



Creative Kids Preschool of Alliston
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Creative Kids Preschool offers a safe and stimulating environment with caring, nurturing, qualified staff. Through interaction with peers, teachers and the community, positive social skills are introduced while creativity is nourished. Creative Kids Preschool is an integrated program celebrating the uniqueness of each child while instilling self-reliance and responsibility while learning through play. Our goals for children, consistent with the Ministry of Education pedagogy, include the following: • Every child has a sense of **belonging** when he or she is connected to others and contributes to their world. • Every child is developing a sense of self, health, and **well-being**. • Every child is an active and **engaged** learner who explores the world with body, mind, and senses. • Every child is a capable communicator who **expresses** himself or herself in many ways.

PARENTAL AGREEMENT INFORMATION FORM

The following information and payment are required before commencement:

- a) Registration forms, parking agreement and up-to-date immunization.
- b) Non-refundable \$50 registration fee
- c) Ten monthly payments are due by the first of each month. The first installment is due September 1st.
We will accept direct debit, post-dated cheques, cash, e-transfers.
- d) the Look See -Nipissing District Developmental Screening
- e) **Review of Program statement which includes Prohibited Practices. (via emailed or hard copy by request)**
- f) **No food from home is permitted. Speak to staff if needing dairy substitutes.**

Maximum class size is 24 children, teacher/child ratio is 1:8. Ages 2 ½ - 5 years served. 1:10 for children 3.8 -5 years

At the discretion of the coordinator, 20% of class may be between the ages of 27-30 months.

We are a licensed program subject to many inspections including Ministry of Education, Public Health, County of Simcoe, Ministry of Environment, playground, and fire. Fire drills are conducted monthly with each class. Fire Safety Plan can be found inside the playground entrance. Severe weather Drills twice a year. CKP has emergency management policies and procedures. If there is an emergency a statement will be emailed or text message or phone call sent to notify parents of the alternative plans. Our meeting place is EarlyON Child and Family Centre on Wellington Street in Alliston.

If for reasons of separation anxiety, toileting, behavior or other, you may be consulted about withdrawing your child from the program until a later date.

Developmental concerns or questions should be addressed with supervisor/staff and/or for a free consultation or assessment go to www.earlyintervention.simcoe.ca. E.R.I.K assessment are available.

You can also go online. www.ndds.ca/ontario and sign up for the Nipissing District Developmental Screening Tool. Try CDC's FREE Milestone Tracker app today...cdc.gov/MilestoneTracker.

We promote inclusive practices to meet the needs of our children. We work in conjunction with Early Intervention Services to support those children with identified needs. Individual Support Plans will be reviewed by all educators, volunteers, and students at the beginning of their involvement in the classroom. Volunteers and students being supervised by an employee at all times and not being permitted to be alone with any child.

INFORM STAFF OF ANY CHANGES TO THE FOLLOWING:

- a) Change of address, phone, email, or family situation
- b) Change in health.
- c) Release of child to someone other than parent, in writing. Picture ID required.
- g) Any other events or concerns which might affect your child's participation in the program. (death in family, accident, injury - may affect your child emotionally).
- h) Bring any financial, personal, or other concerns to the attention of the coordinator.
- i) All personal information is for the use of CKP solely. No information is shared without consent.

PROGRAM DAYS

The Preschool operates September to June. Ending one week before the elementary school system calendar.

All classes are subject to enrollment and feasibility. Daily class times are as follows:

- 9:00am - 12:00pm Monday, Wednesday, Friday Mornings (pending numbers)
- 9:00am - 11:30 am Tuesday and Thursday Mornings
- 12:45pm - 3:15pm Monday, Tuesday, and Thursday (pending numbers - Tues. Thurs.)

Days for which your child is registered remain the same without substitution. If a permanent day change is requested, this will be complied with, provided there is a space available and the change would be in the best interest of your child.

Holidays and School Breaks

The Preschool operates similar to the public-school elementary system and therefore **WILL BE CLOSED** on the following days: Labour Day, Thanksgiving, two weeks over Christmas, Family Day, one week for March Break, Good Friday, Easter Monday, and Victoria Day. Fees remain the same each month. If a special event is scheduled for all families to attend the preschool will be closed.

Preschool remains open on Public and Separate School Board Professional Development Days.

Last day of preschool is the Friday of the last full week elementary schools are open in June.

Last week is used for cleaning and inventory.

Inclement Weather

In case of icy roads, severe snow fall, or extreme cold etc., the **preschool may close**. When area school buses are cancelled, we will be closed, a message will be sent out between 7 and 7:30am to keep you informed of our closure. If closed, we will aim to post on our Facebook page and inform you by email. Always use your own best judgment when driving in poor weather conditions. Inform us if not attending due to weather.

PICK UP AND DROP OFF

Program will open between 8:55-9:00 am and 12:40-12:45 pm outside the gate of the playground.

**Pick-up times are: 11:30am(T/Th), or 12:00pm (M/W/F) and 3:15pm (M/T/Th) for afternoon program.

Please park along Evans Road. You will be asked to sign a parking agreement regarding your reasonability of ensuing that the rules are followed. There is a designated space near the gate for those with disabilities and/or multiple younger children. You may apply to the supervisor for the parking pass to use this space. It is important to vacate this space quickly for others to use.

Do not park anywhere else **in Riverwood parking lot.**

Although only parents and designated caregivers can pick up students, anyone can drop off, this might be a great time to get to know other parents and arrange a group drop off.

Due to past “parking infractions” Riverwood and our Board of Directors will be diligently enforcing this agreement daily

We will be fining this year!

1st infraction- verbal / written warning 2nd infraction -\$25.00 fine

3rd infraction-\$50.00 4th infraction -meeting with the Board and possible eviction from preschool

It is your responsibility to inform whoever is picking up your child of these rules.

Wheelchair access, or if gate area is unsafe, you are welcome to go through Retirement Home to use an elevator.

Your child will only be released to those granted permission by the parent/guardian. You **must** inform staff of any changes. **We will not release children without proper authorization and identification.** It is important to have emergency contacts. If child is not picked up within one hour of pickup time after making attempts to contact parents and emergency contacts, staff will involve police and/or Children’s Aid Society.

**Some circumstances may require a copy of legal custody papers to be kept on file.

FEES

Registration Requirements

- A non-refundable \$50 registration fee per family per school year (Sept. – June) will be required upon registration.
- Fees or pre-authorized debit paperwork must be submitted at registration.
- Monthly fee will be pro-rated if start date is part way through the month.

Total monthly fees will be payable and no refund will be given if your child is absent for reasons of illness, vacation, or days on which the Preschool is closed due to inclement weather or other unforeseen circumstances. ie. Flood, flu ban, fire, COVID-19... (Will be assessed) This is a sampling of the fee costs:

Preschool Days	Time	Hours	Monthly Fees
1 Session	9:00am - 11:30 am	2.5	\$110.00
1 Session	9:00am – 12:00pm	3	\$130.00
Tue. & Thurs. AM or PM	9:00am – 11:30am	5	\$198.00
Mon, Wed, & Fri AM	9:00am – 12:00pm	9	\$331.50
Mon. & Wed. AM or Wed. & Fri AM	9:00am – 12:00pm	6	\$234.00
Mon. Tue. & Thurs. PM	12:45pm – 3:15pm	7.5	\$280.50
5 Mornings	9:00am -11:30pm/12:00pm	14	\$518.50

Withdrawal Notice - Two weeks written notice will be required if terminating enrolment. Any post-dated cheques on file will be returned and/or appropriate adjustments or reimbursements will apply.

Any child withdrawn from the program due to long term illness or other family situation should discuss this with the coordinator. The family may then be given first consideration for any available space opening at a later date in the school year if child is able to return. A second registration fee would not be required in the same school year.

Payment -The payment of tuition fees (10 months) will be collected by the first day of the month, starting September 1st or if you registered through the school year, then you will be required to pay the monthly charge at time of registration. Fees are always due on the first day of each month unless you have made alternative arrangements with the Supervisor. ***If fees are not paid by the 1st of the month your child is not able to attend preschool until they are paid. If not payed by the 15th of the month your child may be in jeopardy of losing their spot.*** See applicable charges below.

Families provide postdated cheques, cash, e-transfer, or direct withdrawal for the required monthly fees payable no later than the first of each month. **\$5.00** will be charged for each week you are late on your monthly payment. Returned (NSF) cheques are subject to a **\$25** administration fee in addition to full monthly payment. Two NSF cheques will result in a "cash only" policy. Staff is not responsible to remind families when payment is due.

It is always best to notify the coordinator of any difficult financial situations which may affect your monthly payment to the preschool.

**** **Income Tax Receipts** are emailed in February.

CHILD ABSENCE AND ILLNESS

Always notify the preschool if your child is going to be absent. A message or email can be left any time of the day. Verify if they are sick, appointment, weather, vacation.... We want to know your child is safe.

If sick, please explain symptoms so we can watch for similar symptoms and outbreaks. Contagious diseases like chicken pox or strep throat; food poisoning related to preschool; and respiratory or gastroenteritis outbreaks must be reported to Public Health. Let us know about all contagious concerns as including pink eye, impetigo, and head lice.

No child shall attend the Preschool if infected with a contagious disease. Fever of 100.4 F/ 38 C or more indicates illness or disease. Your child is fighting something. Public Health suggests that any fever be seen by a physician. The presence of discolored nasal discharge or continuous cough indicates a serious cold. Never send your child to preschool if they require medication to mask a concern like fever or cough/decongestant. Children need 24-48 hours without fever/diarrhea and without use of medication for this before returning to preschool.

Proper hand washing is key to help children avoid some of these germs.

It is not good to use anti-bacterial soaps with young children as it can kill the good germs as well. Rather teach them proper hand washing skills early with good scrubbing techniques.

Staff has the right to ask that your child be taken home, or we may call to have your child picked up early, if child is not well. Please use your best judgment. Be sure your child is healthy and ready to participate each day. We do not want to pass on viruses to other children, staff, or residents of Riverwood Retirement Home (We visit the seniors). Your child is also more susceptible of catching something else when their own immune system is already compromised.

Only prescription medication, in its' original container, with the child's name, may be administered by staff. A medication form must be completed by parent/guardian and staff will store any medication in a safe place. This includes puffers and epi-pens.

Parent Issues and Concerns

All issues and concerns raised by parents/guardians are taken seriously by all staff and the Board of Directors and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians as soon as possible and at most within 1-2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial, and respectful to parties involved.

Procedures for parent Issues and Concerns Policy

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff in responding to issue/concern:
Program Related E.g: schedule, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to <ul style="list-style-type: none"> the classroom staff directly 	<ul style="list-style-type: none"> Address the issue/concern at the time it is raised or <ul style="list-style-type: none"> arrange for a meeting with the parent/guardian within 1-2 business days. Document the issues/concerns in detail. Documentation should include:
General, Centre- or Operations-Related E.g: fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to <ul style="list-style-type: none"> Chrissy Anderson or Christine Lord -ckpboard@gmail.com 	<ul style="list-style-type: none"> the date and time the issue/concern was received; the name of the person who received the issue/concern; the name of the person reporting the issue/concern; the details of the issue/concern; and any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
Staff, Supervisor, Related	Raise the issue or concern to <ul style="list-style-type: none"> the individual directly or <ul style="list-style-type: none"> Chrissy Anderson or Christine Lord -ckpboard@gmail.com All issues or concerns about the conduct of staff etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	Provide contact information for the appropriate person if the person being notified is unable to address the matter. Ensure the investigation of the issue/concern is initiated by the appropriate party within 5 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.
Student- / Volunteer-Related	Raise the issue or concern to <ul style="list-style-type: none"> the staff supervising the volunteer or student 	Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.

Creative Kids Preschool Parent Code of Conduct

We all have the right to feel safe in our school community. Creative Kids Preschool of Alliston sets clear standards of behaviour that apply to all individuals involved in our centre community including parents/guardians and their families, volunteers, teachers, and/or Board members. These standards apply on centre property and/or at centre-sponsored events and activities.

- All members of the centre's community are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability, or any other ground protected by Ontario's Human Rights Code.
- All adult members have the responsibility to act as models of good behaviour. Foul language (swearing, name-calling, shouting,) is not appropriate. Individuals engaging in such behaviour will be asked to leave the premises immediately.
- Inappropriate behaviour or harassment of any kind will result in immediate intervention up to and including the family's expulsion from the centre and/or police intervention. This type of behaviour includes, but is not limited to, harassment or intimidation by written note, email, social media, words, gestures and/or body language.
- No weapons are allowed on centre property or at centre functions. The consequences for failure to comply will include but is not limited to the family's expulsion from the centre.
- Alcohol and illicit drugs are not allowed on centre property or at centre sponsored events. There is no smoking permitted other than designated smoking areas in place by Riverwood Retirement Home. No smoking in playground or parking lot. Failure to comply may include but is not limited to the family's expulsion from the centre.
- The privacy and confidentiality of our families, teachers, volunteers, and students is important to us. All concerns and comments should be addressed with the teachers or supervisor. Failing resolution with the Supervisor, the matter will be referred to the appropriate member of the Board of Directors.
- Gossip and public criticism are unacceptable. There should be no discussion of concerns with other parents in the centre hallways, the parking lot or via electronic mediums such as Facebook, Twitter, personal blog sites or other forms of electronic information sharing.
- Pictures taken at the centre or during centre events are for the private use of the family only. These pictures are not to be posted in on-line photo albums (i.e Facebook, etc.)
- School art files and coatroom are to be used solely for communicating between parents and CKP. This is not to be used for business promotion unless supervisor gives approval.
- It is the responsibility of the person witnessing or suspecting child abuse to report.

I have read carefully the Parental Agreement and Program Statement of Creative Kids Preschool of Alliston and I agree to adhere to the rules and regulations outlined in this document.

Child's Name: _____

Parent/Guardian's Signature _____

Date _____

Below you will find the waiting list policy.

Waiting list Policy:

There is no fee to place your name on the wait list.

A waitlist will be formed when the preschool reaches full capacity of enrolment.

Provide the following information to place your children on the waiting list:

Parents first and last names

Best contact telephone number(s) and or email addresses

Your child's name

Date of Birth

What days you are interested in

Here is how the waiting list works:

Call or e-mail or fill in registration form.

The day that you call, leave a message, you will be directed to send an email with your child's age, name, (registration form) information about the days you would like. Once your email has been received this: will be your seniority date on the waiting list.

If there are any changes to your contact information, please contact the preschool to update your file.

There is no specified length of time that you need to be on the list to be offered a space.

Spaces are created when a family or child leaves the preschool.

Your child must be between 27 months and five years to be eligible to begin attending preschool.

Only once the withdrawal is confirmed in writing can we begin to find a family for the space.

All children enrolled at the preschool can fill this spot(s) before new families are given the opportunity to enroll.

When spaces are available at the preschool, Supervisor will call/ Email all families that are eligible to start.

Once a family is called from the waiting list they are given specified period (5 business days) to return the call and express interest in the space available.

Once your child is officially offered a space in writing, if you would like to accept it, you will be required to provide the \$50.00 registration fee and arrangements made for fees to be paid.

If you are called for a space and do not wish to take it at the time, your place/seniority on the waiting list remains the same.

