

Form 1: School Procedures and Policies

Child Care Facility Immunization Record

An explanation of the immunization requirements is contained in Form 6. A parent or guardian must complete the Ottawa Public Health Immunization Form as this information is required by Ottawa Public Health. This form, as all the other forms, is required before the child starts school. It is the responsibility of the parent to update Ottawa Public Health when their child is immunized.

Transportation

This is the responsibility of the individual parent.

Fees

1. A non-refundable registration fee of \$50.00 per child is required.
2. At the time of registration the parent will also pay half of the first month's fees. This is also non-refundable
3. Parents may pay with pre-authorized debit by supplying a void cheque and the PAD form found in this registration package.
4. Alternatively, parents may choose to provide post-dated cheques for the first of each month, payable to the Beacon Learning Centre. (If cheques are returned NSF, there will be a \$15.00 charge payable immediately upon notification).

Withdrawals

Child care fees are paid monthly. Any parent wishing to withdraw his/her child must give the Director, in writing, at least one month's notice before the start of the month in which the withdrawal is to be made. For example, if a child is to be withdrawn at any point in time during the month of November, the Director must be notified in writing on or before the 1st October. No fees will be returned for partial month attendance.

The Beacon Learning Centre reserves the right to rescind the registration of a child who, in the judgement of its Director, is ill-suited or ill-prepared for the Centre's programs.

Arrival and Departure Late fee policies

Morning Nursery School Program

Nursery School hours are from 8:30 am to 12:00 pm. Please bring your child into the classroom in the morning and pick him/her up PROMPTLY by 12:00 pm.

There is a \$5.00 late fee for every 10 minutes you are late.

The Beacon Learning Centre

(613) 741-3422

2379 Ogilvie Road Gloucester, Ontario K1J 7N4

Toddler and Preschool Programs

Childcare hours are from 7:30 am to 5:45 pm. Please bring your child into the classroom in the morning and pick him/her up promptly by 5:45 pm. Of course you are welcome to drop off your child later than 7:30 am and pick up earlier than 5:45 pm.

BLC closes at 5:45 pm. Parents arriving between 5:50 and 6 pm will pay a late fee of \$10.00 per child. After 6 pm the fee is \$1.00 per minute. For example, a parent arriving at 6:15 pm will be required to pay \$25.

Parental Help

In this package you will find a list of the duties of the various committees which are necessary to ensure the smooth operation of the centre. Since the BLC is a co-operative child care facility, each family will be asked to serve on one committee. This school functions on maximum cooperation from the families concerned.

If you have access to or any connections to goods or services or bulk-purchasing that the school might use, please let us know if you can help.

Peanut/Nut Alert

Please be advised that there are children who attend the Beacon Learning Centre who have severe allergies to peanuts/nuts. We ask that if you choose to bring in a treat on your child's birthday that it does not contain any traces of peanuts/nuts and does not have a 'may contain' warning. Your co-operation is appreciated.

Prohibited Behaviour Management Practices

The following forms of behaviour management practices shall not be permitted by anyone including staff, students, volunteers and parents on the premises of the BLC:

1. Corporal punishment of a child (e.g. spanking, hitting, shaking, biting, etc.)
2. Deliberate harsh or degrading measures that would humiliate a child or undermine a child's self-respect (e.g. shouting, yelling, sarcasm, put downs, force feeding, etc.)
3. Deprivation of a child of basic needs including food, shelter, clothing or bedding.
4. Being confined in a locked room or area.
5. Locking the exits of the Child Care centre for the purpose of confining a child.

Contravention of Behaviour Management Practices

Everyone including staff, students, volunteers and parents are expected to comply with the BLC's stated policies and procedures and the requirements of the Childcare and Early Years Act. Failure to comply could result in:

For Students and Volunteers

- A verbal warning
- Termination of placement

For others including Parents

- A verbal warning
- Other action as deemed appropriate by the Director including, but not limited to, the person not being permitted on the premises.

For Staff

- A verbal warning
- A written warning
- Dismissal

Parents are expected to speak with members of staff in a respectful manner. Raised voices and aggressive body language are unacceptable means of communication.

Our signature(s) below signify that we have read and agree to follow the procedures established by the Board of Directors of The Beacon Learning Centre.

Signatures:

Date:

