

**PARENT
INFORMATION PACKAGE**

**YOUR WOODEN TREEHOUSE
CHILD CARE CENTRE**

**220 DUPUIS ST. BELLE RIVER
728-4441**

**1204 COUNTY RD.22 EMERYVILLE
727-8939**

**WHERE FUN & LEARNING
GO HAND IN HAND**

YOUR WOODEN TREEHOUSE

We are open Monday – Friday 6 a.m. until 6 p.m.

Infant 3-18 months **Preschool** 2 ½ - 6 years

Toddler 18-30 months **School Age** 6 – 12 years

ADMISSION PROCEDURES

1. Parents must complete all registration forms, including immunization, **before** admission. Separate forms for each child enrolled. Any changes (ie. place of employment, address, phone numbers, emergency contacts, etc.) must be reported immediately.
2. There is a non-refundable registration fee of \$25.00 per family payable upon registration.
3. Parents must schedule their child at least two weeks in advance. This is necessary to maintain staff to children ratios, if you do not schedule we may not be able to accept your child. Changes to schedule are at the supervisor's discretion.
4. Minimum of 2 Full Days per week.

FEE SCHEDULE

1. Child care fees are due, in advance, no later than, the 1st and 15th of each month as per the following rates. Outstanding balances will be charged a \$3.00 per day late payment fee, for the first 5 days, on the 6th day services will be suspended until payment is received.

Statutory Holiday: A statutory holiday rate of \$.50 per day per child is included in the fee schedule.

	<u>Infant</u>	<u>Toddler</u>	<u>Preschool</u>
Full Day (max. 10 hrs.)*	\$42.25	\$37.25	\$34.25
Half Day (max. 5 hrs.) **	\$32.25	\$27.25	\$24.25

* Attendance in excess of 10 hours will be charged \$5.00/ hour for all age groups.

**Half days are limited to morning (end @ 12:00) and afternoon (begin @ 11:30) program only, including lunch.

Family Rate* Full Day - Preschool & Toddler	\$68.00	Preschool & School Age	\$65.00
Family Rate* Half Day - Preschool & Toddler	\$49.00	Preschool & School Age	\$46.00

*Family Rates :(Combined Total - 5% Discount) will only apply when both children are in attendance on the same day.

Before School: Drop Off (before 7a.m.) \$10.50 / (after 7a.m. \$8.00)

Pick Up (before 5p.m.) \$8.00 / (after 5pm. \$10.50)

2. A fee of \$25.00 will be charged to all NSF cheques.
3. Income Tax receipts will be issued by the end of February for the previous year. Only the amount paid during that year will be on the receipt.

SICK DAYS

Full Time Children (5 days per week) 2 days per month will be credited for sick days.

Parents must call before scheduled arrival time to be credited. Child must be in attendance for the entire month, with no Vacation time, to be allowed credit.

Part Time Children (less than 5 days per week) NO sick day allowance will be given.

WITHDRAWAL & TERMINATION

Parents are to submit in writing to the centre a minimum of two weeks notice of withdrawal of a child. Less than two weeks notice, parents will pay the balance in child care fees.

This Centre reserves the right to terminate a child from our program for non-payment of fees, persistent unsafe behaviour, breakdown of communication between child care centre and parent/guardian, immediately or with notice on the approval of two of the following; staff, supervisor and operator.

LATE PICK UP FEES (to be added to invoices)

Parents are required to call if a later than scheduled pick up time is anticipated. Late fee is \$5.00 per 30 minutes, or part thereof per child. After 6p.m. pickup (without notice \$10.00).

These fees are not covered by subsidy program and will be the responsibility of parents.

ILLNESS

“The Day Nurseries Act” advises that all Centres not accept a sick child into their centre. If your child has an infectious illness, (measles, chicken pox, pink eye, etc.) parents must find other means of care for your child. If your child becomes ill during the day, temporary care will be given to the child until parents or guardian are able to pick up the child. Parents will be notified immediately when the child has vomited, diarrhea, or fever over 101°F and removal of the child will be necessary and a period of 24 hours, with no symptoms, before child can return to day care.

MEDICATION

Medication will only be administered at the centre when the following conditions have been met:

1. Parents must complete a Medical Authorization Form for each and every medication each day it is required.
2. All medications must be in original packages with clear, legible labels.
3. All medications must be given to staff member upon arrival.

NO Medications will be administered to any child without parental consent.

Your Wooden Tree House has adopted the anaphylactic policy of the City of Windsor, as of May 1, 2007.

*****NO outside food allowed in this Centre.*****

All Epi-pen use will be addressed by supervising staff upon admission.

VACATION

Allowances will be made for Vacation time (weeks or days), notice must be given, in writing, at least two weeks in advance, absences in excess of 2 weeks require re-enrolment upon return. (at the discretion of the Supervisor)

The Centre will be CLOSED for the following Observed / Statutory Holidays:

New Year's Day	Good Friday	Victoria Day	Family Day
Canada Day	*Easter Monday	Labour Day	Thanksgiving
*Civic Holiday	Christmas Day	Boxing Day	

ARRIVAL and DEPARTURE

Parents are required to escort their child to and from the centre, sign the child in and out on the daily attendance sheet and inform staff of any changes in child's normal routine. Children will not be released to anyone but the parent unless previous notice given to staff, first and last name of person picking up child must be given in writing. Schedules are to be given and observed accordingly.

EMERGENCY CLOSURE OF CENTRE

In the case of a fire, where the centre must be evacuated, all staff and children would proceed to Post Office (BR), Express Mart (EM).

In the case of a power outage and essential services cannot be maintained (heat in winter, running water); parents will be notified of the need to pick up their children.

CLOTHING

Parents are required to provide a complete change of (seasonal) clothing, clearly labeled with the child's name in their locker. Shoes or non-slip slippers are to be worn inside at all times.

SERIOUS OCCURRENCES

The safety of our children at Your Wooden Tree House Child Care Centre are our highest priority, however, serious occurrences can still take place. Effective November 1, 2011 the Canadian Government introduced a new policy that requires licensed child care providers to post information about serious occurrences that happen at a centre in a visible location for 10 business days. Our posting, should a serious occurrence occur will include whether it was 1) Serious injury to a child. 2) Fire or other disaster on site. 3) Complaint about service standards. It will also state information about the incident, outline follow up actions taken and outcomes, while still respecting the privacy of the individuals involved.

NUTRITION

The Centre provides morning and afternoon snacks. Breakfast is available daily from 7:30 until 8 a.m. toast, cereal and water / milk. Lunch is served daily for all age groups @ 11:30 a.m. Menus are posted in the kitchen. Special needs will need to be discussed with staff upon registration. Emeryville Centre is a Peanut Free Centre and outside food is not allowed, with the exception of the infant room.