



Early Scholars Preschool

Committed to providing a safe, loving learning environment
for your preschool child.

www.earlyscholarspreschool.com

Registration Package

2014 - 2015



689 West 5th Street
Hamilton, ON L9C 3R3
905-522-1427

www.earlyscholarspreschool.com

Welcome to Early Scholars Preschool. We offer programs for children 18 months - 5 years of age. We provide an opportunity for physical, social, emotional and cognitive growth in a positive learning environment.

Mission Statement

Early Scholars Preschool is committed to providing a safe, loving learning environment to enable children to build their self esteem and grow to their potential while fostering a love of learning.

Licensing

Our centre is licensed by the Ministry of Education, The Day Nurseries Act, and its accompanying regulations form the basis for the licensing procedure. Our centre is inspected annually and a renewal license is issued provided all requirements (including fire and health) are met.

Staff

Early Scholars teachers are loving, dedicated and passionate about teaching. All classroom teachers are Registered Early Childhood Educators with active memberships with The Association of Early Childhood Educators with first aid and CPR training. Assistant teachers are experienced child care providers with first aid and CPR training.

Curriculum

Our curriculum is developed by our founder, Tammy Leach. It is a blended curriculum. As children become truly familiar with their environment through routine and extended learning opportunities, they learn and practise important language skills through self taught and guided activities. Our teachers are truly passionate about Early Childhood Education and it is our role to guide students in the transition from home to school. In addition we want to teach them to:

- love their fellow man
- help others
- learn how to successfully problem solve independently
- be emotionally self-sufficient
- have empathy for others

Tammy Leach, RECE
Owner/Director
Early Scholars Preschool

Child's Name: _____ DOB: _____

Requirements Checklist

The following items will be required from you by June 1 2014 to confirm your child's/children's enrolment. **Only completed registration packages will be accepted.**

- _____ completed Program Chart
- _____ completed Enrolment Form
- _____ completed Emergency Consent Form
- _____ completed Immunization Form
- _____ completed Photo Consent Form

- _____ post-dated cheques for July1, 2014 and August 1, 2014 for Summer 2014 Program

- OR
- _____ a post-dated cheque for June 1, 2014 and...
- _____ post-dated cheques for September 1, 2014 to May 1, 2015 for Fall 2014 Program

Enrolment Form

Early Scholars Preschool	
Name of Child:	_____
Date of Birth:	_____ Male or Female: _____
Address:	_____
Home Phone:	_____
Parent/Guardian:	_____ Cell Phone: _____
Home Address/Phone (if different from above):	_____
Work Address and Phone:	_____
Email:	_____
Parent/Guardian:	_____ Cell Phone: _____
Home Address/Phone (if different from above):	_____
Work Address and Phone:	_____
Email:	_____
Emergency Contact:	_____ Phone: _____
Child's 1st language:	_____ Child's 2nd language: _____
Person(s) authorized to pick up child (include parent(s)/ guardian(s))	
Name: _____	Relationship to child: _____
Home Phone: _____	Work Phone: _____
Name: _____	Relationship to child: _____
Home Phone: _____	Work Phone: _____
Name: _____	Relationship to child: _____
Home Phone: _____	Work Phone: _____
Name: _____	Relationship to child: _____
Home Phone: _____	Work Phone: _____
Date of Enrolment:	_____
Signature of parent/guardian:	_____
Signature of Supervisor:	_____
Date of Dismissal:	_____

Emergency Consent Form

Early Scholars Preschool	
Name of Child:	_____
Date of Birth:	_____ Male or Female: _____
Address:	_____
Home Phone:	_____
Parent/Guardian:	_____ Home Phone: _____
	Cell Phone: _____ Work Phone: _____
Parent/Guardian:	_____ Home Phone: _____
	Cell Phone: _____ Work Phone: _____
Emergency Contact:	_____ Phone: _____
Emergency Contact Address:	_____
Child's Doctor:	_____ Phone: _____
	Address: _____
Child's Dentist	_____ Phone: _____
	Address: _____
H/C Number:	_____ Date Effective: _____
Allergies/Medications/Health Conditions:	_____
Previous History of Communicable Diseases (i.e. chicken pox):	_____
Do you have any concerns about your child's development?	_____
<p>It is the policy of Early Scholars Preschool to notify a parent/guardian when a child is ill or needs medical attention. Occasionally, we cannot contact parents/guardians and we need to get immediate medical assistance for the child. Our procedure is to take the child to the nearest emergency service.</p> <p>Please sign the consent below so that we can take appropriate action on behalf of your child. Return the signed consent to the facility immediately. We will take this consent with us to the emergency centre.</p> <p>I hereby give consent for my child _____ when ill or injured to be taken to the nearest emergency centre by the staff at Early Scholars Preschool when I cannot be contacted.</p> <p>I hereby give consent for my child _____ to receive medical treatment.</p> <p>Date: _____</p> <p>Signature of Parent/Guardian: _____</p> <p>Signature of Supervisor: _____</p>	

Photo Consent Form

We will be taking photos and short videos of class time and excursions throughout the year. The photos will be used for classroom projects such as cubby labels and scrapbooks. We may also post some school events on our website. If you would prefer your child's photo NOT be on the website please indicate below. Please sign the below and return to the school to give the school permission to take your child's photo. We appreciate our cooperation.

Thank you,

Mrs. Leach

I _____, give Early Scholars Preschool permission to take photos of my child _____, for use:

In the classroom: yes / no

On their website: yes / no

Parent's Signature:

Date:

Programs Offered

The 2014-2015 school year will run from September 2, 2014 - June 26, 2015.

Program	Yearly Tuition monthly payments available	
* Toddlers (less than 18 months old)		
Full Days	\$12,000.00	<input type="checkbox"/>
Half Days	\$7080.00	<input type="checkbox"/>
* Toddlers (18 to 30 months old)		
Full Days	\$10,400.00	<input type="checkbox"/>
Half Days	\$6,100.00	<input type="checkbox"/>
* Preschool (2.5 to 5 years old)		
Full Days	\$9,660.00	<input type="checkbox"/>
Half Days	\$5,550.00	<input type="checkbox"/>

Prices shown are for 5 day programs at regular school hours. If you require before and/or after care (7:30am-8:00am, 4:00pm-5:30pm), alternate days (2 or 3 days a week) or $\frac{3}{4}$ days, please contact Mrs. Leach for rates.

Fee Collection Policy and Procedures

Policy

Early Scholars Preschool will collect fees in a consistent, equitable manner to ensure the financial viability of the centre.

Procedures:

1. A registration deposit equal to one month's tuition is required when children are enrolled in the centre. A \$30.00 registration fee will be taken from this deposit if your child is withdrawn prior to August 15th. Withdrawal between August 15th and October 1st will mean a forfeiture of the deposit.
2. As of October 1st, one month's written notice must be provided to withdraw your child from the program or the registration deposit will be forfeited. If a child is withdrawn from our program after February 1st the registration deposit and remaining tuition fees will be forfeited by the parents.
3. Post dated cheques payable to Early Scholars Preschool are required in September (BEFORE YOUR CHILD MAY START) for tuition for the months of September to May dated the first day of the each month.
4. There are no deductions for absences, statutory holidays or closures due to weather conditions. Early Scholars Preschool is closed for two weeks at Christmas and one week during March Break.
5. In case a cheque is returned NSF, the school will expect the funds to be replaced immediately and a \$20.00 bank charges fee will be added. Outstanding monies will be subject to a late fee of \$5.00 per calendar day until the fees are received by Early Scholars Preschool. Students whose fees are in arrears for more than one month of tuition will not be allowed to attend school until all fees and late charges are paid in full.
6. Parents/guardians are responsible for picking up their child on time and the end of class. If the parent is later than 5 minutes after class has ended there will be a late charge of \$1.00/minute.
7. Policies and Procedures are reviewed annually by the Operator making any necessary changes.
8. Policies and Procedures are reviewed with parents before enrolment and after any annual changes.
9. All staff/volunteers are required to review and sign off on doing so on policy and procedures prior to starting work with the children, and after any changes.
10. Early Scholars Preschool reserves the right not to accept the application of a child and also the right to request the withdrawal of a child from our school, if the teacher so recommends.

Behaviour Guidance Policy and Procedures

Policy

Behaviour guidance should promote children's growing autonomy, promote cooperation and set and reinforce limits.

Procedures:

1. The schedules and routines are set to meet children's needs and understanding of time.
2. Physical space is clearly organized and defines what kinds of activities are permissible.
3. Play materials and activities are set up to engage children's active interest and participation.
4. Staff interact directly with the children as much of the time as possible.
5. Staff members provide opportunities for children to take part in activities that require helping, taking turns, talking to solve problems and group work.
6. Staff members support children's independence in daily routines and activities such as toileting, eating, picking up toys, washing tables and dressing.
7. Children are encouraged to solve problems by identifying them, thinking about alternatives and making decisions. Staff involvement varies according to the level of the child.
8. The expectations for children are embedded in the environment and routines. Staff members anticipate problems and may be able to intervene before they happen.
9. Staff members are consistent in following through when limitations are not met. For example, positive redirection – "It's time to leave the blocks now". "Do you want to paint or look at a book?" - is a follow-through behaviour guidance strategy. Positive reinforcement – "You are able to wait for your turn, thank you." - is used to reinforce children's positive behaviour.
10. Staff members will not use time-out (removing the child from the situation and leaving him or her alone).
11. Early Scholars Preschool does not permit:
 - Corporal punishment of a child.
 - Deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self respect.
 - Deprivation of a child of basic needs including food, shelter or clothing.
 - Use of a locked or lockable room to confine a child who has been withdrawn from other children.

Health Policy and Procedures

Policy

Early Scholars Preschool is responsible to support children's health and well-being, comply with health-related requirements, reduce illness from spreading from one child in the program to other children and adults and respond to health problems.

Procedures:

1. **Illness:** Children cannot attend the centre if illness prevents their ability to participate in regular daily routines or if attendance could be harmful to themselves or others. Families will be advised to make alternative care arrangements and seek medical attention for the following conditions:
 - Unexplained or undiagnosed pain.
 - Acute cold with fever, runny nose and eyes, coughing and sore throat.
 - Difficulty with breathing.
 - Fever over 38 degrees centigrade accompanied by general symptoms such as listlessness.
 - Sore throat and difficulty swallowing.
 - Undiagnosed skin or eye rash.
 - Headache and stiff neck.
 - Unexplained diarrhoea or loose stool combined with vomiting and abdominal cramps.
 - Severe itching of body and scalp.
 - Known or suspected communicable diseases. When a child is diagnosed with a communicable disease (e.g., chicken pox) the child care program will advise the local public health unit and the families of other children in the program.
2. **Medication:** The only medication that will be administered to children are Epi Pens and Inhalers with written permission from parents/guardians and medical physician. Staff will document the administration of the medication.
3. **Hygiene:** Daily routines will include regular hand washing and sanitary clean-up and implementation of universal precaution guidelines with respect to bodily fluids. Sanitary procedures and universal precaution guidelines will be posted in food preparation and bathroom areas.
4. **Medical record:** All children will have a complete medical record form on file upon enrolment in the centre.

5. Allergies: Children with allergies will have a medical form completed by physician on file that outlines the management of the allergies, what program staff should be aware of and how to handle emergency situations.
6. Daily Written Record: The daily record will include a summary of any incidents affecting the health, safety or well-being of the staff and children enrolled in the centre.
7. Immunization: Parents/guardians will ensure up-to-date immunization shots.

Family Communication Policy and Procedures

Policy

Early Scholars Preschool encourages regular opportunities to communicate with families about their children's activities and development, the organization of the centre, and current decisions about the operation of the centre.

Procedures:

1. Staff members will document daily routines, supplies needed and activities via HiMama.com. Parents/guardians will receive a daily report and are encouraged to use this service to communicate with staff during the day.
2. Parents/guardians are encouraged to telephone/email or message the centre via HiMama for information about children's wellbeing and activities.
3. Parents/guardians are encouraged to visit the center.
4. The supervisor will prepare a short monthly newsletter that includes information about programs, related community events and activities, and government policies that affect the centre. This newsletter will be sent via email to all families that have submitted an email address on the registration form. A copy of this newsletter will also be posted on the parent information board at the school.