

PAPILLON
&
THE LITTLE BLUE STARS
preschool, day care and after school care program

128 Coyote Way
Canmore, AB
T1W 1C2
403-678-1414

Policy and Agreement

Dear Parents,

Welcome to Papillon & The Little Blue Stars Program! I sincerely hope this will be the beginning of a rewarding and trusting relationship between your family and me. The following policy has been implemented to ensure a safe, caring and stimulating environment for all children in the program. Your feedback is encouraged and will be most appreciated.

A website for Papillon & The Little Blue Stars is in progress but can be checked out on the following link: <http://www.papillonandthelittlebluestars.com/>

For more impressions on what we do in our a program please check out The Little Blue Stars face book about what we do <https://www.facebook.com/pages/Little-Blue-Stars-Program/211972278823006>.

As your child starts attending the program please bring a long in your child's care bag the following items:

The children will spend time outdoors everyday unless there is severe weather such as heavy rain and (extremely) cold temperatures. Therefore we ask for parents to bring:

1. Proper outdoor shoes/sandals and rain/winter boots, based on the time of year
2. Outerwear (snow suits preferably one piece snowsuits, rain suits, sweaters)
3. Warm hat and mittens (spring, fall and winter)
4. Sun hat and sun screen (summer months)
5. Full change of clothes at all times
1. **ALL clothing and supplies** needs to be adequate, **labelled** for their child
2. Lunch bag labeled (rectangle size so it is easy to store in the fridge)
3. Good sealing containers and cups well labeled.
4. Two snack and lunches (Breakfast if needed).

5. Smock for art-time if clothing needs to stay clean
6. Play pen for sleeping if needed
7. Bed covers, sleeping blanket, special blanket / soother / stuff animals well labeled.
8. Diapers, wipes and ointment containers labeled with your child's name held in a separate bag.
9. Card with emergency information

*Parents will be notified when more supplies are needed.

Lunches & snacks:

To be able to provide the best care and academic for your child, there is restricted time in preparing meals and snacks. Therefore I am advising parents to provide snacks and meals. Drinks will be provided. Please provide healthy lunches, drinks and snacks for your children. Parents are advised not to send their children to the program with candies, chocolate, pop, etc. The exception is if a parent wanted to bring a special treat for all the children in the event of a birthday, or other special occasion.

In the attached forms please specify foods allergies. In case of severe allergies reaction (such as nuts allergies) - I will inform all other parents not to bring in these particular food/beverage items, during the days this child is present. Be aware of food allergies in the preschool and child care setting!

Personal Hygiene

Each child will be provided his / her own hand towel, which will be washed daily. Children are required to wash their hands before each meal and snack, after use of the washroom and upon coming in from outside if needed.

Children are welcome to bring special teddy bears, or other items for comfort and security feelings. If children want to bring in toys and such, this can only be done if they will share these items with other children. We cannot hold responsibility for the loss or breaking of these items.

When parents feel that a child is ready for toilet-training, special "Pull-Ups" diapers should be provided. When a child is consistently dry for a one month period during care, it can be suggested that your child is successful toilet-trained and underwear can then be used. Soiled clothing will need to be sent home in plastic bags, unwashed.

Illness

For the health of all the children in the program, I must reserve the right to refuse to take a sick child into care and to determine when a child is too ill to remain in care. Please DO NOT bring your child to the program if he/she has the following symptoms:

- Fever over 100.4F / 38C degrees taken orally
- Nausea, vomiting and diarrhoea
- Yellow skin or eyes
- Eye infections, i.e. conjunctivitis (pink eye)
- Severe cold and/or cough

- Rash with a fever
- Sore throat with a fever
- Ear infection with a fever
- Contagious illness such as measles, chicken pox, mumps, etc.
- Head lice

Parents are required to notify the Papillon & Little Blue Starts program immediately if their child becomes infected with a contagious disease so that the other parents can be notified.

If a child is presenting any of the symptoms noted above, or is crying uncontrollably while in care, he/she will be isolated for the protection of the other children and the parents or emergency contact person will be notified to pick up the child. Your child will be kept as comfortable as possible until you arrive.

A child with a fever should be fever-free for 24 hours before he/she should come back into care. Children with mild illnesses will be welcome back as long as they are able to participate in our daily activities.

Administering Medication:

- 1) I prefer not to administer medication.
- 2) If absolutely really needed, through the signing of this information sheet, parents will not hold Hermien Schuttenbeld responsible for any consequences of administering antibiotic or any other requested medication administering.
- 3) Through the signing of this information sheet, parents authorize the caregiver, Hermien Schuttenbeld, to administer antibiotics, provided by the parents, with the instructions when an illness arises.
- 4) Medication will only be administered to your child under the following circumstances:
 - All medication is in the original container with your child's name, Dr.'s name and telephone number.
 - Medication is accompanied by written instructions with regards to dosage, times to administer the dose, and signs of allergic reactions.
 - Parents must take the time to go over the information with me so that the instructions are clearly understood.

Injuries & Other Emergencies

Minor scratches, cuts, etc. will be treated with general first aid practices of cleansing the wound with soap and water and bandaging. Parents will be informed of how and when the injury occurred.

In the event of an emergency or serious accident, first call priority will be to 911, the hospital, doctor, poison control, etc. Parents or the designated emergency contact person will then be contacted as soon as possible. In order to secure emergency medical care for your child, parents MUST complete and sign all medical emergency forms, and these forms must be kept up-to-date.

Emergency Safety:

We try to have an emergency parent appointed daily. In any kind of case of emergency. (For example: Fire, if one of the children, my self or one of my children end up with a serious health or injury situations where emergency medical care is immediately needed) this parent will contact all other parents and arrange pickup for the children, if needed.

Fire safety discussions and drills will be conducted a couple times a year, from different parts of the house so the children will know exactly what to do should a fire occur. The children will be taught to evacuate to the tree house in the back yard. The emergency parent will be contacted immediately. If necessary we will evacuate to an arranged neighbour's house.

Discipline

Discipline issues will be dealt with through motivational techniques more so than through consequential ones. If there is a behaviour which needs working on, we will develop a sticker chart in order to reward efforts made toward improvement. If a consequence is required, this will consist of removing the child from the situation and giving the child some quiet time, accompanied by a discussion based on reflection.

Rates**Day care & preschool fees combined**

Daily Rate	\$68
Daily rate second child	\$68
Drop-in (only if space is available)	\$70

Payment Method

1. Advance payment is required once a month (on the 1st of each month). Preferable with interact transfer.
 2. Invoices will not normally be issued; receipts will be issued as a year end statement on the end of the year which you can use for taxes.
 3. A commitment for half a year is required to hold the (registered) spot for your child.
 4. In order to cancel the child care service (partially or all days) we would need **at leased one months notice up on and before the first of each month**. If given less then a one months notice you will still be responsible for the remaining days of that month and the month following.
 5. At the time of accepting your child's spot, forms will be signed. To secure your child's spot a security deposit (**a one month fee** - based on the required chosen days of registered care) will be paid to hold and secure your child's space, and will be used for the last months payment of care, or otherwise returned.
 6. If there are consistent late or missed payments (without communicating a solution), a security fee will be required, or the deposit will be used and notice will be given for ending care.
 7. Parents still need to pay for a missed scheduled days of care, including sick days and holidays taken, to reserve and hold their child's spot. (Exceptions can be discussed in case of emergency situations - for example family death).
 8. If the program should have to close due to taking holiday time, or teachers sick days, etc, the program will either re-schedule a make-up day, or if not possible, will reimburse full payment or adjust the daily rate and/or try to find alternative temporary care for them.
- *** Please have back-up plans for childcare available at all times. Unpredictable things can occur. ****
9. Late payments will be subject to late fees in the amount of \$10.00 per day late. (There will be a one week lay a way for explainable circumstances).
 10. Any NSF cheques will result in a \$45.00 fee, in addition to late payment fees.
 11. If fees are more than 10 days late, the program reserves the right to use the security fee and refuse care until your fee plus late charges are paid in full.
 12. Late pick-ups will be subject to late fees of \$5.00 per 15 minutes. Please call ahead of time if you will be late picking up or dropping off your child.

Hours

Preschool hours

The four hours of preschool are split in morning and afternoon hours.

Monday	morning	9:30 - 11:30	afternoon	2:00 - 3:00
Tuesday	morning	9:30 - 11:30	afternoon	2:00 - 3:00
Wednesday	morning	9:30 - 11:30	afternoon	2:00 - 3:00
Thursday	morning	9:30 - 11:30	afternoon	2:00 - 3:00

NOTE: Please make sure that your child is dropped off at 9:30 am at the latest and picked up at 3:00 pm at the earliest to not disturb and distract us from the activities during the preschool program hours.

Daycare hours

Monday	8:00 - 9:30	(9:30 - 3:00 preschool program)	3:00 - 5:00
Tuesday	8:00 - 9:30	(9:30 - 3:00 preschool program)	3:00 - 5:00
Wednesday	8:00 - 9:30	(9:30 - 3:00 preschool program)	3:00 - 5:00
Thursday	8:00 - 9:30	(9:30 - 3:00 preschool program)	3:00 - 5:00

From 11:30 am to 2:00 pm is lunch time and quiet time.

- 1) Momentarily the program will be closed on statutory holidays unless notified differently.
- 2) Unpredictable emergencies (such as taking my boys to the hospital) or illness can occur. It is advisable to have back-up plans for childcare available at all times. Fees will be adjusted or given in lieu for those times.
- 3) Momentarily the program is running all year around

Acceptance/Termination:

- 1) Each child will be given a trial period of 4 days before acceptance will be confirmed. This will ensure compatibility between all children attending on a given day as well as between the children and the caregiver.
- 2) If, after this period, the parents decide to remove their child from the program (in full or partially), a months notice will be required (accordingly to the payment method, point 4 on page 5 of this policy), after the half year commitment.
- 3) If the childcare service decides after this period to terminate services to a child and parents, one month notice will be given in order to give parents adequate time to find an alternate placement.

Parents are welcome to stay with their children if they are distressed, to help them become settled and comfortable. If your child, once you have left, gets distressed and does not settle after 10-30 minutes, you will be called to comfort or take your child. I believe it is important for young children to know and learn that their parents do not abandon them and will be back to sooth their needs. We can work on an adjustment plan to help your child adjust comfortable. This will help your child to build feelings of trust, safety and reassurance.

The above policy / guidelines have been established with the intention of running an organized, professional business where the focus can be on having a healthy, happy atmosphere for all children. Once again, I do encourage parental feedback, being confident that open and sincere communication is essential for building and maintaining positive relationships. I look forward to venturing into mutually respectful relationships / partnerships with all of my clients!

If you have any questions or comments please feel free to call me.

Sincerely,

Hermien Schuttenbeld

Papillon & The Little Blue Stars
128 Coyote Way
Canmore, AB
403 - 678 - 1414
plbsprogram@gmail.com

Agreement

Upon acceptance of my child(ren) to Hermien's Papillon & The Little Blue Stars program I, _____ agree to abide by the program guidelines outlined. I agree to release Hermien Schuttenbeld from any liability arising from illness or injury occurring while my child(ren) are in her care, with the understanding that all reasonable precautions will be taken to prevent such an event from occurring .

When the contract is signed, it is an agreement that I am accepting the Papillon & The Little Blue Stars Program fees and policy, and that my child(ren) are booked, scheduled and registered for the requested child-care time required below

Please write details:

Monday:

Tuesday:

Wednesday:

Thursday:

I agree to give Hermien Schuttenbeld written notice accordingly to the payment method, point 4 on page 5 of this policy, should I wish to withdraw my child(ren) from childcare.

Signature of Parent/Guardian

Date