

# eFree Kidz College

500 Lagimodiere Blvd.

Winnipeg, MB.

R2J 4J2

## 2009/2010 Registration Package

Thank you for your interest in eFree Kidz College Nursery School. Attached, please find information regarding our 3 and 4 year old programs.

General registration will begin on March 2nd, and will be on a first come, first served basis. Families who have had children previously enrolled in the center will be given priority by being allowed to register starting on February 24th. If you would like a tour of the center or have questions, please call Sheri at 256-2137.

We offer the following programs:

<b>Program</b>	<b>Days of week</b>	<b>Dates of Program</b>	<b>Registration Fee</b>	<b>Monthly fee</b>
<b>3 year olds</b>	Tuesday/Thursday 8:50-11:20 a.m.	Sept. 15-June 3	\$65	\$65 (Sept-May)
<b>4 year olds</b>	Wed/Friday 8:50-11:20 a.m.	Sept. 16-June 4	\$65	\$65 (Sept.-May)
<b>Extra day 3 or 4 yr old</b>	Mon 8:50-11:20 a.m.	Sept.21 -May 31		\$32(add on) (Sept.-May)

The registration fee is due when registration forms are submitted in March (or thereafter) and is **nonrefundable**. The balance of fees will be paid by postdated cheques and will be due by the first day of school.

**Please make cheques payable on the 1st of the month from September-May.** Cheques can be Made payable to **eFree Kidz College**, and submitted to the director by the first day of school.

Monday is being offered as a **third day add on to either the 3 or 4 year old program**. This will only be offered if we have a sufficient number of children to make it viable.

During the first week of nursery school, children may attend half a group at a time depending on group size. This gives your child a better chance to get to know the teachers and room in a quieter setting. You will receive a welcome letter and more 'first day' information in a letter that will be mailed out in August.

The nursery school follows the Louis Riel School calendar with the same days off for Christmas, Spring Break and stat holidays.

# eFree Kidz College Registration Form 2009-2010

**Program Selection:** \_\_Tuesday/Thursday (3 yr old) \_\_Wed/Fri (4 yr. old) \_\_ Monday (extra)

Please print:

Child's full name: \_\_\_\_\_ Name used: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of birth: (day/month/year) \_\_\_\_\_ (copy of birth cert required)

Male/Female (circle one)

Child lives with: (circle one) \_\_mother and father, \_\_mother, \_\_father, \_\_other

If other, please explain \_\_\_\_\_

Parent's information: (if neither parent is the legal guardian, enter the guardian's name and address and state the relationship to applicant.)

## Mother/Guardian

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

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

City/province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone # home: \_\_\_\_\_

work: \_\_\_\_\_

cell: \_\_\_\_\_

Employer: Name: \_\_\_\_\_

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

Mostly likely location and phone # during

nursery school \_\_\_\_\_

\_\_\_\_\_

## Father/Guardian

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

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

City/Province \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone # home: \_\_\_\_\_

work: \_\_\_\_\_

cell: \_\_\_\_\_

Employer: Name: \_\_\_\_\_

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

Most likely location and phone # during

nursery school \_\_\_\_\_

\_\_\_\_\_

**Emergency Information:**

Family Medical #: \_\_\_\_\_ Individual Medical #: \_\_\_\_\_

Family Physician's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Emergency Contact (if parent's can't be reached)

Emergency contact # 1

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Emergency contact # 2

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Does your child have a 'physician diagnosed' health condition? (ie. Asthma, diabetes, life threatening allergies) if yes, please explain \_\_\_\_\_

In the event that I/we can not be reached to make arrangements for emergency medical care at time of an incident, I hereby authorize the nursery school to provide first aid and transportation to the nearest hospital. Signature: \_\_\_\_\_

**Questions/Authorizations** (please circle yes or no)

- 1. Does a Restraining Order apply that prohibits any person(s) access to your child? Yes/No (if yes, please attach details to the application-day care act requirement)
- 2. May we place your child's first name only on a list that is given to each child in the class? Yes/No (helpful for Valentine's, birthday invitations etc.)
- 3. May we take picture of your child for use within the nursery school? Yes/No

**Authorized People Pick up List**

Below please list the names of people who have permission to pick up your child (excluding yourselves).

Name	Relationship to Child	Phone #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

I/we \_\_\_\_\_ (parent/guardian's name) understand that I/we must abide by all of the terms and policies as described in the policies package (included in the registration package) set out by the school administration. I/we have read and I/we agree to these policies.

Parent/Guardian's signature \_\_\_\_\_ Date: \_\_\_\_\_

## Parent Policy Package --eFree Kidz College Nursery School

### Philosophy

Each child is a unique individual with his/her own personality, needs, and desires. We desire to help each child develop to his/her maximum potential, and to treat each child in a loving, caring way, showing them the same love that God has for us. Our goal is to foster each child's development in a climate of academic excellence. Families are central to a child's healthy development and we strive to encourage, support and team together with each family using our facility.

The program is set up to meet the children's need in several areas:

**Physical** -the need for exercise, rest, safety and nutrition

**Emotional** -the need to be loved and cared for, in a safe, nurturing environment

**Social**-The need for positive, healthy caring relationships with other children and adults

**Intellectual**-the need to be challenged and stimulated through a variety of creative activities, promoting current and future learning, creativity, self expression, and academic development.

**Spiritual**-the need to experience God's love and to develop positive moral values.

Our program is carefully planned so that all of these elements are present throughout each day, in deliberately designed activities. The program will be a balance of free play, organized activities and circle times, allowing the children to be exposed to a variety of different experiences that will meet their needs, and also prepare them to enter school.

### The Program

Although the program may vary slightly from time to time, this is the basic schedule that will be followed.

8:50-9:10 am	Free play
9:10-9:30 am	Circle Time
9:30-9:50 am	Exercise, large muscle, movement
9:50-9:55 am	Wash hands, prep for snack
9:55--10:10 am	Snack time
10:10-10:55 am	Free play, craft time, learning activity time
10:55-11:00 am	Clean up time
11:00-11:20 am	Story/Circle time/Show and Tell

Please be prompt in picking up your child. Please remain outside the classroom when picking up your child. The door will be opened and the children released to you when the class is over.

Parents are welcomed and encouraged to come in and volunteer in the classroom. As a volunteer, your tasks will include helping individual or small groups of children, and also some specific tasks that may be assigned to you by the teachers when you arrive. Some activities that the children do may be messy, and you are encouraged to wear suitable, washable clothes. Sometimes when a parent comes into the class, your child may feel uncertain about sharing you with other children. Please do not be concerned, as your relationship with your child is important and we want your visit to be a happy one. Give your child plenty of attention, let him sit beside you and help you. Please don't criticize your child in the classroom, but encourage and support him/her.

## **Supplies-**

Each child will need

1. Slip on or velcro shoes to be left at school
2. A washable cup and plate for snack time (water is provided for all children).
3. School bag/backpack large enough for completed crafts etc.
4. An extra set of clothes to leave in school bag in case of accident/paint spill etc.
5. Small healthy, nut free snack to be brought in non disposable container (lunch kit, plastic container)

## **Behavior Management**

We desire all children to have a safe, enjoyable experience in Nursery school and to learn how to build and maintain loving, caring relationships. To this end, we will be encouraging, teaching and modeling such positive values as:

Love	Patience	Kindness
Gentleness	Respect for self	Respect for others
Respect for property	Safety	Fair play

In keeping with our desire to build loving, caring relationships, positive behavior will be praised, and encouraged in children.

Inappropriate behavior will be dealt with in the following way:

- children displaying improper behavior will be spoken to, telling them what was improper and what the expected behavior is and given suggestion how to solve their problem.
- if the children are still struggling, they will be given a time to calm down and be away from others, still within the nursery school room. The staff will check back with them to see if they are ready to reenter the play in an appropriate way. If other children are ever in danger, the child will be removed to a safe spot, still in view of the room.
- if behavior continues to be a concern, parents will be consulted and a plan will be developed.
- In extreme cases, eFree Kidz College reserves the right to refund fees and decline care.

The nursery school is licensed by Manitoba Day Care, and follows the regulations stated in the Licensing Manual for Day Care Centers, in particular:

A licensee shall not permit, practice, or inflict any form of physical punishment, verbal or emotional abuse, or denial of physical necessities for any child in attendance (subsection 9.1)

Also the staff and Board of the school must comply with regulations in respect to suspected child abuse occurring outside the school's operation: Every case of suspected child abuse shall be reported immediately to the director of child welfare (subsection 9.4).

Also, this regulation takes precedence over the confidentiality requirements of the regulation stated below: Every licensee shall keep information concerning a child or his family as strictly confidential, but parents or guardians shall have access to such information upon request (subsection 4.3).

## **Policies of Operation**

### **Registration:**

Registration will begin on a date specified by the center. Early registration priority is given to families whose children have previously attended the center. After early registration is complete, general registration will take place on a first come, first served basis. When registering your child, a non refundable deposit must be paid in order to hold a space. The balance of fees is payable in full at the beginning of the nursery school year, or in monthly installments throughout the nursery school year. Please see current fee schedule for details.

If a child is withdrawn during the current nursery year, school fees will be refunded only if their space can be filled.

Children registering for the three year old program must be three, by December 31 of the current registration year and children registering for the four year old program must be four by December 31 of the current registration year.

All children must be toilet trained to be in attendance.

All applicable information (copy of child's birth certificate, medical number, and physician's name and phone number) must be received at registration.

### **Drop off/Pick up**

Please use the main entrance located on the west side of the building only for drop off/pick up of children.

No child will be released to any one who is not on the child's pick up list, unless the center has received notification from the parent.

No child will be released to anyone under the age of 13.

### **Transportation**

It is the responsibility of the parent or guardian to arrange for their child's transportation to and from school. The teacher is responsible for the children during class hours only, and only after the child has been received inside the classroom. The teacher must be told who will be picking up the child from school and the names of those responsible must be provided in writing for the nursery school.

### **Late Pick up policy**

One warning will be issued for late pick up of a child followed by a \$5 fee for 5-15 minutes late and an additional \$10 for the next 15 minutes.

### **Field Trips**

Occasionally a field trip may be arranged using the bus available to us. Parents will be given transportation permission forms to fill out on these occasions, giving your child permission to be transported in this manner. Parent volunteers will be requested at these times to provide adequate supervision on these outings.

### **Storm Policy**

In the event of a snowstorm or other major weather event in our area, please listen to the radio station CJOB or check their web site for information as to whether we will be open or closed.

## **Parent Participation**

It is policy that siblings do not accompany the parent volunteer when volunteering in the class with the children. A sign up sheet will be provided for parents to sign up to volunteer in the classroom. Parents are always welcome at the school. However, we ask that you be discreet and try as much as possible not to disrupt the class.

## **Health Concerns**

The nursery school is a nut free program. Please do not send snacks that may contain nuts of any type. Other allergies will be dealt with on an individual basis.

Staff will not dispense medication to children unless the medication is in the original container labeled with the child's name, the dispensing instructions and the prescribing physician. Parents must fill out a medication dispensing form if they wish for medication to be dispensed during nursery school time.

Upon registration, parents will be asked to describe any 'physician diagnosed' allergies or health conditions that the child may have. This information will be reviewed by the staff and posted in the classroom. We will work together with individual families and the local public health nurse to have a specific health plan in place if necessary. If your child requires emergency medication such as an epipen, the medication should be with the child in a waist pack at all times.

According to the guidelines set down by the Day Care Office, your child should not attend if:

1. They are running a high temperature (above 37.5)
2. they have had diarrhea in the last 18 hours
3. their cold is severe enough to require constant attention
4. they have vomited in the last 18 hours
5. they feel sick
6. they have a contagious disease (unless under treatment and discussed with director)

## **First Aid**

Parents are required to sign a First Aid release in the event of an accident. All teachers and aides have completed a recognized First Aid Course.

## **Emergency Procedures**

The church is equipped with an alarm system in case of fire/emergency, and pull stations in case of emergency. Evacuation routes are posted in the rooms. The teachers will conduct monthly fire drills with the children so they are aware of what would happen in case of emergency. The removal of the daily attendance report and the emergency child information records are the responsibility of the teacher in case of evacuation.

The designated evacuation shelter in case of emergency is: Monarch Industries, 51 Burmac Road.

The room is equipped with a first aid kit. In case of a medical emergency, the staff will call an ambulance if necessary, and inform the parents of the situation.

## **Privacy Policy**

All student information will be treated as confidential, but will be disclosed to parents upon request. The Child Day Care Office will also have access to our files, upon request.