



January 2017

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Bizzy Buddies Learning & Childcare Centres Inc.

Program Statement: Bizzy Buddies has implemented a Play- Based Learning curriculum which supports creative thinking and encourages children to explore their natural environments. Children are viewed as **competent, capable, curious and rich in potential.**

Competent and Capable: Our team at Bizzy Buddies provides all children with the appropriate materials and tools in order to promote independence and give the children a sense of competency. Our teachers encourage independence in all areas of development, however we do recognize each child has unique abilities and adapt our programs to ensure that all children are successful.

Curiosity: Our educators aim to provide an environment that nurture curiosity and foster children's natural eagerness to explore, by providing open-ended materials and activities that are always accessible and available to the children. Teachers play alongside the children to encourage dialogue, inquisitiveness, and critical thinking.

Rich in Potential: We strive to provide a calm, nurturing and positive environment where children feel comfortable. We believe that when children have a strong sense of belonging, they are more inclined to fully engage in activities, express their emotions and ideas and reach their full potential.

Health, Safety, nutrition and Well-being of Children

Bizzy Buddies promotes a healthy, well-balanced program in the following areas:

Physical Health: To encourage physical health children engage in 2 hours of gross- motor development daily. Teachers plan for outdoor activities to include all children and make substitutions for indoor gross- motor should the weather not permit.

Mental Health: We hope by providing a positive and nurturing environment for the children, it will ease anxieties, prepare children for real life experiences, allow them to express all emotions, and build positive, meaningful relationships.

Safety: Teachers conduct daily checks of both indoor and outdoor equipment and materials to ensure everything is in proper working and physical condition. To promote safe play, teachers observe children's physical abilities and ensure that limits are set according to their capacity. We make every effort to provide a safe environment for the children where they will feel a sense of security.

Nutrition: We provide well balanced meals and snacks in accordance with Canada's Food Guide and approved by the Ministry of Education. Substitutions for children with dietary restrictions are available. Children are encouraged to participate in table setting and self-serving to promote a family style setting. Meal and snack times are viewed as a time for meaningful conversations; an opportunity for children to be educated on food.

Well Being: In order for the children to feel a sense of well-being they must feel comfortable in their environment. By ensuring that we support their mental/physical health, their safety and nutrition, we are in essence providing the children with the right components for a healthy state of well-being.

Relationships among children, families, staff and community partners: Bizzy Buddies values the relationships we form with our children and families, therefore we feel open and on-going communication is important. We recognize that families are the first and most important foundation to their child's early development; therefore it is essential we create a partnership with our families to help our program best meet the needs of the children. We also understand that children learn best when home and school, coordinate life experiences and emphasize similar philosophies. We involve our families in social events, connecting them to their children's learning environment.

We promote cultural and inclusive environments by encouraging children to welcome diverse backgrounds and abilities. Working collaboratively with outside agencies and community partners is vital to providing children with the highest quality of care. Providing the children with the necessary steps to assist them in conflict resolution, will enable the children to develop these skills at an early age; this is fundamental to life- long learning and relationship building.

Positive Self-Expression, Communication and Self-Regulation:

Our teachers encourage children to interact and communicate in a positive way and support the children's ability to self-regulate.

We teach children to self-regulate and express their feelings by:

- Learning to identify their emotions and feelings and being able to express them freely.
- Identify when they are feeling anxious or stressed and provide them with techniques to bring them back to a state of calm. (I.e. reading books, engaging in quiet activities, calmed breathing exercises)
- Teaching the children that all actions have consequences.
- Giving the child the opportunity to make reasonable choices.

By providing positive learning environments and experiences, children are better capable to remain calm, focused and alert, express their emotions, ignore distractions, inhibit their impulses, and understand the consequences of their actions.

As facilitators, we are continuously learning how to educate children to self-regulate since all children self-regulate in different ways, and the techniques may differ for each child.

Fostering Play, Exploration & Inquiry:

Our programs are designed to allow children to actively explore, create and role-play through dramatization. Play is a child's way of learning about their environment. Providing a play-based environment stimulates children to ask questions, investigate their surroundings, and encourages critical thinking and problem solving.

Our teachers design their program and classroom layout to support intentional play-based learning in accordance to their observations of the children's interests. This means being play partners alongside the children, providing child-initiated and adult supported experiences, asking open ended questions to expand children's imagination and thinking.

Daily Programming: Our program is consistent with all requirements set out in the Child Care Early Years Act (CCEYA). Each of our programs that operate for 6 or more hours includes:

- 2 hours of outdoor play experiences,
- sleep/rest period not exceeding 2 hours in length.

Children who have not fallen asleep after 1 hour of rest, or have awoken before the 2 hour period can engage in quiet activities.

Teachers provide daily reports as an extra means of communication with parents which include their sleeping schedule, lunch and snack portions, diaper and toileting routines(where applicable), bottle feedings(where applicable) and general comments of the daily activities. Infant reports are completed on an individual basis as schedules vary.

Parents are encouraged to converse with teachers at drop off and pick up to discuss any important information or to discuss the progress of their child.

Professional Development: Since theories and best practices in the childcare industry are continuously advancing, Bizzy Buddies requires our staff to attend workshops, and stay current with their professional development.

Documentation & Review: We understand that observation and pedagogical documentation is essential for teachers to include in their program planning process. It helps us inform and support future planning based on the observed interests of the children.

Through documentation and review we are reinforcing:

- The value of the children`s experiences and encourage reflection on what they have learned
- An opportunity to make children`s learning visible to themselves, other children, their families and the program staff
- A way to reflect on developmental growth over a period of time
- An opportunity for the teachers to co-plan with the children

Annual Review: All Bizzy Buddies` Educators, volunteers, and placement students must adhere to a number of policies and procedures, the Program Statement, as well as Ministry, Fire, and Health Regulations.

All Educators, volunteers and placement students will review the Program Statement prior to working in the program with the children and annually thereafter, or upon any changes or modifications to the statement. Annual review of the Program Statement and these policies and procedures ensure our educators and volunteers are knowledgeable and prepared to handle any situation.

Hours of Operation:

Monday to Friday from 7:00 am – 6:00 pm

Kindly note that the daycare will be closed on all the following Statutory & Civic Holidays:

New Year's Day	Family Day
Good Friday	Victoria Day
Canada Day	Labour Day
Civic Holiday	Christmas Day
Thanksgiving Day	Christmas Eve (early)
Boxing Day	

Statutory & Civic Holidays and Sick Days cannot be credited or used as make-up days.

Severe Weather Closures: Any weather closures will not be credited or used as make-up days. Bizzy Buddies reserves the right to make the decision whether or not the center will be open for business in the event there is severe weather conditions. Bizzy Buddies generally follows the local/regional district school board decisions. It is recommended that you contact the center prior to drop off under such conditions. If contact cannot be made via telephone, please contact info@bizzybuddies.ca

In the event the weather conditions are rapidly getting worse (severe snow/ice storms), Bizzy Buddies reserves the right for early closures in the event the safety of the children, staff and parents.

Late Pickup Fee: There will be a late fee charged to all parents who pick up their children after the contracted pick up hours of 6:00 pm. A \$1.00 per minute late fee will be paid to the staff member whom have to stay after their scheduled shift to care for your child.

Monthly Fee Schedule:

Programs are offered with an optional enrollment of 2, 3, 4 or 5 full days per week. Bizzy Buddies reserves the right to annual rate increases of the Daily Rates with a minimum of 1 months' notice.

Infant Program up to 18 months	Weekly Rate	Monthly Rate	Daily Rate
Full Time	\$305	\$1,321	\$61
Part Time			
4 days/week	\$288	\$1,247	\$72
3 days/week	\$216	\$935	\$72
2 days/week	\$144	\$624	\$72

Toddler Program 1.5 - 2.5 years	Weekly Rate	Monthly Rate	Daily Rate
Full Time	\$260	\$1,126	\$52
Part Time			
4 days/week	\$252	\$1,091	\$63
3 days/week	\$189	\$818	\$63
2 days/week	\$126	\$546	\$63

Preschool Program 2.5 - 5 years	Weekly Rate	Monthly Rate	Daily Rate
Full Time	\$225	\$974	\$45
Part Time			
4 days/week	\$216	\$935	\$54
3 days/week	\$162	\$701	\$54
2 days/week	\$108	\$468	\$54

In the event that Bizzy Buddies increases the Fee Schedule Rates after registering a child(ren) and before your child(ren) starts, you will be allowed to pay your first month at the previous Fee Schedule Rate. For example: You register your child with Bizzy Buddies in November with a rate of \$49/day and a start date of February. In January, a fees increase to \$51/day. Upon your start date, your February fees will be based on \$49/day. Starting March, your fees will be based on the current Fee Schedule of \$52/day. (Rates used in this example are for demonstration purposes only and may or may not reflect actual rate increases).

Monthly fees include all sick days and Statutory & Civic Holidays as well a vacation days and cannot be credited or used as make-up days.

Payment Options: In addition to post-dated cheques and cash, Bizzy Buddies accepts Email Money Transfers which can be sent to info@bizzybuddies.ca.

If paying by cheque, parents/guardians are responsible to pay your childcare fees with three post-dated cheques dated for the first (1st) of each month or cash submitted by the first (1st) of each month.

Payment Policy: Parents agree that all monthly fees will be paid according to the payment schedule listed above, via cash, Email Money Transfer or Post-Dated cheques by the first (1st) of each month.

Late Payment Policy: Any payments received after 5th of each month will be subject to a late fee of \$25.00. Late payments received after the 15th of the month will be subject to an addition late fee of \$25.00. Any fees that remain outstanding by the 20th of the month are subject to immediate suspension of care with no deposit returned or refunded to the Parent/Guardian, unless reasonable arrangements have been made and accepted by both parties.

<p>Note: Bizzy Buddies charges a fee of \$40.00 for any NSF cheques returned to us from our bank.</p>
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Registration: At time of registration, all families are to pay a one-time non-refundable registration fee as well as a security deposit equivalent to 2 weeks of childcare (**see Schedule A attached**). The security deposit guarantees your child(ren) enrollment in our program as well as to ensure that proper withdrawal notice is given as outlined below and under the Withdrawal Policy.

The Deposit Fee will only be credited to your last month's fee, provided a 30 day written notice to Bizzy Buddies Childcare Centre upon your decision to withdraw your child(ren) from our program and that your child(ren) have been attending Bizzy Buddies Childcare for a minimum of 1 month.

Failure to provide a one month written notice and less than 1 month of childcare will result in a non-refundable deposit.

Reducing Days: Changing your child's scheduled days will be subject to availability. Bizzy Buddies requires 1 month written notice when reducing scheduled days. Bizzy Buddies will not guarantee previous scheduled days will be available to you in the future. For example, a child that is reduced to 2 days per week for summer months is not guaranteed a full time spot in the month of September.

SUMMER MONTHS: if you choose to pull your child out for the summer months (July/August), and wish to return in September, an additional deposit of \$250 is required to ensure a space and will be credited towards your September invoice.

Withdrawal Policy: Bizzy Buddies Learning & Childcare Center requires a 30 day written notice before withdrawing your child from our program. The child must attend during this notice period and all outstanding balances paid before the child leaves.

Movement from full time to part time programs also requires a 30 day written notice. In the event that a 30 day written notice is not provided, the part time tuition fees will only be applied after 30 days of the written notice.

You may be asked to withdraw your child from Bizzy Buddies Learning & Childcare Center if he/she continually shows signs of aggression, for late payment of fees, for non-payment of fees or if it is felt that the Center is not meeting the needs of your child.

Illness/Vacation Policy: Families will not be credited for any scheduled days missed resulting in; but not limited to; illness or vacations. Kindly notify the Centre before 9:00 am if your child will be absent due to illness or personal reasons.

As per **Public Health requirements**, should your child be sick, parents are required to indicate the reason of your child's absence as well as symptoms and/or diagnosed illnesses for documentation and revision as per Public Health requirements. Parents agree that a child who is ill (e.g. fever, infections, communicable diseases, contagious rashes and/or skin conditions, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the other children and staff. Parents further agree; should a child become ill while in our care; that immediate arrangements are made to pick up your child from the Centre.

Children with flu like symptoms, including vomiting and diarrhea, are not able to return to the Centre until they have been symptom free for at least 48 hours. For other symptoms such as fever, pink eye, etc., children must be symptom free for 24 hours or have received medical clearance from a physician or your child's.

Please note: Bizzy Buddies has the right to report any communicable disease to the medical officer of health. All symptoms of illness will be documented in your child's file and can be viewed by the Medical Officer of Health.

Code of Conduct: This Code of Conduct identifies the standard of behaviour which is expected of all Bizzy Buddies Learning and Childcare staff, students, volunteers, including but not limited to all children, parents, guardians, upper management and directors. Bizzy Buddies is committed to providing an inclusive environment in which all individuals are treated with respect. Staff and registered families of Bizzy Buddies shall conduct themselves at all times in a manner consistent with the values of Bizzy Buddies which include fairness, inclusiveness, integrity and mutual respect. While employed, or registered with Bizzy Buddies, staff and families shall at all times adhere to the operational policies and procedures.

In accordance with Bill 168 staff, students, volunteers, and parents/guardians shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. Negative or slanderous comments posted or made available on any social media websites will be unacceptable. In particular, behaviour, which constitutes harassment, abuse or bullying, will not be tolerated.

Discharge/Termination Policy: Bizzy Buddies reserves the right to suspend or terminate care of any child, should it be deemed necessary for the overall safety and well-being of the other children and staff members. If Bizzy Buddies is encountering repeated situations in which your child is displaying inappropriate/unacceptable and/or aggressive behaviour towards others; Bizzy Buddies has the right to ask that your child be terminated from our program, should efforts and strategies fail to help your child manage in a more appropriate manner.

Menu Policy: Please note that Bizzy Buddies is a NUT-FREE facility. Bizzy Buddies will provide all meals which include **Breakfast, Lunch and Afternoon Snack**.

If your child is enrolled in our *Infant Program*, Bizzy Buddies will supply all meals and snack items which will be prepared appropriately in smaller, bite-size pieces, however, if your child is still on jarred food, then the parents will be asked to provide the jars to the centre. As well, the centre will provide Homo milk for our infant age group, but if your infant is still on formula, this must also be provided by the parent.

If your child is on a specific diet, or drinks a particular type of milk, then the parents must provide the meals, snacks and/or drinks to the daycare centre. Toddler & Pre-school children will be served 2% milk.

Parental Consent - Sleep Time: It is stated in the *Child Care Early Years Act* that children from infant to 5 years of age and who are registered in a program for a period of than 6 hours, require a rest period of up to two hours. Bizzy Buddies rest/nap time is scheduled just after our lunch, between 12:30-2:30. It is mandatory by law, that children who do not wish to sleep, rest on their cots for the first forty-five minutes. If they are still not sleeping, they can get off their cots and participate in quiet activities such as books, puzzles, coloring etc., so that they do not disrupt the other children who are sleeping.

Bizzy Buddies provides all cribs/ cots, mattress and mattress/cot sheets for your child during sleep time. Sudden Infant Death Syndrome (also known as SIDS) refers to the sudden and unexpected death of a healthy baby less than one year of age.

Public Health Agency of Canada, the Canadian Paediatric Society do not know the cause of SIDS but they do know that you can reduce the risk of SIDS by;

- Laying your baby on her back to sleep and not on her stomach
- Having a smoke-free environment
- Keeping your baby warm but not hot. No duvets or comforters, sheepskin, pillows under the baby
- Stuffed toys in crib, and no crib bumper pads.

Infants under 1 year of age will be place to sleep on their backs unless otherwise specified by doctor in writing. Should an infant roll over from their back to their side or stomach, it is suggested by the Canadian Paediatric Society that the infant NOT be repositioned

Parents who choose to provide a blanket, toys etc. for their children must sign their child's emergency card or registration forms clearly stating their needs.

Gradual Admission: We encourage a gradual admission commencing your child's first day at the centre. This means that parents are welcome to stay with their child while they are becoming familiarized with their peers and teachers. This gradually increases the child's comfort level so that they are more likely to enjoy their stay at the centre and ease their transition period from home to daycare.

It is very normal for a child to cry during their first day. If at any time a child is feeling overwhelmed, or has been crying for a prolonged period of time and cannot be soothed, the teachers may ask the parents to leave the classroom so that the child can directly interact with their teachers and peers. If crying still persists, teachers may ask parents if they would like to have their child to go home. We do not want to make the child's first day unpleasant, otherwise this may cause resistance for the next time the child attends.

Parent Participation: To benefit the child's development, we do encourage parents and staff to keep the lines of communication open. Parents can schedule meetings with the teachers to discuss the progress of their child. This can be done over the phone, or during business hours at a time that is convenient for both the parents and teachers.

Staff/Volunteers/Student Qualifications: Each classroom at Bizzy Buddies is assigned a qualified E.C.E who holds their diploma in the Early Childhood Education Program and is registered with the college of ECE's. Assistants are also needed to meet ratio requirements. Each assistant must have experience working with children amongst these age groups. Any person who is employed or volunteers with Bizzy Buddies is required to have an up-to-date (within 6 months) **Vulnerable Sector Screening** issued by the Police Department, a certificate in First Aid & CPR Level C, immunization record by a practicing physician and a 2 step TB skin test.

Supervision Policy for Volunteers & Students: Any volunteers or students that assist in our classrooms are never counted in child to teacher ratios. At no time will any volunteers/students have unsupervised access to the children at Bizzy Buddies, a classroom teacher will always be present.

Smoke Free Facility: Smoking is prohibited in all areas of the daycare facility, including washrooms and surrounding property. This policy will continue to be in effect whether or not children are present. No smoking signs are posted at all exits and washrooms for public viewing.

Medication Policy: Prescription drugs can only be administered after filling out a "Medication Form" with authorization from the parents/guardians, including an accurate dosage schedule and storage instructions. The prescribed medication **MUST** be in its original container and **MUST** have the following information on its label:

- Child's full name
- Doctor's name and address
- Name of drug/medication,
- Dosage schedule
- Valid date and instructions for storage.

Non-prescription medication must be accompanied by a signed and dated doctor's note in addition to written parental consent. These medications may include: Tempera, Tylenol, Advil, cough syrup, eye/ear drops etc. Any medication must be in its original container and will be administered by a **Registered Early Childhood Educator**.

Serious Occurrence Reporting Procedures: In the event that a serious occurrence takes place at Bizzy Buddies, it is our responsibility to post a Serious Occurrence Notification Form within 24 hours of occurring. The form must be posted in a conspicuous place for our parents to view and it will be posted for a minimum of 10 days. In the case that Children's Aid Society (C.A.S) is involved and investigating the report will not be posted until their investigation is closed. When there is an update to the Serious Occurrence, it will be posted for 10 business days from when the update took place.

There are many types of definition of Serious Occurrence that would need to be submitted to the Ministry within 24 hours of occurring. When filling out a Serious Occurrence the operator would use one of the following terms:

- Serious injury – accidental
- Serious injury caused by service provider
- Serious injury – self-inflicted/explained
- Alleged abuse/mistreatment
- Missing child
- Death of a Child
- Disaster on the premises
- Complaint about service standard
- Other complaint made by or about a child,
- Or any other serious occurrence

Birthday Celebrations: Parents are welcome to provide treats such as cakes, cupcakes, party accessories for the celebration of their child's birthday, as long as all items are store bought and **peanut/tree nut free**. If parents plan on bringing in any treats, please let the teachers know ahead of time so that a snack is not prepared by the daycare. Birthday parties will be celebrated during afternoon snack time and the children will all sing Happy Birthday in honour of your child's special day.

Arrival & Departure of Children: When dropping off your child to daycare, it is your responsibility as the parent to ensure your child has changed from their outdoor shoes to their indoor shoes and they have removed their coats and other belongings that should not be worn in the classroom. Please place their belongings on their designated hooks/cubby box. When accompanying your child into the classroom, please ensure that you notify the teacher on duty that your child has arrived, if they have not already seen you. The same rule applies when picking up your child from the centre. If you have arranged to have someone else other than yourself pick up your child from daycare, please ensure you notify the centre or your child's teacher. When that designated person arrives to pick up your child, the teachers will ask that they present one piece of photo identification so that we may release your child to them. All entry doors are equipped with coded locks so that only the parents and staff can access the premises during business hours.

Our Behaviour Management Approach: Children are disciplined using a positive approach, and at a level that is appropriate to their actions and ages. Whenever possible, teachers will use "positive reinforcement" when a child is displaying "appropriate behaviour" in the classroom.

For example, praising a child for sharing their toy with a friend. Using positive reinforcement with children will likely increase the desired behaviour and decrease the inappropriate behaviour. As we all know, children strive for praise and encouragement from adult role models. We as facilitators, should acknowledge these opportunities by setting a good example for our young ones. Children also need to know that there are certain boundaries and expectations they must follow at school.

Behaviour Management is something that teachers have to deal with on a daily basis. Setting limits and following through with your expectations are very important. If a child did something that is unacceptable, the teacher would explain to the child that what they did was inappropriate, how they would expect the child to behave in that particular situation and then explain to the child what will happen if the child continues with their behaviour.

After going through this process, teachers would allow the child the opportunity to make the right decision. If at that time the child is continuing with the inappropriate behaviour, after the third warning, the child would be removed from the situation and engage in a quiet activity independently. The child will then have had time to reflect and calm down so that when the teacher re-approaches him/her, the child will hopefully understand why they were unable to be a part of the desired activity. At this time the teacher will ask the child if they are ready to re-join the class and act appropriately within the limits set by the teacher.

In certain cases facilitators may use a 3 warning system and give the child a verbal notice of their actions/behavior that may be unacceptable.

The teacher may say...

1. "Joey, I saw you throwing the blocks, please go and pick them up"
2. "Joey please go and pick up the blocks, I have asked you 2 times now to pick up the blocks, If I get to 3 I am going to come and help you pick them up"
3. "Joey please pick up the blocks"

If the child does not pick up the blocks the teacher would now help the child do what she has been asking. The child has been given 3 verbal notifications of their expected behavior and consequences, and allowed the child to independently make choices.

Toys from Home: Bizzy Buddies kindly asks that parents do not allow their children to bring in any toys from home. By allowing this, we are making it difficult to promote sharing and turn taking amongst the children if the toy does not belong to the centre. A soft/comfort item used only for sleep/rest periods will be accepted.

Clothes from Home: For the children's comfort, please ensure your child wears casual clothes to school. Also, please provide extra clothing in their nap sacs for toileting or other accidents as children do get dirty. For children who require diaper changing, parents must provide the diapers, wipes, powder, creams etc. Teachers will notify the parents as your child's items are running low and need to be replenished. It is very important to label all your children's belonging with their first name and last initial. Children are required to have indoor and outdoor shoes so that the centre can maintain cleanliness. Please ensure that your child comes to school properly dressed for the weather and outdoor play.

Things you will need for each season may include the following:

Winter: hats, scarves, mitts/gloves, boots snowsuit etc.

Summer: sunhat, sunscreen, bug repellent etc.

Spring/Fall: just ensure that appropriate outdoor apparel is worn according to the weather conditions, ex. rain boots, rain jacket/pants etc.

Outdoor Play: The *Child Care Early Years Act* states that all children require one hour of outdoor play in the morning and another in the afternoon, weather permitting. On the days that it is too cold (-10 with wind) or too hot (+30 with humidity), children will participate in gross-motor activities within their classrooms. During outdoor play, children can experience sensory exploration as well as plenty of gross-motor activities such as bikes, cars, tricycles, slides, balls etc.

Field Trips: Bizzy Buddies plans to incorporate seasonally appropriate field trips throughout the year. All trips will be funded by the parents and will require a signed consent form stating that your child is allowed to leave the daycare premises via transportation by a registered bus company. Toddlers are welcome to join, providing the trip is age appropriate and can provide their own means of transportation as they are not permitted to ride the bus. Bizzy Buddies may ask parents to volunteer to maintain low ratios depending on the trip. All volunteers must provide an updated (within 6 months) **Vulnerable Sector Screening** issued by the local police Dept.

Washroom & Potty Training Routines: Teachers have designated times throughout the day in which children have the opportunity to use the washroom. If children need to use the washroom at any other time, the teacher will accompany them and will assist them if they require help. We do want to encourage children to wipe themselves independently first and then the teachers will assist if assistance is required.

After outdoor play or before and after all meals, children are expected to wash their hands with soap so that they are not exposed to any germs or bacteria. As teachers, we are trying to promote proper hygiene and cleanliness.

When teachers are beginning to potty train your child, we ask that you provide the centre with pull-ups, so that it is easier for your child and the teachers to have a successful attempt. Diapers are difficult to work with and require a lot more assistance for the children. During this process, we kindly ask the parents to be just as consistent at home as the teachers are at school. The teachers will conduct washroom routine every hour, but as the parent, you will need to keep the same schedule at home so that there is no confusion for your child. Children learn best with consistency and repetition.

Pre-Enrolment Questionnaire

Child's First/Last Name: _____

Child's D.O.B: _____

Date of Pre-Enrolment visit: _____

Participants: _____

Previous child care experience (day care, home care, baby sitter, etc.)

How does your child interact with family members (shy, outgoing, talk to them, withdraw, etc.)? _____

How does your child interact with visitors or other children?

What does your child like to do/play with on their own at home? (toys, books, computer, t.v., movies, games, etc.) How long/how often? How do they play with the materials?

At what age did your child:

Sit on their own? _____

Begin to walk? _____

Start talking? _____

How does your child communicate?

- Verbally Pointing Gestures
 Pulling people to objects other (state below)

Does your child respond to his/her own name? YES NO

When your child is upset/angry what do they do?

- cry/scream
- throw object
- scratch
- bite
- hit
- temper tantrum
- other_____

Comments:_____

Has your family been involved with any community agencies, supports or doctors?

<p>Possible agencies, supports or services that families and children may have involvement with (past or current):</p> <ul style="list-style-type: none"><input type="checkbox"/> Halton Peel Preschool Speech and Language Program<input type="checkbox"/> Developmental Paediatrician<input type="checkbox"/> Erinoak<input type="checkbox"/> Brampton Caledon Community Living<input type="checkbox"/> Community Living Mississauga<input type="checkbox"/> PEP-Start Clinic<input type="checkbox"/> Peel Behavioural Services<input type="checkbox"/> Peel Children's Centre<input type="checkbox"/> Children's Aid<input type="checkbox"/> Peel Infant Development<input type="checkbox"/> Credit Valley Hospital/Hospital for Sick Children/William Osler Health Centre

Comments/Recommendations:

Pre-Enrolment form completed by:

Name (please print)_____

Signature:_____

Name (please print)_____

Signature:_____

Bizzy Buddies Learning & Childcare Centre Enrollment Form

Child's Last Name	
Child's First Name	
Child's Address	
Child's Home #:	
Date of Birth:	
Siblings Names/Ages	
Languages Spoken At Home	
Custody Arrangements (If Applicable):	
Days Required For Care	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri
Start Date:	Termination Date: <i>(if known)</i>

Parents or Guardians

Mother's First & Last Name:	
Mother's Home #:	
Mother's Cell #:	
Mother's Address:	
Mother's Email:	
Mother's Employer:	
Employer Phone #:	Ext:
Employer's Address:	

Father's First & Last Name:	
Father's Home #:	
Father's Cell #:	
Father's Address:	
Father's Email:	
Father's Employer:	
Employer Phone #:	Ext:
Employer's Address:	

Parent Manual Consent

I have read and understood the contents of the "Parent Manual" including The code of conduct. I/we agree to adhere to the stated Policies & Procedures of the program at Bizzy Buddies Learning & Childcare Centre Inc.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Child's Medical Information

Doctor's Name:	
Doctor's Phone #:	Ext:
Doctor's Address:	

Special Health Concerns:

If your child has any known health conditions such as asthma, epilepsy, haemophilia, or adverse reactions to stings/bites/drugs etc., please indicate.

Allergies:

If your child has any known allergies or food intolerances, please specify and provide information of any procedures undertaken in case an emergency arises.

Has your child had any of the following?

- | | | |
|---|---|---|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Scarlet Fever |
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> Red Measles | <input type="checkbox"/> Mumps |
| <input type="checkbox"/> German Measles | <input type="checkbox"/> Frequent Colds | <input type="checkbox"/> Rheumatic Fever |
| <input type="checkbox"/> Hepatitis | <input type="checkbox"/> Whooping Cough | <input type="checkbox"/> Seizures or fainting |

Has your child had any recent medical operations? If so, please give details.

Special Needs:

Does your child have any special needs? E.g. diet, physical, emotional or learning etc. If so please give details:

NOTE TO PARENTS/GUARDIANS

Bizzy Buddies requires an up-to-date copy of your child'(s) immunization record, prior to your start date.

Sleep Arrangements

Child's Name: _____

Child's Age: _____

My child will be put to sleep on their:

- Back
- Stomach
- Side

Please note that children under 12 months of age will be put to sleep on their backs as per requirements from Public Health Agency of Canada, and the Canadian Paediatric Society, unless otherwise specified in writing by a doctor. Should an infant roll over from their back to their side or stomach, it is suggested by the Canadian Paediatric Society that the infant NOT be repositioned

I will be providing a note from my doctor with directions for my child to sleep on their stomach or side.

I will be providing

- Blanket
- Pacifier
- Blanket
- Soft cuddle toy
- Other: _____

For Infant's only

My child sleeps From: To:

My child usually goes to sleep by:

- rocking in a rocking chair
- rubbing their back
- falls asleep in arms
- other: Please specify :

Emergency Consent Card

(This form must remain with the teachers at all times in the case of emergency)

Child's Last Name:	Home Address:
Child's First Name:	Doctor's Name:
Child's Birth Date (DD/MM/YYYY):	Doctor's Contact #:
Child's Home #:	Doctor's Address:

Parent/Guardian Info

FOR MOM

FOR DAD

Mother's Name	Dad's Name:
Mother's Address	Dad's Address:
Mother's Home #:	Dad's Home #:
Mother's Cell #:	Dad's Cell #:
Mother's email	Dad's email:
Employer Name	Employer Name:
Employer #:	Employer #:

Emergency Contacts

(Please list below, two people other than yourselves, to whom your child can be released to, or that we may contact in case of an emergency)

Name	Name
Relationship to child	Relationship to child
Address	Address
Home #	Home #
Work #	Work #
Cell #	Cell #

Permission for medical treatment

In the event of an accident or illness involving my child, while my child is in the program, I hereby authorize the administration of any medical procedure deemed necessary, by the above named doctor, any hospital emergency department, or by any other qualified physician. In no case will Bizzy Buddies Inc., or any of its staff members, be held financially liable for the cost incurred, as a result of any emergency procedures undertaken. I also give my child permission to participate in all activities and neighbourhood walks that are supervised by the staff of Bizzy Buddies Inc.

Parent/Guardian Signature

Parent/Guardian Signature

Date: _____

Date: _____

REGISTRATION FEE & SECURITY DEPOSIT

Registration Fee:

There is a onetime registration fee of \$ 50.00 payable at the time of registration. If registering more than one child, the registration fee is \$25 for each additional child.

Security Deposit:

Bizzy Buddies requires a security deposit equal to 2 weeks of childcare fees. This fee will be credited to your last month's fee, provided a one month written notice to Bizzy Buddies Childcare Centre upon your decision to withdraw your child from our program and that your child(ren) have been attending Bizzy Buddies Childcare for a minimum of 1 month. *Failure to provide a one month written notice and less than 1 month of childcare will result in a non-refundable deposit.* Once a family leaves the centre, the security deposit will be applied to the family's last payment; providing you give a one month written notice of your child's withdrawal from our program.

Registration Fee: (Check the applicable amount)

1 Child= \$50.00 2 Children= \$75.00 3 Children= \$100.00

Security Deposit: (Check the applicable amount)

Infant Program:

Deposit @ 2 days/week \$288
Deposit @ 3 days/week \$432
Deposit @ 4 days/week \$576
Deposit @ 5 days/week \$630

Toddler Program:

Deposit @ 2 days/week \$252
Deposit @ 3 days/week \$378
Deposit @ 4 days/week \$504
Deposit @ 5 days/week \$510

Pre-School Program:

Deposit @ 2 days/week \$216
Deposit @ 3 days/week \$324
Deposit @ 4 days/week \$432
Deposit @ 5 days/week \$450

<p>Enclosed I have provided a cheque made out to Bizzy Buddies for the amount of \$_____ which includes the Registration Fee & Security Deposit based on the selections above.</p>
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