



Counterpoint Academy West™ Day Care Parent Handbook

(2008/2009 Edition)



“Learning As We Grow”

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www.counterpointacademy.com

Parent Handbook – Counterpoint Academy West™ Day Care

Introduction

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

Counterpoint Academy West™ 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 Children and Youth Services and comply fully with the Day Nurseries Act.

Counterpoint Academy West™ 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 reinforced 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
- 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 Preschool
- Experienced E.C.E and B. Ed. teachers
- Daily written reports



Days & Hours of Operation

Monday to Friday

7:30AM - 5:30PM

Staff Qualifications

Our Head Teacher holds a diploma in Early Childhood Education and is trained to teach through play. 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. Our teachers have either ECE, or B.Ed. qualifications.

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Sample of Preschool Schedule (2 ½ to 4 year olds)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30 - 8:15	Early Drop Off				
8:15 - 8:30	Get Ready				
8:30 - 8:45	OUTDOOR PLAY				
8:45 - 9:00					
9:00 - 9:15					
9:15 - 9:30					
9:30 - 9:45	Washroom				
9:45 - 10:00	Snack				
10:00 - 10:15	Table Top	Music	Table Top	Music	Free Play
10:15 - 10:30					
10:30 - 10:45	Activity	Activity	Activity	Activity	Activity
10:45 - 11:00					
11:00 - 11:15	English Circle	English Circle	English Circle	English Circle	Book Buddies
11:15 - 11:30					
11:30 - 11:45	Washroom				
11:45 - 12:15	Lunch				
12:15 - 12:30	Story	Story	Story	Story	Story
12:30 - 2:00pm	NAP TIME				
2:00 - 2:15	Early Risers				
2:15 - 2:30					
2:30 - 2:45	Pack Up				
2:45 - 3:00	French Circle	French Circle	French Circle	French Circle	Free Play
3:00 - 3:15					
3:15 - 3:30	Snack				
3:30 - 3:45	Gym	Gym	Gym	Gym	Gym - free gym
3:45 - 4:00					
4:00 - 5:00	OUTDOOR PLAY				
5:00 - 5:30	Late Pick-Up				

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Admission

When openings permit, we accept children at any time to the Day Care. Children will be admitted into the programme that best meets each child's individual needs at the time of registration.

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 August 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 1st. Children that enter the programme are expected to commit to a one year period, up to and including August 1. If entering the Day Care mid-month, the fees will be pro-rated accordingly.

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 10:00 and 11:30am. 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 \$500.00 (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 West™ 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 can 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.

Additional Charges

Additional charges for field trips or special events are above and beyond the monthly fee and are charged directly to the parents. Parents should submit their payment to the office, once invoices are received. 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.

Counterpoint Academy West™ Day Care strives to provide appropriate programming for as many children as possible; however, each child's needs are different. Should it prove that CWDC 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.

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 closure dates.

CWDC is closed the following: One week at Christmas, One week in July

Statutory Holiday closures include:

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

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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 ring the door bell at the main entrance to Counterpoint Academy West (door at side of building) in order to gain entrance.

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.

Communicating with Parents

Counterpoint Academy West™ 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 Preschool "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 West™ and sign in. For security purposes, all doors to the building are locked once school begins at 9:00 am.

Toilet Training

Our policy for this age group is that children should be toilet trained before entering the preschool 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 preschool 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 preschool.

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Preschool – Personal Care Items

Children in the Preschool programme are requested to bring the following items:

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

These items should be labeled with your child's name and will be kept for the exclusive use of your child.

Special Blankets for Nap Time

Children in the Preschool programme are required to purchase a special nap-time blanket. This cozy, fleece, sleeping pad is quilted on the bottom and has both a small pillow and a blanket attached. They come in a child friendly print and are to be purchased at a price of \$30.00 each.

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 (usually every two weeks) for laundering, and will be sent home with the child when he/she leaves the Counterpoint Academy West™ Day Care programme.

Clothing

All children in the preschool programme must wear the Counterpoint Academy West™ Day Care preschool 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 in case of accidents.

Indoor black leather, 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 Sunscreen, insect repellent (optional)
Winter	Full snowsuit, preferably with a hood Hat, mitts and neck tube - no gloves, no scarves Warm waterproof winter boots
Spring / Fall	Waterproof splash pants, waterproof rain jacket, rubber boots Light mittens, light jacket or sweater

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Sun Protection

Counterpoint Academy West™ Day Care recommends that parents 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

Your monthly Day Care fee includes a healthy lunch but you are asked to provide your own snacks and drinks. Children who attend the Day Care can bring their own lunches, if desired. If you will be bringing your own lunch, 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.

Counterpoint Academy West Day Care does not allow nuts.

Microwaves

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

Supplied Meals

We have three food service companies that will provide lunch.

Pizza Day – Mondays

This popular item is offered every Monday, with fresh veggies and milk.

FUNchboxes – Cold & hot meals offered on Tuesday and Wednesday

These meals are 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 grain bread and pastas and lean meats and cheeses. The foods are prepared in a nut-free environment and conveniently packaged.

Mazzola – Hot meals served on Thursdays and Fridays

This hot meal service provides delicious, home-style, child-friendly foods such as spaghetti, lasagna and shepherd's pie. A variety of foods will be served to fulfill 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.

**The cost of your meals is included in your monthly fee.*

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Allergies

Counterpoint Academy West™ Day Care **does not allow nuts**. 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 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: Regulations require a minimum of two hours per day of outdoor play for each child in attendance. Therefore, children too ill to play outside 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 by contacting the OFFICE with any new information.

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Administration of Medication

Counterpoint Academy West™ Day Care will administer prescription medication 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
- 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 Academy West™ 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 West Day Care!

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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 Parent Handbook dated 2008-2009

for Counterpoint Academy West™ Day Care.

Parent/Guardian Signature _____

Date _____

Child Release Authorization 2008-2009

I give permission for the person(s) named below to pick up my child(ren) from Counterpoint Academy West™ Day Care in my absence. I understand that the individual 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 consent.

<u>Name</u>	<u>Relationship to my child(ren)</u>	<u>Contact Information</u> Include address and phone numbers

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Day Care Fee Schedule

From

August 1, 2008 to July 31, 2009

Preschool Fees 2½ to 4 year olds \$ 1150.00 per month*

All children in the Preschool are expected to purchase a special naptime blanket at a cost of \$30.00.

*To reserve a spot in advance of admission, you must submit a **non-refundable deposit** of \$500.00. This amount is deducted off our first month's fee.

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 August 1st 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, 2009. Children entering the programme mid-month will have the fee for that month pro-rated.

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 August 1, 2008 - July 31, 2009

Civic Holiday	Labour Day	Thanksgiving	
Christmas Break	Family Day	Good Friday	Easter Monday
Victoria Day	Canada Day	Summer Break (Last week of July)	