed child care facility immunization and tuberculosis assessment form
- Completed parent handbook form
- ALL pages of application package must be initialed by parent/guardian
- A 50% NON REFUNDABLE deposit will be required at the time of application to hold your spot. This amount is deducted from your first month of attendance
- 12 post-dated (for the 1st of every month) cheques made out to Tiny Hoppers (*see amounts due per program in schedule below*)

Registration options and fees:

- **Toddler:** \$1150/month
- **Preschool:** \$1050/month
- **Nursery School:**
 - 2 days per week: \$160/month
 - 3 days per week: \$235/month
 - 4 days per week: \$310/month
 - 5 days per week: \$385/month
- **Before and After School care:**
 - Option 1 (JK/SK only) **7-9am & 10:30-5:30:** \$700/month
 - Option 2 (JK/SK only) **7-9am & 2:30-5:30pm:** \$590/month
 - Option 3 (JK/SK only) **10:30-5:30pm:** \$620/month
 - Option 4 (JK/SK only) **2:30-5:30** \$385/month

Parent Initials:

[Type text]



**TINY HOPPERS CORP.
MEMBERSHIP AGREEMENT**

GST #845564194RT
64 Stonehaven Dr. Unit F
Nepean, ON
K2M 2Y2
613-599-6277

Date of Application:	
Child's Name:	
Child's Birth Date: MM/ /DD /YY	Child Age:
Address:	Postal Code:
Telephone Number:	Email:
Medical History:	
Emergency Contact Name:	Emergency #:
How did you hear of our centre?	

The Applicant hereby applies for membership for themselves and their child at **TINY HOPPERS CORP**, and agrees to observe all the business' rules and regulations established for maintaining order and protecting the members from injury.

The Applicant hereby releases and forever discharges **Tiny Hoppers CORP**, the Business, the owners, the officers, the instructors, the members, and authorized guests from any and all actions, causes of action, claims and demands whatsoever for damage, loss, or injury, howsoever arising which may hereafter be sustained by my child, in consequence of my membership in the **Tiny Hoppers CORP** program.

I, _____ the _____ (RELATIO
NSHIP)

of the Applicant hereby consent to the above application and in consideration of the acceptance of the same, I hereby agree to indemnify and save harmless, **Tiny Hoppers CORP**, Americo Porco and Robert Ziade, their officers, instructors, members and authorized guests of and from any liability of any nature of kind whatsoever arising out of or in any way connected with any claims or demands made by or on behalf of the Applicant.

OFFICE USE ONLY

Please Circle: NEW RENEWAL
Program Name:
Total Price:
Method Payment:
Renewal Date:

IN WITNESS WHEREOF the Parties have executed this Agreement.

Parent or Guardian's Signature _____ **Date** _____

TINY HOPPERS CORP. OFFICER/OWNER _____ **Date:** _____

Parent Initials: _____



CONSENT TO USE INFORMATION AND PHOTOGRAPH(S)

The undersigned's child, _____ (the "Child"), attends one or more programs offered by Tiny Hoppers Corp. at the _____ location (the "Centre"). Tiny Hoppers Corp. may require, from time to time, the use of the name and/or photograph(s) of the Child for promotional and marketing materials. The undersigned is not required by law to consent to such use of personal information or photograph(s). Pursuant to the provisions of the Privacy Act, subject to certain exceptions, the undersigned has the right of access to, and protection of, personal information and materials, which may be collected by Tiny Hoppers Corp. about the Child.

The undersigned consents to Tiny Hoppers Corp. using the name of the Child and/or photograph(s) of the Child at the following location or for the following promotional materials:

- the Centre
- the blog of Tiny Hoppers Corp.
- advertising and marketing materials
- specials events notification in local newspapers
- closed Facebook page only available to members**
- open social media pages (available to the public)
- all of the above
- none of the above

Signed this _____ day of _____, 201____.

Signature

Signature

Name(s) in full

Current Home Address

N.B.: One consent form per family

Parent Initials:



Day Care Application Page 1

Child's Name: _____ **Date of Birth:** ___/___/___

Nickname: _____

Address: _____ **Phone #:** _____

Legal Guardian 1 Name: _____

Work Place: _____ Work phone #: _____ Ext: _____

Home Address: _____ Postal Code: _____

Home Phone #: _____ Cell phone: _____

Email address: _____

Legal Guardian 2 Name: _____

Work Place: _____ Work phone #: _____ Ext: _____

Home Address: _____ Postal Code: _____

Home Phone #: _____ Cell phone: _____

Email address: _____

Emergency Contacts (other than Legal Guardians):

1. Name: _____ Relationship: _____
Address: _____ Home Phone #: _____
Work: _____ Work Phone #: _____
Cell phone: _____

2. Name: _____ Relationship: _____
Address: _____ Home Phone #: _____
Work: _____ Work Phone #: _____
Cell phone: _____

Alternate Persons Authorized to Pick Up Child (Other than legal guardians and emergency contacts):

1. _____ Phone #: _____
2. _____ Phone #: _____
3. _____ Phone #: _____

Other persons in the household:

Name:	Relationship:	Age (if a child):
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent Initials: _____



Day Care Application Page 2

Previous Communicable Diseases:

_____ Date: _____
_____ Date: _____

Previous Illnesses or Injuries:

_____ Date: _____
_____ Date: _____

Special Medical Conditions or Known Allergies:

Record of Immunization: (or attach copy of child's "yellow card")

Diphtheria	_____ / _____ / _____	Rubella	_____ / _____ / _____
Pertusis	_____ / _____ / _____	Mumps	_____ / _____ / _____
Tetanus	_____ / _____ / _____	Measles	_____ / _____ / _____
Polio	_____ / _____ / _____		

OR

Immunization Exemption: (circle one and attach appropriate documentation)

Reason(s): Medical Religious Conscience

Medication Administered Regularly: (specify details)

Special Diet Requirements:

Medical Information:

Ontario Health Insurance Number (Optional): _____ - _____ - _____ Initials: _____
Physician's Name: _____

Address: _____

Phone #: _____

I have read and understood the Policies and Procedures as detailed in the Parent's Handbook and in this contract and agree to abide by them.

Signature of Parent (or Guardian): _____

Signature of Supervisor: _____

Date: _____

Date of Admission: _____

Date of Withdrawal: _____

Parent Initials: _____



ALLERGIES FORM

Child's Name: _____

- My CHILD **HAS ALLERGIES** PLEASE FOLLOW INSTRUCTIONS BELOW

Signature of Parent: _____ Date: _____

- My CHILD **DOES NOT HAVE ANY KNOWN ALLERGIES**

Signature of Parent: _____ Date: _____

Allergens or irritants that are particularly bothersome to my child:

Symptoms of my child's attacks:

SPECIFIC Instructions if my child has an ANAPHYLACTIC attack

MEDICATIONS for use in relation to an allergic reaction:

<i>Date:</i>	<i>Time of Dose:</i>	<i>Amount Given</i>	<i>How to administer</i>

- I authorize the TINY HOPPERS to administer the medication named above in the manner described.

Signature: _____

Parent Initials: _____



ASTHMA FORM

Child's Name: _____

My **CHILD HAS ASTHMA** PLEASE FOLLOW INSTRUCTIONS BELOW

Signature of Parent: _____ Date: _____

My **CHILD DOES NOT HAVE ASTHMA**

Signature of Parent: _____ Date: _____

Allergens or irritants that are particularly bothersome to my child:

Symptoms of my child's attacks:

Specific Instructions if my child has an asthma episode, including when to go to the hospital emergency department, how to administer medication and possible side effects

MEDICATIONS to use in relation to my child's asthma:

<i>Date:</i>	<i>Time of Dose:</i>	<i>Amount Given</i>	<i>How to administer</i>

I authorize the TINY HOPPERS to administer the medication named above in the manner described.

Signature: _____

Parent Initials: _____



Registration Information

Name of Child: _____

Requested start date for the program: _____

Please select your program and check mark all the days your child will be attending.

TODDLER:

	Monday	Tuesday	Wednesday	Thursday	Friday
7-5:30					

PRESCHOOL:

	Monday	Tuesday	Wednesday	Thursday	Friday
7-5:30					

NURSERY SCHOOL:

	Monday	Tuesday	Wednesday	Thursday	Friday
9-11:30					

BEFORE AND AFTER SCHOOL:

	Monday	Tuesday	Wednesday	Thursday	Friday
7-9					
10:30-5:30					
2:30-5:30					

Name of school attending (*Before and After School registrants only*):

*Please note that it is the responsibility of the parent/guardian to inform the school and transportation authority about your child's attendance at Tiny Hoppers and to make necessary transportation arrangements.

Parent Initials:

[Type text]



Permission Form Outdoor Play Tiny Hoppers



This permission form will allow the teachers at Tiny Hoppers' to take your child to the playground that has been approved by the Ministry of Education. Your child will engage in supervised outdoor play at the playground at the teachers' discretion. This also includes supervised walks and visits to the park in the neighborhood surrounding our facility. This permission form is valid from the first day your child is enrolled at Tiny Hoppers until the end of the contracted services.

As parent or guardian of _____, I give permission to Tiny Hoppers, to take my child to the playground where they will engage in daily, supervised outdoor play. My child may accompany the Tiny Hoppers' staff to the playground at any time. My child may accompany the Tiny Hoppers' staff on walks in the neighborhood surrounding our facility.



Parent's Signature

Date Signed

Parent Initials:



All About ME!

Child's Name: _____

My first day will be: _____

I have been to daycare before: Yes or No (Please circle)

My favourite things to do are:

My fears are:

I am potty trained, here is how I ask to go to the bathroom:

I need a little bit of help with:

If I am having a bad day this is sure to cheer me up:

My personality is:

Other things my teachers need to know:

Parent Initials:



BAG LUNCH POLICY

Not applicable for the Toddler and Preschool program.

A bag lunch, provided by me, is to be served to my child:

_____ ***(Child's name)***

at Tiny Hoppers as a noon hour meal and snack time(s). I have been provided with information about the types of food items which must be included in the lunch, as well as those which are **not to be included due to their low nutritional value and /or high sugar content.**

I understand that it is the responsibility of the school-age program to ensure that the lunches provided meet the requirements for high quality and that the supervisor will bring concerns in this regard to my attention.

Repeated failure on my part to abide by this policy may be grounds for dismissal of my child from the program.

Parent's signature

Date

Supervisor's signature

Parent Initials:

[Type text]

Ottawa Public Health Requirements for Children Attending Licensed Child Care Facilities and Home Child Care Agencies

Immunization is a safe, simple and effective way of protecting your child from serious infections. All children attending licensed child care facilities/home child care agencies in Ontario must be immunized against measles, mumps, rubella, diphtheria, pertussis, tetanus, polio, and *Haemophilus influenzae* type b, unless there is a valid medical reason for the child not to be immunized, or parents have signed an affidavit for an exemption based on conscience or religious belief.

Please refer to the immunization schedule to ensure that your child's immunization is up to date for his or her age. Note that the new vaccines now available through public funding, namely chickenpox, meningococcal and pneumococcal vaccines, are not mandatory for attendance in a child care facility, but are strongly recommended by Ottawa Public Health. The schedule shows both **required** and **recommended** schedules.

Please complete all the information on the reverse form entitled *Child Care Facility Immunization and Tuberculosis Assessment* and return it to the child care facility/home child care agency. **Attach one photocopy of your child's immunization record to the form.**

Ottawa Public Health maintains immunization records for all children attending licensed child care facilities and schools in the city of Ottawa. Immunization records are reviewed annually and you will be notified if your child requires any further immunization.

Your doctor does not send immunization updates to Public Health.

Please note: It is the parent's responsibility to provide immunization updates to Ottawa Public Health – Immunization Program

100 Constellation Cr., Ottawa ON K2G 6J8

613-580-6744 ext. 24108 **Web:** ottawa.ca/health

Tuberculosis (TB) Testing

If your child has lived or traveled outside of Canada or in a First Nation, Inuit or Métis community in Canada, for 3 months or longer in the last 5 years, it may be recommended that your child have a tuberculosis screening test. Provide a written copy of the results (in millimeters), including the dates that the test was given and read, to the licensed child care facility/home child care agency.

Hearing, Vision and Language Assessments

Hearing, vision and language development are important aspects of a child's normal growth and social development. You may be the first to notice hearing, vision or speech problems in your child. If you suspect that your child does not see, speak or hear well, take your child to his/her doctor for an assessment.

Regular assessments of vision, hearing and language are an important part of your child's routine health care. Ideally, a doctor should perform vision and hearing check-ups with each visit. Special vision testing, by matching letters or pictures on cards, should be done by either a doctor or an optometrist as soon as possible after your child's third birthday.

Jan 2010 HPD 6.61E

Parent Initials:

[Type text]

CHILD CARE FACILITY IMMUNIZATION AND TUBERCULOSIS ASSESSMENT

Child's Information (Please complete all sections)

Family Name: _____ Given
 Name: _____ Sex: _____ Date of Birth: _____
 (Y)____(M)____(D)
 Ontario Health Card Number: _____
 Name of Health Care Facility: _____
 Child's Physician's Name: _____
 Physician's Telephone: (____) ____ - _____

Is this child also attending school? No OR Yes

Name of school: _____

Has the child lived or travelled outside of Canada or in a First Nations, Inuit or Metis community in Canada for 3 months or longer during the last 5 years?

No OR Yes (please circle)

*****PLEASE ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD TO THIS FORM. PLEASE RETURN TO THE CHILD CARE FACILITY *****

Parent/Guardian Information:

Last name: _____ First Name: _____
 Relation to child: _____
 Home Address: _____ Unit/Apt: _____
 City: _____ Postal Code: _____
 Tel (Home): (____) ____ - _____ Tel (work) Mother: (____) ____ - _____ Ext _____
 Tel (work) Father: (____) ____ - _____ Ext _____

When your child receives any vaccinations or if you have any questions contact:

Ottawa Public Health – Immunization Program
 100 Constellation Cres, 7th Floor West Ottawa, ON K2G 6J8
 Tel: 613-580-6744 Ext 24108 Fax: 613-580-9660 Email:
Immunization@ottawa.ca

Personal health information is collected on this form pursuant to section 33(1) of the Regulation 262 under the Day Nurseries Act, and will be used to create an immunization record and facilitate communications with the parent/guardian and physician regarding the immunization requirements.

Personal health information is collected on this form under the authority of the Ontario Public Health Standards pursuant to section 7 of the Health Protection and Promotion Act. Your personal health information will be used for the screening of all persons in a high-risk group for tuberculosis and to assess those testing positive.

Questions regarding these collections of personal health information may be addressed to: Supervisor, Immunization Program, City of Ottawa Public Health Department, 100 Constellation Cr., Ottawa, ON K2G 6J8 Tel: 613-580-6744 ext 24108, Email: Immunization@ottawa.ca.

Jan2010 HPD 6.01 E

OFFICE USE ONLY

Date assessed (y/m/d)

By _____

Date Input (y/m/d)

Y.F.

Parent Initials: _____



[Type text]



Parent Handbook

I _____
(the parent/legal guardian) of

_____ (name of child)

Have read and understood all contents of the parental handbook. I understand that by signing this form, I acknowledge and will abide by all rules and regulations written.

This form must be returned to the centre prior to first day of admission.

Signature of Parent/Legal Guardian

Date

Parent Initials:

[Type text]

PARENT HANDBOOK

Welcome To TINY HOPPERS

Parent Initials:

[Type text]

I REALLY NEEDED TO KNOW I LEARNED at Tiny Hoppers



These are the things I learned:

Share everything. Play fair. Don't hit people.

Put things back where you found them.

Clean up your own mess.

Don't take things that aren't yours.

Say you're sorry when you hurt somebody.

Wash your hands before you eat.

Flush.

Warm cookies and cold milk are good for you.

Live a balanced life--learn some and think some and draw and paint and sing and dance

and play and work every day some.

Take a nap every afternoon.

When you go out into the world, watch out for traffic, hold hands,

and stick together.



Excerpt from Robert Fulghum

Parent Initials:

[Type text]

PROGRAM INFORMATION

Parent Initials:

[Type text]

Philosophy

To provide a play-oriented program with positive learning experiences, where children will begin to master the skills necessary for healthy, happy and productive lives. We believe that each child is unique with individual needs and abilities. Our program is planned to ensure quality programming by providing a curriculum, based on the developmental needs of the children.

The teaching staff is committed to working towards achieving the following goals for children:

- ❖ to provide the children with many opportunities for autonomy
- ❖ to promote the development of an internal sense of control and respect for self, others and property.
- ❖ to enhance the child's self esteem by providing a trusting relationship between child, staff, parents and staff.
- ❖ to provide numerous opportunities for play as we believe a child gains a better understanding of their world and the people around them through play.

LICENSE

Tiny Hoppers is licensed and inspected under the Day Nurseries Act, administered under the Ministry of Education. We are also subject to public health and fire inspections. We are licensed to serve children between the ages of 18 months to 6 yrs.

MEET OUR TEAM:

Our staff have been chosen because of their education, experience and their dedication to children. All of our staff have ECE certification, teaching degrees or are working towards higher education. Tiny Hoppers employees all are CPR and First Aid certified and have up to date criminal record checks.

PROGRAM DEVELOPMENT

Our curriculum is designed by Theresa Bertuzzi. Theresa is an ECE professional and a former Kindergarten Teacher. Our programming is planned carefully in accordance with the Ontario curriculum for kindergarten. Programs are evaluated regularly to reflect changes within the Day Nurseries Act and beliefs on early childhood education. Tiny Hoppers Regional Director's hosts seminars for all regional locations yearly where all staff members share ideas and listen to experts on predetermined topics.

LESSON PLANS

Lesson plans will be posted on a bulletin board at the front entrance

HOURS OF OPERATION

Nursery School:

Morning Session 9am-11:30 am
Afternoon Session 12:30-3:00pm

JK/SK Care:

Morning Care: 7-9, 2:30- 5:30pm
Afternoon Care: 10:30-5:30

We are also available from 7-9 am each morning for a small additional charge

Toddler and Preschool daycare

7am -530pm

Parent Initials:

[Type text]

DAYCARE CLOSURES

HOLIDAYS:

We are CLOSED on the following dates

New Year's Day, Family Day, March Break (nursery school only), Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, from Christmas Eve to New Years Day.

SNOW DAYS

JKSK, Daycare and school age programs

Our Centre is open on snow days for daycare programs.

When the city has called for a snow day all children must be in the program by 930am. We will not accept any children after this time.

Nursery School:

There is no nursery school on snow days

If you are unsure if it is a snow day please visit ottawaschoolbus.ca

ADMISSION AND DISCHARGE POLICY

ADMISSION:

Only children with complete registration packages, including all signatures, completed forms, up to date immunization records, and post-dated cheques will be permitted in our program.

WITHDRAWAL:

We ask that you give 1 month notice prior to a child's discharge. Less than 1 month notice will result in full payment for the next month. This notice must be in writing.

DISCHARGE:

It should be noted that not all children are suited for group care. Please bear in mind that our staff members are not trained to work with severe emotional or developmental delays in children. We will endeavor to do everything possible to help each child adapt and integrate into our program, using community resources which may be available to us. If, despite everyone's best efforts, the difficulties appear to be more than we can manage, the staff may recommend to the owner that the child and the family be discharged.

Tiny Hoppers will give parents a minimum of 2 weeks written notice that the child will be discharged. Some (but not limited to) possible reasons for ineligibility to remain in the program could be:

The child is beyond licensed age limits

The parent does not abide by the policies and procedures

The parent has not paid fees in a timely matter

In the opinion of the Director and/or Owner, the program does not or cannot meet the needs of the child.

Parent Initials:

[Type text]

Grounds for immediate dismissal (but not limited to)

The parent has demonstrated abusive, harassing and or inappropriate behaviours towards any staff members, child or other parents.

The child has demonstrated abusive and/or inappropriate behaviours towards a staff member or child in the program.

VACATION:

In order to keep your membership in good standing, parents are required to pay while on vacation. Failure to do so will result in termination of membership.

Parent Initials:

[Type text]

PROCEDURE TO RESOLVE ISSUES:

Step 1:

The parent will meet with the staff member involved in an attempt to resolve the issue or conflict. If for some reason, those involved are not satisfied with the results of step 1, they will proceed to step 2.

Step 2:

The parent and the staff member involved will meet with the Director in a further attempt to resolve the issue. Full documentation of these meetings will be recorded and placed on the child's file. If for some reason, those involved are not satisfied with the results of step 2, they will proceed to step 3.

Step 3:

If the issue is still unresolved, it will be referred to the owner who will develop a plan of action. If the owner has determined that the action to be taken is notice of discharge, then the formal notice will be given to the parent stating the 2 week notice and the last day of service to the child. Notwithstanding this, should the safety or well-being of the children, staff or other parents is felt to be in jeopardy, Tiny Hoppers has the right and ability to enforce a discharge date of less than 2 weeks.

If the parent chooses to withdraw the child prior to the date specified on the notice of discharge, the parent is still liable for the fees for the 2 week period.

Parent Initials:

[Type text]

PARENTAL INVOLVEMENT & COMMUNICATION

Reporting to parents, both formally and informally, is an important aspect of our program. Our staff will encourage informal contacts with the parents when their child arrives and or leaves the Centre.

All children are provided with a daily communication booklet that remains at the Centre. We encourage parents to look at this booklet on a daily basis.

All newsletters, notes, reminders will be posted on our closed facebook page which is restricted to current members in our program; it is the parents responsibility to read the page on a daily basis. Our facebook page is: Tiny Hoppers Bridlewood
On occasion we may email important information, please ensure we have the most up to date email for all legal guardians.

In the case of separated parents it is the responsibility of the parent that receives the email, field trip info, daily communication booklet, information from teacher or art to communicate it with the other parent. We are not responsible for miscommunication between the parents.

PARENT VOLUNTEERS

Tiny Hoppers loves to have parent volunteers join us on field trips that we take throughout the year. In order to have parents accompany us the Ministry Of Education requires that **ALL** volunteers provide us with a vulnerable sector police check. It may take up to 6 weeks to receive your report so we highly recommend requesting one right away. You can do so by going to your local police office.

Are you a Nursery School Member? Although we are not a “co-operative” Centre, we encourage parents to participate in the program and visit the centre during their free-time. Every April the head teacher will schedule meetings with the parents to discuss the development of the child in our program.

PARENT / TEACHER MEETINGS

If you have any concerns regarding your child at any time please do not hesitate to ask to speak to the Director. This can be an informal or formally scheduled meeting as you wish.

COMMITMENT TO OUR STAFF

TINY HOPPERS will not tolerate abuse of any form towards the teachers, other members, program or owners. Any parent making any ill comments towards a teacher will be expelled from the program immediately.

VALUE ADDED!

**You and your family are invited to enjoy our FREE yearly
VIP membership for all of our play classes at any of our
great locations.**

Parent Initials:

[Type text]

NUTRITION

We ask that all parents supply their children with nutritious meals and snacks. We are a nut free and egg free (in their whole form) environment.

Nursery school

Please provide your child with a healthy snack and a drink. They will have 1 break for snack.

School Age Care

Please provide your child with 2 snacks, a lunch and drinks for 2 snacks and a meal.

Meals can be purchased for your JKSK child at a cost of **\$ 6 daily**

All snacks must be labeled with the First AND Last Names. These are to be deposited in our Snack Bin upon arrival so that the teacher can easily distribute them at snack time. Please ensure that snacks do not need preparation at school. Teachers can assist with opening wrappers and straws, but cannot heat food or peel fruit.

Daycare Program:

All food and snacks are provided

We ask that your child bring a drink bottle with water for the day

Our menu is prepared by **our in house chef**. These meals are in accordance with the Canada food guide. Tiny Hoppers has developed a recipe book that our Centre's are mandated to follow.

Nursery and School Age Program:

Please insert an icepack in your child's lunch to keep temperature of the food.

DRINKS:

All drinks must come in a non spill container (Ex refillable water bottle with a no spill straw and lid)

Parent Initials:

[Type text]

List of safe snack foods for Parents providing snacks

Fruits:

1. All Fresh Fruit (**except kiwi**)
2. Dole Fruit Bowls - Fruit Salad
3. Dole Fruit Bowls - Mandarin
4. Applesauce Cups

Vegetables:

1. All Fresh Vegetables
2. Carrots with Dip
3. Celery Sticks with Cream Cheese

Other Snacks:

1. Pepperidge Farm Cheddar Goldfish
2. Premium Plus Crackers (salted/non salted tops)
3. Presidents Choice Whole Wheat Tortillas
4. Pita Break (Apple and Cinnamon)
5. Cheddar Cheese or Cheese Strings
6. PerkyO's Cereal (Cheerios alternative)
7. Yogurt
8. Cottage Cheese
9. Sun Butter (ground up sunflower seeds - alternative to peanut butter)
10. FreeNut Butter/Soy Butter (ground up soy beans - alternative to peanut butter - available at Farm boy)
11. Dempsters enriched white bread (Silver foil packaging. Available at Costco in three packs - check the bottom of the package it says made in a peanut free facility)
12. Lunch meat

Sweet Treats:

1. Enjoy Life Cookies (Enjoy Life brand available at the Loblaw's Superstore in the Natural Food Section - Snickerdoodle and Gingerbread Spice)
2. Enjoy Life Snack Bars (Caramel Apple and Very Berry)
3. Presidents Choice granola bars (the non chocolate dip with the no peanut symbol)
4. Rice crispy marshmallow squares
5. Pudding Cups
6. Raisins (not chocolate covered)

Beverages:

Cow Milk, Water, Milk, Rice Milk or Soy Beverages, Apple, Orange or Pear juice

Do not send:

Chocolate; snacks that may contain traces of nuts, sesame; snacks containing high sugar

Parent Initials:

[Type text]

CLOTHING

Your child should be dressed in appropriate clothing for playroom and gymnasium activities. The clothes should also be free of complicated fastening for washroom routines. Children are welcome to wear treaded non marking shoes or play slippers that remain at Tiny Hoppers.

Nursery School: We also require your child to carry a labeled school bag for belongings. Inside the schoolbag, children should carry a change of clothes for toilet accidents or paint/water spills; a complete set should be carried back and forth from school. This bag should also contain indoor shoes that will be sent home with them daily.

JK/SK and Daycare Programs: please leave a full change of clothing for children on site, in their cubbies.

ALL ITEMS MUST BE LABELLED

BLANKETS

Parents are asked to provide a comfortable blanket for their child during naptime. This blanket will be stored in your child's cubbie. We ask that you bring it home to wash every Friday, and return it on Mondays.

[Type text]

FIRE DRILLS

We conduct "fire drills" once a month. This will take place the first week of every month. This procedure does not involve the fire department alarm system. It is simply a drill in which we practice exiting from the front of the centre and the back of the centre in case of emergency.

TOYS FROM HOME

We ask that children ***do not bring toys from home*** to Tiny Hoppers as they can be broken or misplaced. Tiny Hoppers is not responsible for lost or stolen items.

LATE PICKUPS

Late pickups will not be tolerated. We will begin to charge \$2 a minute after your program has ended. Habitual late pickups can result in discharge of our program.

OUTDOOR PLAY

All children will play outside for 1-2 hours daily. (weather permitting) in accordance to the rules set forth by the days nursery act. We will not go outside if the weather is -20 with the wind chill in the winter months and +30 including the humidex in the summer months. All children will participate in outdoor play time. Please dress your child appropriately. Ratios will remain in accordance to the days nursery act for outdoor play.

FIELD TRIPS

Occasionally we attend field trips. Field trips are at an additional cost and are not included in the price of the program. If you wish that your child not attend the field trip we ask that you find alternate arrangements as the centre will be closed during the field trip. You will not be reimbursed for these days as they are part of our curriculum.

PARTIES AND CELEBRATIONS

Parents are welcome to bring in a special nut free treat for their child's birthday. Please be sure to bring enough to share with the whole class. Please advise the teacher in advance.

[Type text]

POLICIES AND PROCEDURES

BEHAVIOUR MANAGEMENT

The staff at Tiny Hoppers strives for a positive approach towards children at all times. The nurturing of each child's self esteem is a key part of the Centre's philosophy of care.

No one entering this Centre will be permitted to treat a child in such a way that the child's dignity or sense of self-worth is undermined.

In accordance with the guidelines set out in the Day Nurseries Act, at no time will a staff member take action that would degrade or humiliate a child, or otherwise undermine a child's self respect.

As teachers at Tiny Hoppers we have an obligation to ensure that we do the following:

- ❖ Clarify what we want.
- ❖ Communicate those expectations simply and directly.
- ❖ Let the children know what consequences will occur if they choose to act irresponsibly.
- ❖ Commit ourselves to following through with logical and natural consequences that are set out.
- ❖ Treat children in the same manner that we would like to be treated ourselves.

Procedures

Disciplining

- ❖ Act with confidence and sympathetic firmness in disciplining.
- ❖ Good timing of action is essential to effective disciplining.
- ❖ Follow through with consistent discipline
- ❖ Use simple, clear statements about what is acceptable behaviour. Give choices when possible, adding a statement about what is not acceptable, as this will clarify the situation.
- ❖ The consequences for misbehavior should be immediate and without humiliation for the child. They should bear some relation to the act, if possible, and should be consistently applied and maintained.
- ❖ Effective consequences are logical consequences.
- ❖ Respect the child's feelings of guilt, but do not try to add to it. Accept any

restitution's she/he may wish to make and leave the incident behind.

- ❖ Child's anger: Identify and redirect to an appropriate area.

Inappropriate Language

- ❖ Ignore the swearing at first and if the child continually swears then let the child know that we do not use those words here. If the child continues to swear, redirect him/her to another area. Advise the parent.

Dealing with a Child Who Bites

- ❖ Teacher who witnesses the incident will go to the biter and at eye level She/he will say "Biting hurts, there is no biting allowed at Tiny Hoppers." That child will be asked to sit quietly for a few minutes.
- ❖ The teacher then immediately withdraws from the child who did the biting and tends to the child who is in distress from being bit.
- ❖ The teacher will stay and comfort the child who has been bit

[Type text]

SEPARATION ANXIETY

The Centre supports both the child and the parents as they work through their feelings of anxiety over separation. Members of the staff are to be sensitive to the emotions and anxiety when a child starts in a new program; they are available to help make this new situation manageable for both the parent and your child. A joint effort on the part of both parents and staff should promote a relatively smooth adjustment period.

The way the parent feels about the child going to Tiny Hoppers for the first time has a significant effect on the way the child will adjust. Share the following with the parents:

- Think and speak positively to your child about beginning day care since your feelings will affect how your child adjusts to the separation
- Help your child deal with his/her feelings
- Assure your child that you will return
- Make sure you inform your child of your arrival and departures.

[Type text]

HEALTH AND WELL BEING

ILLNESS

If a child shows any of the following symptoms, he or she cannot attend the Centre until they **are symptom free without the aid of over the counter medication for 24 hours. We will make no exceptions as it affects the health of all the children and teachers in the centre.**

Symptoms of a contagious illness include but are not limited to

- ❖ Common cold (swelling of nasal membranes, followed by a discharge which is watery or becomes thick and green)
- ❖ ear ache
- ❖ discharge from eyes or ears
- ❖ fever (temperature which is or has been above 38 degrees Celsius);
- ❖ diarrhea or vomiting
- ❖ unexplained rash
- ❖ swollen neck glands
- ❖ head lice and nits
- ❖ scabies
- ❖ extreme cough

Head Lice, Nits and Scabies

- ❖ Should we find nits, lice or scabies on your child, he/she will be removed from class and will need to be picked up immediately
- ❖ Treatment must be administered prior to your child returning to daycare

The individual who brings in the child is responsible for the child if that child is not admissible to the Centre. The parent or guardian of a child who becomes ill during Centre hours will be contacted immediately to pick up the ill child, who will be isolated from the group until the parent or guardian arrives.

In the event of a child contracting a communicable disease or being in contact with a communicable disease, the staff and Centre should be notified immediately. Parents will be required to present a doctor's certificate of health for a child who has been absent from the Centre due to a communicable disease before that child is re-admitted.

If parents do not comply with advice to keep an ill child at home, or in the event of an outbreak, the child can be excluded by order of the Medical Officer of Health (Health Protection and Promotion Act, 1983). Once excluded, the child can return to the Centre only when cleared by the Medical Officer of Health.

[Type text]

ALLERGIES

If a child has an allergy or a food restriction this should be clearly documented in your registration package. All food allergies will be dealt with appropriately. Please note that Tiny Hoppers is a NUT FREE and egg free (in their whole form) centre.

MEDICAL ADMINISTRATION

Tiny Hoppers will not administer medication unless prescribed by a doctor.

Our staff will administer epipens, inhalers and medication only under the following conditions:

- We have written instructions from the DOCTOR
- We have parent's written consent.(consent form is in registration package)
- Epipens and inhalers should be in a press-seal bag, properly labeled with the child's full name, dosage, and doctor's/pharmacist's instructions for administration.
- If your child's prescription changes, it MUST be accompanied by a note from the doctor.
- It is your responsibility to ensure that your child's epipen is up to date and valid.

CHILD ABUSE

It is Tiny Hoppers responsibility to report a child in need of protection.

If any staff member has reasonable grounds to suspect that a child is or may be in need of protection, the person must promptly report the suspicion and the information upon which it is based to a children's aid society.

POSTING OF ILLNESSES

Tiny Hoppers will post if 1 person at the centre is infected with Fifth's disease, Measles, or Chicken Pox as this is potentially harmful to certain people. This will be posted on the Parent info board.

Any other illnesses such as pink eye, lice etc we will post according to the guidelines set forth by your local Public Health dept.

[Type text]

SAFETY AND SECURITY

ALTERNATE PICKUP

Children will not be released to anyone except their parent or guardian, or other persons specifically authorized by their parent or guardian. Identification will be required of those authorized to pick up children who are unfamiliar to staff.

If you wish to have another adult pick up your child, then you must provide written permission in advance, or a phone call, to verify the arrangement. Otherwise, the child will not be permitted to leave. Please advise them of the pick up and drop off procedures.

Procedures For Pick Up and Drop Off for Nursery School

Drop Off

Drop off time for the children is at **9:00 am**. Parents are solely responsible for their child's safety until they have entered the play area, at which time they become the responsibility of the teachers. A teacher will meet parents at the door of the play area and will only open the door long enough to admit each individual child. ***Under no circumstances are parents permitted to open the door leading to the play area.*** If you need to get into the play area, or would like to take your child out, please call over a teacher who will gladly open the door for you. When teachers are not standing directly at the door, it will remain locked at all times.

Pick Up

Pick up time is at **11:30 am**. Please do not enter the Tiny Hoppers' facility before **11:25 am** for this only disrupts the children's circle time as children leave in the middle of activities to run to their parents. If you would like to watch your child in action, then please arrange a time with the teachers to come in and volunteer to help out with an activity. Upon arrival when a teacher sees you, they will walk your child to the exit and will lift them over the wall and into your arms for this will ensure that the children are leaving the play area one at a time and directly into their parent's care. Once your child is in your arms they become your responsibility once more. Under no circumstances is anyone but the teachers permitted to unlock or open the door to the play area at anytime.

CONFIDENTIALITY

All information regarding a child and/or his family is confidential and must not be released to or discussed with anyone or agency unless a consent for release of information is signed by the parent or guardian of the child

PAYMENTS

Payments for all programs are required in the form of postdated cheques dated the 1st of the month or a valid credit card that will be processed the 1st of the month.

Postdated cheques must be given for one year. NSF cheques will be charged \$35 in addition to full payment. Clients will be given 7 days to clear account. Repeated NSF cheques or invalid credit cards can result in dismissal from our program. In order to keep your child's spot, parents are required to pay while on vacation. Failure to do so will result in your spot being given away.

[Type text]

HAS ONE OF OUR STAFF MADE YOUR DAY?

If one of our staff has "Made Your Day" we encourage you to fill out a form outlining what they have done and email it to us or simply drop it off at the front desk . At the end of every year (Dec) we host a party for the staff and the teacher with the most "stories" wins the "Employee of the Year Award"

REGISTRATION FOR 2014/2015 school year (JK/SK, Nursery School, Full time spots)

Registration into our program is year round. Priority will be given to children that require fulltime care in the summer. If anyone is interested in keeping their spot for Sept and is not intending to attend our summer program, they are still required to pay full fee for July and August.

***We hope you enjoy your stay at
Tiny Hoppers!***

[Type text]

I _____
(the parent/legal guardian) of

(name of child)

Have read and understood all contents of the parental handbook.
I understand that by signing this form, I
acknowledge and will abide by all rules and regulations written.

This form must be returned to the centre prior to first day of
admission.

Signature of Parent/Legal Guardian

Date