



# Counterpoint™ Day Care Parent Handbook

(2009/2010 Edition)



149 King George Street, Ottawa, Ontario, K1K 1V2  
Tel: (613) 748-1052 Fax: (613) 748-8234

[www.counterpointacademy.com](http://www.counterpointacademy.com)

# Parent Handbook - Counterpoint™ Day Care

## Introduction

We are pleased to welcome you and your child to Counterpoint™ Day Care. Your child's happiness, security and social and cognitive development are our main objectives.

Counterpoint™ Day Care's full day, year-round programme is available to children aged 2½ to 4 years old. We are licensed by the Ministry of Community, Family and Children's Services and comply fully with the Day Nurseries Act.

Counterpoint™ Day Care encourages positive childhood development by providing opportunities for your child to meet new friends, participate in new activities and learn through play. Our devoted and qualified staff provide individual, caring attention for each child. Everyday the children enjoy French, Music, play time, rest periods, outdoor fun and exercise, pre-reading, pre-math and pre-science activities. Through carefully planned games and activities, your child will be exposed to situations that will stimulate their natural curiosity and love of learning and develop initiative and independence while building their self-esteem and decision making abilities. Interactions with, and respect for others, are skills that are taught and re-enforced daily.

## Peace of Mind for Parents, Plus...

- A warm, safe, licensed environment
- A bright, clean and well-appointed room
- English and French circle times each day
- Weekly Music programme
- Science, Arts and Crafts
- Daily time in the Gym
- Activities and games designed to promote learning through play
- Outdoor play for gross motor development
- Scheduled rest time
- Child/Teacher ratio of 8:1 for Pre-school
- Experienced E.C.E teachers
- Daily written reports



**Days & Hours of Operation:**

**Monday to Friday, 7:30AM - 5:30PM**

## Staff Qualifications

All of our Teachers are ECE qualified and hold a diploma in Early Childhood Education and are certified in CPR and First Aid. Free and guided play exposes the children to situations that will stimulate curiosity, initiative, independence, self-esteem, gross/fine motor skills, communication and positive peer interactions.

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## Sample of Pre-School Schedule (2 ½ to 4 year olds)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30 - 8:15	Freeplay & Early Drop Off				
8:15 - 8:30	Bathroom / Get Ready & go outside				
8:30 - 8:45	<b>OUTDOOR PLAY</b>				
8:45 - 9:00					
9:00 - 9:15					
9:15 - 9:30					
9:30 - 9:45					
9:45 - 10:00	Snack	Snack	Snack	Snack	Snack
10:00 - 10:15	PS Music	PS Music	PS Music	PS Music	Activity & Free Play
10:15 - 10:30	(Blue Group)	(Red Group)	(Blue Group)	(Red Group)	
10:30 - 10:45	Activity & Freeplay				
10:45 - 11:10					
11:10 - 11:15	French Circle Time (Blue Group) English Circle Time (Red Group)				Book Buddies
11:15 - 11:30					
11:30 - 11:45	Bathroom				
11:45 - 12:00	Lunch				
12:00 - 12:15					
12:15 - 12:30	Story				
12:30 - 12:45	<b>NAP</b>				
12:45 - 1:00					
1:00 - 1:15					
1:15 - 1:30					
1:30 - 1:45					
1:45 - 2:00					
2:00 - 2:15					
2:15 - 2:30					
2:30 - 2:45	Wake Up & Pack Up				
2:45 - 3:00	French Circle Time (Red Group) English Circle Time (Blue Group)				
3:00 - 3:10					
3:15 - 3:30	Early Dismissal / Snack				
3:30 - 3:45	<b>GYM TIME</b>				
3:45 - 4:00					
4:00 - 4:30	<b>OUTDOOR PLAY</b>				
4:30 - 5:00					
5:00 - 5:30					



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## **Admission Process**

### **Day Care Visit for Parents**

We welcome all interested parents and their children to visit us to establish the suitability of our programme for your family. A Day Care visit gives parents an opportunity to view the Day Care Programme in progress. Day Care visits are by appointment, usually held between 9:00 am and 11:00 am and are guided by the Day Care Director. You will have an opportunity to visit the Preschool room, meet the teachers and observe the students at play. Questions are always welcome.

### **To Reserve a Spot**

To reserve a spot, please submit the following:

- Completed Application for Admission (2-sided)
- Deposit fee of \$400.00 (non-refundable) which will be deducted off of your last month's fee

*\*An E-mail will be sent to you confirming that your application has been processed.*

### **Required Documentation**

The following documentation must be completed and delivered to the Counterpoint Academy™ office prior to or on your starting date:

- Photocopy of child's birth certificate or passport
- Recent photo of child
- Immunization & TB Assessment form
- A copy of Immunization Record
- Child release form
- Handbook acknowledgement form
- Personal information form
- Post dated cheques
- Payment for special nap-time blanket

### **Play Date**

- A play date will be arranged for you and your child to join the class for free play and snack. This will allow your child to familiarize his/herself with their new Preschool space, teachers and classmates.



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## **Fees**

Please refer to the Day Care Fee Schedule for the monthly fee. The monthly fee includes the closure of the Day Care for all holidays and statutory holidays, as detailed in the section **Closures and Holidays**. Day Care Fees are adjusted effective September 1st of each year, and parents are notified of any changes ahead of time.

Day Care fees are paid on the 1st of each month by post-dated cheques written up to and including August 1<sup>st</sup>. Children that enter the programme are expected to commit to a one year period, up to and including August 1<sup>st</sup>. If entering the Day Care mid-month, the fees will be pro-rated accordingly.

## **Additional Charges**

Additional charges for field trips or specials events are above and beyond the monthly fee and are charged directly to the parents. Parents should submit their payment to the child's teacher. Sufficient notice will always be given in these situations.

## **Late Pick-up Charges**

Please remember to be on time when collecting your child at the end of the day. **There is a one dollar (\$1.00) per minute charge for pick up after the designated time of 5:30 PM. There are no warnings or grace periods.**

**Please note that frequent late pick-ups could result in the loss of your Day Care spot.**

## **Services Charges**

Day Care fees are due on the first of each month and all other invoices are due upon receipt. A service charge of \$30.00 will be charged for any returned cheques. Interest on overdue accounts will be charged at the rate of 1% per month. Overdue accounts may result in the immediate withdrawal of the child from the programme.

## **Withdrawal**

30 days written notice from the first of the month is required for permanent withdrawal from the programme. All other post-dated cheques will be returned. A formal withdrawal notice is also required for students transferring to our Elementary JK programme.

Counterpoint™ Day Care strives to provide appropriate programming for as many children as possible; however, each child's needs are different. Should it prove that Counterpoint™ Day Care is not suitable for your child, and at the sole discretion of the principal, we reserve the right to ask for his or her withdrawal. In such cases, remaining fees will be returned.

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## **Income Tax Receipts**

In February of each year we will issue child care tax receipts for the previous year. If your child leaves the Day Care before this time, please ensure that we have your forwarding address and the receipt will be mailed to you.

## **Closures and Statutory Holidays**

The annual operating schedule of the Day Care, including any closure periods, will vary from year to year. Please see the Day Care Fee Schedule for the current year's exact closures dates.

Counterpoint™ Day Care is closed on the following dates:

1 day, end of August or early September for Staff First Aid and CPR Training (date TBA)

One week at Christmas

One week in July

Statutory Holiday closures include:

Good Friday - Easter Monday - Victoria Day - Canada Day - August Civic Holiday

Labour Day - Thanksgiving Day - Christmas Day - New Year's Day - Family Day

*\* Please note that Counterpoint Academy Day Care closures may differ from Counterpoint Academy Elementary School closures.*

## **Absences**

If a child does not attend due to illness, family holidays, other reasons, or the Day Care closes due to emergency measures - the monthly fee does not change.

## **Drop Off and Pick Up**

Our policy is that all children need to be in the Day Care by no later than 9:30 am (unless otherwise pre-arranged). If you are running late or your child will be absent, please inform the office by 9:00 am. We recommend that you establish regular fixed hours for dropping off and picking up your child as children's sense of security depends on a regular routine.

For the protection of your child, we must be notified if anyone other than the parent will be picking up your child. Only those people authorized on the Child Release Authorization Form will be permitted to leave the Day Care with your child. The teacher will ask to see photo identification. For security purposes, the Day Care doors are locked between the hours of 9:30 am - 3:10 pm. If you wish to drop off or pick up your child within these hours, you will have to go to the main office at Counterpoint Academy (door faces King George Street) first.

*WE WILL NOT RELEASE YOUR CHILD TO ANYONE WITHOUT YOUR PRIOR CONSENT.*

We record daily attendance, and expect that parents will notify us if their child will be absent.

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## **Communicating with Parents**

Counterpoint™ Day Care provides ample opportunity for you to keep in touch with what happens during your child's day. Parents and teachers see each other every morning and afternoon, or you may arrange an individual interview with the teacher if you wish. A communication book will go home daily and pre-school "report cards" will also be sent home two times per year.

If at any time you would like to visit your child in the Day Care, please come to the main office at Counterpoint Academy™ and sign in. For security purposes, all other doors to the building are locked once school begins at 9:00 am.

## **Toilet Training**

Our policy for this age group is that all children should be toilet trained before entering the Pre-School programme. Diapers are not permitted at any time.

The children are given many, regular opportunities to go to the bathroom. Occasional "accidents" are normal in this age group. The teachers will encourage independence with your child by assisting them while they change.

A child in the Pre-School school programme who proves to be un-reliably toilet trained may be asked to leave the programme until such time as the child is properly trained. There is no guarantee that their space will remain secure in the pre-school.

## **Pre-School - Personal Care Items**

Children in the Pre-School programme are requested to bring the following labeled items:

- Tub of wet wipes
- A box of Kleenex
- One large pump bottle of hand sanitizer

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## Special Blankets for Nap Time



Children in the Pre-School programme are required to purchase a special nap time blanket from Counterpoint Academy. This cozy, fleece, sleeping pad is quilted on the bottom and has both a small pillow and a blanket attached. They come in a variety of child friendly print.

The blanket will belong to the child and the teachers will write your child's name on the blanket. The blanket will be sent home at regular intervals for laundering, and will be sent home with the child when he/she leaves the Counterpoint Academy Day Care programme.

## Clothing

Children in the Pre-School programme wear the Counterpoint™ Day Care school uniform, which consists of: navy blue pants or dresses, golf or turtle neck tops, and shorts and t-shirts in the summer. Top Marks uniform company supplies all of our uniforms. An order form will be supplied to you upon registration.

One full set of non-uniform clothing (of your choice) should be left at the Day Care.

Indoor Velcro closure shoes are required and are to be kept at the Day Care. Party shoes or flip-flops are not permitted.

The Day Nurseries Act requires that all children in attendance be provided with 2 hours of outdoor play. Consequently, we play outside in all weather conditions. To dress your child for outdoor play, we recommend:

- |               |   |
|---------------|---|
| Summer        | Sunhat, t-shirts, shorts, closed toe or sport style sandals<br>Sunscreen, insect repellent (optional)                     |
| Winter        | Full snowsuit, preferably with a hood<br>Hat, mitts and neck tube - no gloves, no scarves<br>Warm waterproof winter boots |
| Spring / Fall | Waterproof splash pants, waterproof rain jacket, rubber boots<br>Light mittens, light jacket or sweater                   |



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## Sun Protection

Parents must provide a labeled sun-hat and labeled sunscreen for their child. Children should have their sunscreen applied at home before their arrival to Day Care. The teachers will keep your child's personal bottle of sunscreen handy and will re-apply when warranted.

## Field Trips and Outings

Throughout the year trips will be planned to special places of interest according to the season and potential learning opportunities. These trips may include local areas such as walks to the park or around the neighbourhood, or they may involve bus transportation to nearby attractions. We will notify you in advance if the children will be going on a trip that involves a school bus. In such cases, you must sign the permission form provided in order for your child to participate. The cost of the outing is not covered in the monthly fees and you are expected to send payment when you receive your invoice. Parent volunteers will be required for many of the trips. If the teacher deems that not enough supervision is available, the trip may be cancelled. A local school bus company usually transports the children.



## Nutrition

Children who attend the Day Care can bring their own lunches, drinks and snacks. We encourage parents to send a variety of healthy food choices such as fresh fruits and vegetables, lean meats and cheeses, milk, yogurt and whole grain breads and pastas. Junk food, such as chips, chocolates and candies are not allowed in the Day care, except on special occasions. Please send your child's food daily in an insulated lunch bag and include a freezer pack to avoid spoilage.

### Microwaves

If you wish, you may send microwavable food from home such as soups and pasta dishes. The teachers will microwave the meal for your child.

### Meal options - available from September to June only

For the convenience of our families, we have two food service companies that provide food for purchase:

#### **Mazzola - Hot meals available on Mondays**

This hot meal service provides delicious, home style, child friendly foods such as spaghetti, lasagna and shepherd's pie. Three daily options are offered to suit the appetites and tastes of a variety of students. Mazzola is proud of their nut and peanut free facility and encourage parents to come and tour their premises. Order forms are sent home at the beginning of each month and you may pick and choose at will. The cost per meal is approx. \$4.50 - \$6.50 per meal, paid directly to the supplier.

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**FUNchboxes - Cold & Hot meals available on Tuesdays and Thursdays**

These cold meals are child friendly, colorful and healthy. Designed and delivered by health professionals and dieticians to meet the Canada Food Guide requirements for healthy eating, the food choices include 3 servings of fruit and vegetables, whole grains bread and pastas and lean meats and cheeses. The foods are prepared in a nut and peanut free environment and are conveniently packaged and presented in an extremely child friendly manner. Two menu options are available each day and orders are placed monthly. The cost is approx \$5.00 per meal, paid directly to the supplier.

**Lunch Lady - Hot meals available on Wednesdays**

All food is nut-free and options are available for students with allergy concerns. They have an extensive menu featuring many different kid friendly meals such as pastas, salads, wraps, soups, and burgers. Order forms are sent home from school with the most current menu options. The cost varies from \$5.00 -\$6.00 per meal, paid directly to the supplier.

**Subway - Available on Thursdays**

Orders are prepaid twice per year. Various sub options are available with or without soup. Cost varies from \$5.00 -\$6.00.

**Pizza Day - Available on Fridays**

This popular option is available every Friday. Orders are pre-paid, twice per year. The cost per slice is approx \$2.00.

**Milk Programme**

A daily, cold milk programme is available. Parents can choose white or chocolate milk. Orders for milk are prepaid twice per year. The cost is approximately \$0.65 per day.



## Allergies

Counterpoint™ Day Care **does not** allow nuts or peanuts. Children in this age group are at too great a risk of suffering from a serious reaction. We therefore require that parents strictly adhere to this policy and to be particularly vigilant in checking labels before sending food items to school.

If any child in attendance suffers from severe and/or life-threatening allergies to food items others than nuts or peanuts, we will implement food bans on those foods as well and you will be notified to refrain from sending that food item to school (eg: eggs). The allergic child's picture and a list of symptoms will be posted in all of the classrooms in a prominent, visible place.

## Health

The Health Department requires that all children/parents provide proof of up-to-date inoculations prior to starting the programme.

In the best interest of your child and others, the Health Department requires that children with the following symptoms remain at home.

- Temperatures over 38°C (100 °F)
- Rashes that you cannot identify, or that have not been diagnosed by a doctor
- Diarrhea
- Discharge from the ears
- Discharge or redness in the eyes
- Swollen neck glands
- Vomiting
- Severe cold symptoms - sneezing, runny nose, fever, cough, lack of energy
- A contagious condition as diagnosed by a doctor
- Unusual paleness, irritability, tiredness or listlessness

Children need to be symptom free for at least 24 hours before they can return to the Day Care. If a parent arrives with their child at the Day Care and the teacher feels that your child is too ill to attend, the teacher has the right to refuse entry.

*NOTE: Our programme is very active therefore, children too ill to participate in all activities are expected to remain at home.*

Should your child become ill while at school, he/she will be removed from the programme and we will call you to pick up your child. If we are unable to reach you, we will call the back-up emergency person you identified on the Admission Form. Please keep your emergency and work contact information up-to-date.

## Administration of Medication

Counterpoint™ Day Care will administer both prescription and non-prescription drugs to children in accordance with provincial legislation. Parents are expected to provide the following:

- Written, signed authorization including the dosage and times a drug is to be administered

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- Medication in the original container, clearly labeled with the child's name, name of the drug, the dosage, the date of purchase and instructions for storage and administration

## **Behaviour Management**

Counterpoint™ Day Care uses progressive and positive approaches to discipline. Support is given in a gentle and loving way to those who need a little reminder. The best discipline is based on mutual respect and consideration for others.

We feel it is important to be consistent and clear in the behavioural expectations we set for the children. The majority of time, for most children, a clear understanding of these expectations is all that is required for good behaviour. When problems arise, our staff uses the following small, incremental steps to eliminate inappropriate behaviour:

1. Clear behavioral expectations are given.
2. A reminder is given.
3. The child is removed from their current setting/activity to a more appropriate or calming setting/activity.
4. A time-out is given. A time-out involves asking the child to sit on a chair for an appropriate length of quiet time to allow him/her to calm down. Before rejoining the group, the child is asked if he or she feels calm and ready to join the group and play in an appropriate manner. This disciplinary action is well documented as a positive approach to discipline and provides time for the teacher to engage in value clarification with the child if necessary. If our staff notices that a particular child is continuing to have difficulties with behaviour, the Head Teacher will notify parents of the situation so that mutual problem solving may take place.
5. Should behaviour become an on-going difficulty, or of a severe nature, the child may be asked to withdraw from the programme.

## ***Welcome to Counterpoint Academy Day Care!***



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# Day Care Fee Schedule

From  
September 1, 2009 to August 31, 2010

Pre-School Fees                      2½ to 4 year olds                      \$ 850.00 per month\*

All children in the pre-school are expected to purchase a special naptime blanket at a cost of \$20.00 per blanket

\* To reserve a spot in advance of admission, you must submit a non-refundable deposit of \$400.00. This amount is deducted off of your last month's payment.

**There is a one dollar (\$1.00) per minute charge for pick up after the designated time of 5:30 PM. There are no warnings or grace periods.**

The monthly fee includes the closure of the Day Care for the dates listed below. Fees are adjusted effective September 1<sup>st</sup> of each year - parents will be notified of any fee changes ahead of time.

Day Care fees are paid on the first of each month by post-dated cheque written up to and including August 1<sup>st</sup>, 2010. Children entering the programme mid-month will have the fee for that month prorated.

The monthly fee does not include the cost of special trips, outings, guest visitors, or uniforms. The additional costs for these are the responsibility of the parents.

If a child does not attend due to illness, family holidays or other absences, or the Day Care closes due to emergency measures - the monthly fee does not change.

## Day Care Closures for the period of September 1, 2009 - August 31, 2010

First Aid & CPR Training	September 4, 2009
Labour Day	September 7, 2009
Thanksgiving	October 12, 2009
Christmas Break	December 23, 2009 to January 3, 2010 inclusive.
Family Day	February 15, 2010
Good Friday	April 2, 2010
Easter Monday	April 5, 2010
Victoria Day	May 24, 2010
Canada Day	July 1, 2010
Summer Break	July 26, 2010 to July 30, 2010
Civic Holiday	August 2, 2010
First Aid & CPR Training	End of August or Early September TBA, 2010 - 1 day

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# Handbook Acknowledgment

On behalf of my child \_\_\_\_\_

I, \_\_\_\_\_, have read, understand and agree to abide by the terms and conditions as outlined in the 2009/2010 Parent Handbook for Counterpoint™ Day Care.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## Child Release Authorization

I give permission for the person or people named below to pick up my child(ren) from Counterpoint™ Day Care. Individuals other than legal guardians will be required to provide photo identification before my child(ren) is released. My child(ren) will not be allowed to leave with any other individual without my specific written/verbal consent. Please include legal guardians in this list.

Name	Relationship to my child(ren)	Contact Information Include address and phone numbers