



PARENT HANDBOOK

1) Welcome / Philosophy

Welcome to Early Years Education System Inc. Daycare (EYES). This handbook has been created so that there are no misunderstandings, and so that everyone is aware of the requirements of Early Years Education System Inc., as well as the requirements of you, the parents/guardians. This handbook covers our childcare philosophies, business policies and expectations. Please read this handbook carefully, and feel free to discuss with our centre's staff member any questions that you may have.

EYES Daycare is committed to creating a safe, warm, loving environment for children where they can learn and grow physically, emotionally, creatively, intellectually, and socially at their own pace. We want to help your child increase their confidence, and self esteem by treating them as unique individuals, and allowing them to express themselves in a variety of facets. We strive to make your child's time at childcare the best experience it can be for them as well as you, the parents.

We are committed to supporting families by maintaining open communication and encourage parental involvement in our programming and care activities. Our mission is to enhance the well-being of families through responsive, quality services.

In programming activities for the children we follow the *Early Learning for Every Child Today* – a framework standardized by the Ministry of Education, which brings together established research findings and diverse perspectives, beliefs and recommended practices. It recognizes that families, communities and cultures hold distinct values about how young children should experience and interact with the world around them. We develop activities centred on stories, songs, math, fine and gross motor skills, circle time, science, music, theatre and arts/crafts. We strive to prepare your children for their early school years by exposing them regularly to letters, numbers, colours, shapes, name recognition, and new vocabulary. Please see any staff member if you'd like more information on the Curriculum Framework, or you can access it online at: <http://www.earlyyearseducationsystem.ca>

2) The Services offered and the age categories served

Aside from providing the safe, positive, stimulating environment. We provide children morning and afternoon snacks and the lunch. Drinking water always available.

Age Categories Served:

Toddler Room (18 months – 30 months)

Pre School Room (30 months – 4 years)

JK/SK Room (4-5 years)

3) Hours of Operation/Holidays:

The EYES Daycare Program is open year round from:

7:00 am – 6:00 PM.....Monday – Friday

with the exception of the following days:

New Year's Day (January 1 st)	Family Day	Good Friday
Victoria Day	Canada Day (July 1 st)	Civic Holiday
Labour Day	Thanksgiving Day	Remembrance Day
Christmas Day (December 25 th)	Boxing Day (December 26 th).	

4) Late pick-up Policy

If you are late picking up (after closing time) your child you will be charged a late fee of \$15 per 15 min late or any part thereof, except in emergency situations. This late fee must be paid in cash to the staff on duty upon pick-up of your child.

5) Registration Requirements

Parents are required to complete forms as legislated by the Day Nurseries Act two (2) weeks prior to the child attending our Centre. These forms will be kept in the child's file. It is important that parents keep the Centre informed of any changes to phone, address, emergency contacts, immunization, and child's state of health. Here is a list of the forms you will be required to read and complete:

- Completed Child Profile & Copy of Immunization Record (or Signed Waiver)
- Consent Forms (those that are applicable)
- Daycare Parent Handbook

A \$50 registration Fee is payable at the time of the signing of the above forms/contract.

Spaces will not be held by verbal contract, registration fee and deposit must be paid in order for a spot to be held for your child.

6) Integration to Daycare

We do require that the parent/guardian and their child(ren) visit our centre prior to enrolment. This process allows your child(ren) to become more familiar with our daycare and staff. If you feel it necessary, we can arrange for your child(ren) to be left in our care for 2 hours free of charge as a trial basis, before leaving them for a full day.

7) Fire Drill and Fire Safety Plan

Fire evacuation Plans are posted in each room and at every exit. Fire drills are practised monthly. The children are required to be escorted out of the building during each and every fire drill. If you arrive with your child during the fire drill, please stay with your child until the drill is completed and the children return to their program room.

8) Outdoor Play

Outdoor play is very important for the children and is a big part of our program. The children will enjoy our lovely, secure play yards twice a day. Parents are required to ensure that their child is properly dressed for the weather. Children are allowed to play in puddles and dig in the sand and the mud. Neighbourhood walks may occur spontaneously.

9) Field Trips

Field trips and walks are a regular and carefully supervised part of our program. Walks in the neighbourhood are often taken without previous planning. You will be notified before each field trip beyond the immediate neighbourhood.

10) Fee Payment

** Cheques should be made payable to: EARLY YEARS EDUCATION SYSTEM

*** Fees are subject to change with a minimum of two month's notice.

**** Full fees will be charged from the first day the child is in the program.

Fees are due at the beginning of the period they cover. A series of post-dated cheques may be given if preferred. Forms of payment currently accepted are cash, cheques or email money transfer. When paying by cash please make sure you have the exact amount. Cheques should be made payable to Early Years Education System. On each cheque please include the name of your child; the program in

which he/she is enrolled and the period cover by that cheque. Fees remain the same regardless of absence due to statutory holidays, vacation or illness.

In order to make the payment of fees as simple as possible, we have set up a schedule which shows what you would have to pay for each month. You may also split the payments into 2 per month.

A sibling discount of 15% is applied for the child enrolled in the lower fee program. There will be a \$25.00 charge for each cheque returned to us from the bank due to insufficient funds. This amount reflects the service charge passed on to us from our bank. All fees must be paid in advance on the first day of the month at drop off time for the current month of services. If payment is not received by the first day of the month at pick-up time a late payment fee will be applied to your account at the rate of \$5 per day. In order to ensure accurate supplies and groceries to keep the daycare running, we need to receive fees on time. After 3 days of late fees added to your account your care may be suspended until fees are paid.

11) Registration Fee

A \$50 registration fee is charged at the time of registration. This registration fee goes towards supplies for children's artwork, as well as other supplies that we use to teach your child, as well as document that learning.

12) Signing in and out / Attendance Records Policy

Children are signed in and out by staff members upon their arrival and departure. We ask that if your child is not going to attend care as per usual that you inform the centre by 10am. This will help us plan for meals, and activities for the day. When your child does not attend daycare you must call to let us know the reason – if it is a communicable illness we are required to record this in case of other cases breaking out. If no one answers the phone please leave a brief message. Also, upon arrival and preparing your child for the day please help them or direct them to wash their hands before beginning to play with toys, in order to prevent the spread of germs.

If someone else will be picking up your child please let staff know upon arrival. Photo ID will be required by the person picking up your child as well if the staff member is not familiar with that person. Please let any individuals other than parents who may pick up the children that they will be asked for picture ID in order to ensure the safety of all children.

Children will not be released to unauthorized individuals. If someone shows up to pick up your child and staff was not made aware of it, we will have to track you down to confirm that this is in fact permitted, as well as see a picture ID of that individual to confirm their identity.

13) Absences / Exclusion from Daycare

If a child is too sick to attend daycare, please keep him/her home. The best place for a child to be recuperating from an illness is at home. There are also many symptoms that a child may have that may prevent them from being able to partake in everyday activities. If your child experiences any of the following please keep them home until the child is recovered, or are well enough to participate in normal everyday activities:

- Fever greater than or equal to 100.5 degrees F.
- Excessive drainage (clear or discoloured) from the mouth, nose, eyes, or ears.
- Red discoloration to the whites of the eye(s).
- Skin rashes as they are difficult to diagnose unless seen by a physician.
- Severe abdominal pain, vomiting or diarrhoea.
- A deep, hacking cough
- Difficulty breathing or untreated wheezing
- Yellow discharge from the eyes
- An unusual yellow coloring of the skin or eyes
- Cuts or openings on the skin that is pus-filled or oozing
- Lice or nits

If your child(ren) are sent to daycare with any of the above listed symptoms, or develop during the day they will be sent home. Children should NEVER be medicated and then sent to daycare (i.e. given Tylenol to break fever). You should arrange for back-up care when your child is sick, and unfortunately there are no refunds or discounts for days that your child does not attend daycare. There are still costs associated with each childcare spot each day that unfortunately cannot be avoided if your child is not in attendance.

If your child will not be attending daycare due to illness or any other reason, please let someone at the centre know as soon as possible, as well as the reason they will not be attending. This will prevent activities from being delayed and it also helps us know how many children we need to prepare meals for, etc.

14) Child Abuse/Neglect

Our goal is to provide a safe and nurturing environment for the children in our care. Children must be treated with respect. Self-esteem is important in the healthy development of all children. We do not allow or tolerate physical or verbal abuse –

- Of one child by another
- Of a child by member of the staff
- Of a child by a parent.

Every person in Ontario is required under the Child and Family Services Act to report his/her belief that a child may be in need of protection: “A person who believes, on reasonable grounds, that a child is, or may be in need of protection shall forthwith report the belief and information, upon which it is based, to a society.” The legislation specifically requires individuals who perform professional or official duties with respect to children such as the “operator or employee of a day nursery,” to report suspicions of child abuse. If in the course of our professional duties, the supervisor and/or staff of the centre have reasonable grounds to suspect that a child may have been abused, the suspicion, and the information upon which that suspicion is based, is reported immediately to the Child Protection Agency. We cannot judge or decide what child abuse is, we must leave that to the agency worker. We are not allowed to contact parents first. The agency workers are professional, warm and caring persons who are able to deal with the child at his/her own level. They are very willing to spend time, give explanations and to reassure the child, parents and Educators. A paramount objective of Ontario’s Child and Family Services Act “is to promote the best interest, protection and well-being of children”.

In the unlikely event an agency worker calls you; we can assure you that utmost confidentiality would be maintained by staff. Only those persons directly involved would know of the call and once the agency had investigated and closed the case, the matter would be ended as far as we are concerned. We would not refer to it again and we hope it would make no difference in the close, supportive relationship we have with all our parents.

Prohibited practices

No licensee shall permit, with respect to a child receiving child care at a child care centre it operates

- (a) Corporal punishment of the child;
- (b) Deliberate use of harsh or degrading measures on the child that would humiliate the child or undermine his or her self-respect;
- (c) Depriving the child of basic needs including food, shelter, clothing or bedding;
- (d) Locking the exits of the child care centre or home child care premises for the purpose of confining the child; or
- (e) Using a locked or lockable room or structure to confine the child if he or she has been separated from other children.

15) Behaviour Management

Our expectations for the children are developmentally appropriate and respond to the needs of the child and of the program. Expectations are consistently enforced so that the children know what is or isn't acceptable. The staff is expected to comply with the Centre's stated policies and procedures and the requirements of the Day Nurseries Act with respect to Behaviour Management. Failure to comply could result in a verbal warning, or disassociation with the Centre. This policy applies to all staff, students, and volunteers. The following disciplinary measures are prohibited in accordance with the Day Nurseries Manual -

- a) Corporal punishment of a child;
- b) Deliberate, harsh or degrading measures that would humiliate or undermine a child's self-respect;
- c) Deprivation of food, shelter, clothing or bedding or any other basic need.
- d) Confinement in any locked room or structure or being left without supervision

16) Clothing Code

Children should come dressed in comfortable, season appropriate clothing that can get dirty, since some activities we do on a daily basis are messy. A spare change of clothes is required for all children in case of soiling of clothes. Children under the age of 3, and those who are potty-training require at least two changes of clothing (including socks). We want to keep your children happy and comfortable.

A separate set of indoor shoes is required at the daycare for each child at all times. Feet are required to remain covered at ALL times when indoors. Indoor shoes protect your child's feet in the event of a fire drill in the winter months/rainy days.

Please also remember that the children are taken outside for 2 hours per day. Please ensure that you have proper outerwear provided for your child so that they are comfortable and enjoy activities on outdoor play.

17) Discipline Policy

Here at EYES Daycare, discipline and guidance centers around respect and responsibility. Each child is expected to be a respectful, responsible member of our group. This ranges from children cleaning up their own "messes" to using manners and politeness when speaking with teacher, parents, and each other. All "rules" centre on these respect/responsibility/safety guidelines. The only rules are those that are required to maintain a safe and respectful environment for all the children in our centre.

Our staff shall –

- Provide clear rules and expectations
- Model appropriate behaviour
- Encourage self-control, self-discipline and self confidence
- Provide choices
- Redirect
- Encourage respectful communication
- Provide reflection time

If staff at any time feels that an individual child's behaviour is risking the safety and well-being of the individual child, the other children, and/or child care staff, the staff will phone the parent or emergency contact in order for the child to be collected. This decision will be at the discretion of the child care staff and will only occur after attempts to manage the child's challenging behaviours have been unsuccessful.

18) Snack and Meal

Our program provides morning and afternoon snack and a main meal at lunch. The snacks and lunch are prepared by our daycare cook. All snacks and meals will be prepared by the daycare according to the posted menu. Any food allergies or dietary concerns will be strictly adhered to.

Throughout the day water drinks are available for the children as needed. At all times during drinking and eating, children are required to be seated and not engaged in any play activity. Under no circumstances will young children be allowed to walk around or play with bottles in their mouths.

19) Children with Allergies

Early Years Education System will enroll children with allergies and to the best of our abilities, create an environment that minimizes the risk of exposure to allergies.

Upon a child's admission to the centre, the parent must supply a doctor's note stating the specifics of an allergy, and provide an auto-injector (EpiPen). In conjunction with the parent and physician, the supervisor will develop an individual plan and emergency procedure, which will include a description of the child's allergy, monitoring and avoidance strategies, signs and symptoms of an anaphylactic allergy, and action to be taken by the staff in the event that a child has an anaphylactic reaction. This information, along with the child's photograph, will be posted for staff. All staff including students and volunteers are required to get the training on the individual plan for children with allergies.

The following procedures must be followed BEFORE the child can be admitted into the program:

- The parent will provide an Allergy Information sheet that is signed by the child's physician.
- The parent will complete the allergy form that has been prepared by the centre. The parent will be able to meet and discuss this information with the centre's cook.
- The parent will give written consent to advise other parents in the centre about their child's allergies and to allow us to post the child's Allergy Alert form in the playroom.
- The parent will provide all necessary medications and epi-pens.
- The parent will demonstrate the administration of the epi-pen to the program staff.
- CHILDREN WILL NOT BE ACCEPTED FOR ATTENDANCE WITHOUT THEIR MEDICATION AND AUTO-INJECTOR (hereinafter referred to as EPI-PEN).
- The supervisor and the parent will prepare a plan that outlines the type of allergies, symptoms, avoidance and actions expected from the staff.
- The parent and supervisor will review the plan and the child's needs on a regular basis.
- All staff, students and volunteers will review the individual plans on an annual basis.
- It is the parent's responsibility to notify the supervisor, staff and cook of any changes to the child's allergy
- Any changes to the child's allergies must be noted and signed by the child's physician.

To ensure the well-being of children who have anaphylactic reactions it is imperative that an EpiPen is available at the child care centre at all times. If a parent does not provide an EpiPen, or fails to replace an expired EpiPen, admission to the program will be denied. If a parent believes the child no longer requires an EpiPen, a doctor's note confirming this information will be required.

20) Medication Policy

There are strict procedures in place concerning the administration of medication to children at the daycare. In order to ensure the health of your child, the steps listed below must be followed:

- If your child requires medication, the centre staff will administer only prescription medication.
- Non-prescription medicine will be administered only when it has been recommended in writing by your doctor and you have signed the Medication Authorization Form.
- Medication Authorization Form must be filled out with specific instructions as to time and dosage. We are required to follow the guidelines on the medication packaging.
- Any changes in medication or medication instructions must be provided in writing, again using the appropriate form.
- All medication must be in the original bottle and packaging. The child's name must be clearly labelled on the bottle and packaging.
- All medication except for allergy medication will be stored in a locked container.

If a low-grade fever persists for longer than 24 hours, your child will need to stay at home until they are fever free (without the use of fever reducing medications) or a note from your doctor is provided. At no time can the children stay in the program with a fever of 101 degrees Fahrenheit (38.4 degrees centigrade) or over.

Medications will be stored in a locked container in the refrigerator or designated cupboard, as required. It is the parent's responsibility to take the medication home at night. Epi-pens and puffers will be kept close at hand, as required by the child's condition.

If your child becomes ill while in care, you will be notified immediately. If we cannot reach a parent within a reasonable amount of time we may call the emergency contacts. You will be required to pick up your child from care within 1 hour of notification of illness. The staff will keep sick children isolated from the other children when required until the parent arrives.

21) Illness Policy

Health Conditions requiring Exclusion from the Daycare Program

When is a child too sick or contagious to attend the Full-time Daycare Program? This is a question which may present itself during your child's stay at the Centre. In order to protect all of the children, the following procedures must be followed. Your Child cannot attend the Daycare if he/she:

- Has a temperature of 101 degrees Fahrenheit (38.4 degrees Centigrade) or over. *Children must be symptom free for 24 hours before returning to the program.*
- Has not been fever free for 24 hours.
- Has vomited while at daycare or within the last 24 hours (vomiting is more severe than an infant's "spit up"). *Children must be symptom free for 24 hours before returning to the program.*
- Has diarrhea (abnormally loose, watery bowel movements that are much more frequent than usual). Children will be sent home from the program upon the third incident of diarrhoea during the day. *Children must be symptom free for 24 hours before returning to the program*
- Has been on a prescribed medication for less than 24 hours for a condition requiring exclusion from the program according to the City of Toronto *Guidelines for Schools and Child Care Facilities on Communicable diseases and Other Childhood Health issues*. Your child must be able to cope with all aspects of the program.
- Has a rash that has not been identified by parent or physician or that seems to be worsening.
- Has a severe cold with fever, sneezing and heavy nasal drainage.
- Seems really sick without any obvious symptoms. In this case, the child may act and look different; may be unusually tired, listless or irritable.
- Is requiring one-to-one attention from a staff member in order to allow the child to cope and be reasonably comfortable.
- Is unable to participate in all activities – indoor and outdoor. If a child is too sick to go outside, then he/she cannot attend the program.
- Has chickenpox. Your child will be excluded from the onset of symptoms for 5 days until the majority of the pox are scabbed over. Your child must be able to fully participate in the program upon his/her return
- If at any time the staff feels that a child is too sick to be in the program, the child will not be allowed to attend. It is important to try to have alternate child care arrangements in case you cannot stay at home with your child.
- If your child is going to be absent from the program at his/her regularly scheduled time or is going to be late, please notify the staff as soon as possible.

22) Immunization

Parents are required to provide current and up to date immunization information to the centre so that the child's file can be updated on a regular basis. It is a requirement of the Day Nurseries Act that immunization records are kept up to date. Please notify the Daycare office of any new immunization your child may receive. Parents are required to complete the immunization form prior to the child's first visit in the program. The child will not be accepted into the program until this form is complete.

- If an outbreak of a communicable disease occurs, any child who is not adequately immunized will not be able to attend the child care facility unless the child receives the required vaccine or until the outbreak is over.

23) Accident Reports

If your child has an accident while in our care, the staff will fill out an accident report for you to read and sign when you arrive to pick up your child. These reports are kept in the child's file.

24) Medical Treatment

In case of emergency, every effort will be made to contact the parents or their alternates. Sometimes this is not possible, and immediate treatment is necessary. If your child is hurt or becomes seriously ill while in care at Early Years Education System, paramedics will be called and the child may be transported in an ambulance for treatment at the emergency room of the hospital as required.

25) Serious Occurrence Posting

On November 1, 2011, the Ontario government introduced a new policy that requires licensed child care centres and private-home day care agencies to post information about serious occurrences that happen at a centre or a home location. To support increased transparency and access to information, when a serious occurrence happens, a "Serious Occurrence Notification Form" must be posted at the centre or home location in a visible area for ten days.

What is a serious occurrence?

- Death of a child
- Serious injury caused by service provider
- Serious injury – accidental

- Serious injury – self-inflicted/unexplained
- Alleged abuse/mistreatment
- Missing child
- Disaster on the premises
- Complaint about service standard
- Other – complaint made by or about a child, or any other serious occurrence

Many factors may lead to a serious occurrence report. A serious occurrence does not necessarily mean that an operator is out of compliance with licensing requirements or that children are at risk in the child care program.

26) Photography

Photos and movies are sometimes taken for use within the child care centre with the children. Occasionally these, or other pictures, may be used in the media or for educational purposes. Whenever possible, this will be cleared with parents, but this is sometimes difficult or impossible in cases where pictures contain large groups of children or are used several years after they are taken. Names of the children are never used with their photos. (If you do not wish your child's picture to be used for publications or newspaper/television stories about the child care centre or for educational purposes, please notify the office staff at the time of registration.) We will then ensure that your child's picture is not taken. We do have a video monitoring system in place at the daycare. This is to ensure everyone's safety, as well as we are hoping to be able to set up a live feed that the parents can check in on.

27) Volunteers / Students

In cooperation with high schools, community colleges and universities in the area, the child care centre is frequently used as a source of practical experience for students in early childhood education, child care family daycare. These students enhance the staffing and permit individualized care and special activities which might otherwise not be possible. The centre has developed a policy for the supervision of students and volunteers. The staff supervises the volunteers at all times, in all areas of the daily program. At no time will students and volunteers be alone with the children. These individuals are not counted in the staffing ratios of the centre. No child will be supervised by a person less than 18 years of age. Students and volunteers are required to review and sign off on the following policies and procedures of the centre before they begin their term and annually thereafter:

- Behaviour Management Policy
- Individual plan for a child with anaphylaxis and emergency procedures (Anaphylaxis Policy)
- Playground Safety Policy
- Supervision Policy for Students and Volunteers
- Criminal Reference Check Policy
- Parent Handbook

28) Telephone Communication

If you need to contact the daycare for any reason, please feel free to phone **416-498-5437 (KIDS)**. If you get our voice mail please do leave a message, as often we are out or busy with the children and unable to get to the phone at that moment. We do check messages regularly and return phone calls as soon as we get the chance. We do not mind calls to check to see how your children are doing during the day. We do please ask to limit them to 2 per day, as they do disrupt the program to pull a teacher out to speak on the phone. If you call outside of daycare hours please leave a detailed message. Someone will return your call at our next earliest convenience.

29) Withdrawal and Discharge:

Four (4) weeks (twenty (20) business days) written notice will be provided to Early Years Education System before the Child is withdrawn from the Program. If such notice period is not provided the parent agrees to provide the Centre with payment in lieu of notice for this same period of time. The parent would forfeit any paid time and pay the remaining balance equal to four weeks.

If a child is withdrawn temporarily, he/she will be put on the waiting list on the day of withdrawal. Every effort will be made to re-enter the child on the requested date, but no guarantee can be given. In the event of any concerns (raised by staff, parents/guardians or even children) a meeting can be scheduled to address the issues. The meeting will involve owner/operator, and involved staff member and the parents/guardians involved. The concerns will be clearly stated (ex. late payment, failure to adhere to centre policies, behavioural problems etc.) and discussed. Meeting minutes will be taken, and solutions will be sought in a non-judgmental manner. A plan will be designed to resolve the issue. A second meeting will be scheduled to review the situation within a reasonable time frame. In the event the issue cannot be resolved to everyone's satisfaction, a four week written notice of termination of services will be given.

Early Years Education System Inc. reserves the right to discharge a child if:

- in the absolute discretion of the Operator, the Child is not adjusting to the setting after a reasonable period of time;
- after exhausting all teaching resources at Centre's disposal, we are unable to address the needs of the Child
- Child continues to display behaviour which endangers the health, safety and security of other children or staff; or
- the policies, as outlined in this agreement are not being followed

30) Smoking Policy

The Smoke-Free Ontario Act came into effect on May 31, 2006, prohibiting smoking in enclosed workplaces and public places, to protect workers and the public from the hazards of second-hand smoke. Smoking is prohibited in a day nursery licensed under the *Day Nurseries Act* and as such no lighted tobacco can be brought onto premises of the EYES daycare centre or on the playground. The centre's operator is responsible to –

- Ensure that everyone is aware that smoking is prohibited.
- Remove ashtrays and any object that serves as one.
- Ensure that no one smokes on the premises.
- Ensure that a person who does not comply does not remain on the premises.
- Post *No Smoking* signs at all entrances, exits, washrooms, and other appropriate locations. For information on acquiring required signage, please contact your local public health unit.

Local public health units will carry out inspections and investigate complaints in the centre in order to enforce the Act. An individual could be subject to a maximum fine of \$5,000.

31) Fees

Full-Day is defined as having access to our services on all days that we are open, Monday thru Friday from 7:00AM – 6:00PM. Half-Day is defined as from 1-5 hours any day of the week (M-F)

Toddler Room (18 months – 30 months)

Full Day (monthly)	\$850/month
Half Day (monthly).....	\$450/month
Full Day (Daily)	\$45/day
Half Day (Daily).....	\$25/day

Pre School Room (30 months – 4 years)

Full Day (monthly)	\$800/month
Half Day (monthly).....	\$400/month
Full Day (Daily)	\$40/day
Half Day (Daily).....	\$23/day

JK/SK Room (4-5 years)

Full Day (monthly)	\$650/month
Half Day (monthly).....	\$300/month
Full Day (Daily)	\$40/day
Half Day (Daily).....	\$20/day

Summer Program (4-10 years)

Monthly	\$600/month
Daily.....	\$30/day

Please note that parents and the operator must complete both of the following pages. One page will be kept at the Centre in your child's file and one will be returned to the parent.



Parent/Family Handbook and Fee Agreement - Daycare Copy
(Please detach and return completed)

Child's Name: _____

Monthly/Daily Child Care Fees: _____

Admitted to Program (Room): _____

I/We (the undersigned) have read the parent handbook for Early Years Education System Inc. Daycare Facility and understand all the information, policies and procedures outlined in the handbook. I/We (the undersigned) have also received a copy of these policies and procedures for our own records and reference.

By signing this agreement we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement I/we acknowledge that the information supplied in the registration form regarding my/our child and the information supplied below is true and accurate to the best of our knowledge.

Parent/Guardian Name (Please Print)

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Owner/Operator's Signature

Date



Parent/Family Handbook and Fee Agreement - Parent Copy
(Retain this copy for your records)

Child's Name: _____

Monthly/Daily Child Care Fees: _____

Admitted to Program (Room): _____

I/We (the undersigned) have read the parent handbook for Early Years Education System Inc. Daycare Facility and understand all the information, policies and procedures outlined in the handbook. I/We (the undersigned) have also received a copy of these policies and procedures for our own records and reference.

By signing this agreement we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement I/we acknowledge that the information supplied in the registration form regarding my/our child and the information supplied below is true and accurate to the best of our knowledge.

Parent/Guardian Name (Please Print)

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Owner/Operator's Signature

Date



Program Statement – 2015 2016

We at Early Years Education System (EYES) provide a safe, nutritious and healthy environment for each child enrolled in our program.

Our primary goals are to provide a high quality, supportive, family-centered program in a warm, safe and responsive environment.

Promote their physical, social, emotional, and cognitive development. Also encourage co-operation, responsibility, and consideration of others.

EYES encompasses the research and legislation in Ontario's major early learning documents:

- How Does Learning Happen? Ontario's Pedagogy for the Early Years
- Ontario Early Years Framework
- Ontario Early Learning Framework
- Think Feel Act: Lessons from Research About Young Children
- Early Learning For Every Child Today

Since we know that children learn best by pursuing their personal interests and goals, children make their own choices about materials and activities during the program time.

EYES recognizes each child is a unique individual who brings his or her own abilities. We provide an environment that foster curiosity and allows children to explore, grow to reach their maximum potential.

Ministry of Education pedagogy, include the following:

- Every child has a sense of **belonging** when he/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.

Ontario's pedagogy to be used in the program, will have principal deriving from the "Active Learning" education approach. The approach involves children in direct, hands-on experience with people, objects, ideas, and events.

We support positive and responsive interactions among children, parents and our educators. We encourage children to children in a positive way and support their ability to self-regulate. It is our role to foster the children's exploration, play and inquiry.

EYES plans for and creates positive learning environment and experiences in which each child's learning and development will be supported. We include indoor and outdoor play as well as active play, rest and quiet time for each child in our program.

EYES supports staff to constantly educate themselves through professional learning.