

CDA



Preschool

Dear Parents and Guardians,

A great deal of information has been given to you in this package. Please read it over carefully.

Please Return:

- Registration Form (4 pages)
- \$50.00 deposit (cheques made out to CDA Dance Academy Inc as deposit)

The deposit and completed forms are required to hold your child's spot at CDA. Of the \$50.00 deposit, \$30.00 is your registration fee and will be applied to your September fees. The other \$20.00 is a non- refundable administrative fee (No Refunds after October 1st 2012)

The Pre-School fees have been averaged out over 10 months. There are 2 payment options: pre-authorized credit card or pre-authorized debit. **Pre-authorization forms need to be filled out prior to the first day of school in September.**

Fees for September (After Deposit) <u>JK Program</u> <ul style="list-style-type: none"> • \$180.00 for Monday, Wed, Fri (3 days/wk) <u>Pre-school Program</u> <ul style="list-style-type: none"> • \$117 for Tues, Thurs (2 days/wk) 	Payments for the Months of Oct through June are: <u>JK Program</u> <ul style="list-style-type: none"> • \$210.00 for the Mon, Wed, Fri (3 days/wk) <u>Pre-school Program</u> <ul style="list-style-type: none"> • \$147.00 for Tues, Thurs (2 days/wk)
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First day of School

JK Program

Monday Sept 10th 2012

Last day of School

Friday June 21st 2013

Pre-School Program

Tuesday Sept 11th 2012

Thursday June 20th 2013

School Holiday Schedule:

- Thanksgiving - Monday, October 8th 2012
- PA Day - Friday, November 23rd 2012
- Christmas - Monday, December 24th 2012 to Friday, January 4th 2013 (coincides with York Region School Board)
- Family Day - February 18th 2013
- PA Day - Friday, March 1st 2013
- March Break - Monday, March 11 2013 to Friday, March 15 2013 (coincides with York Region School Board)
- Easter Holiday - Good Friday March 29th 2013 and Easter Monday April 1st 2013
- Victoria Day - Friday, May 20th 2013
- PA Day - Friday, June 7th 2013

CDA Preschool

2012-2013 School Year

Dear Parents and Guardians,

Welcome to the CDA Pre-School. We are pleased that you are considering our school for your child.

Our mission is to provide the highest quality for pre-school and JK aged children in the York Region area. We will continue to meet and exceed Ministry requirements, while providing a high quality program that challenges, guides and nurtures the children entrusted in our care.

CDA believes that Preschool and Junior/Senior Kindergarten should provide a learning environment that is meaningful for children by integrating subject matter into units of study that begin with the development of the child's understanding of the world around him or her. We want to enable the children to grow as self-confident, well-balanced people of the world. We also aim to encourage independence, e.g. going to the bathroom, putting on coats, going out to play, distributing fruit at break time to each other, and to develop good manners. CDA believes learning is directly related to the child's everyday surroundings in an environment rich with literature and print. The planned outcome of our program is that every student will leave CDA with the skills necessary to progress in the future and a lifelong love of learning.

The purpose of the pre-school program is to...

- Facilitate the positive development of 2 ½ to 3 ½ year old children socially, emotionally, cognitively and physically, in a stimulating, creative environment.
- Offer a program that meets the needs of the whole child
- Provide a body of experience, which aims to develop the full potential of each child and build self esteem
- Encourage socialization and promote learning through play
- Challenge, guide and nurture pre-school children in a safe, loving, healthy environment
- Provide a needed service to the community

Our Philosophy is "Playing Is Learning"

Our Goals are "To develop the Full Potential of Each Child in all areas of Development" and " To Foster a Positive self image in each child"

Our ECE qualified staff have many years experience in care of preschool age children. Staff expertise in child development enables them to provide stimulating and appropriate experiences in many areas including, gross motor activity, dramatic play, arts and crafts, sensory activity, cognitive development as well as music and movement. As children explore these learning centres with their classmates, social skills develop and are guided by the qualified staff. We employ staff to ensure a maximum teacher ratio of 1:8. We offer a choice of classes for children ages 2 ½ to 5 years. Classes run from 9:30am -11:30am.

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Program Options:

<u>JK Program</u>	
• 3 Days	• Monday, Wednesday, Friday
<u>Pre-School Program</u>	
• 2 Days	• Tuesday, Thursday

Operational Policies and Procedures

Fees:

- The deposit must accompany the registration form in order to hold your child's place in the program
- The deposit is made up of the \$20.00 Administration Fee and the \$30.00 Registration Fee
- The Administration Fee is non-refundable
- The Registration Fee will be deducted from the September Fees
- The Registration Fee is non refundable after October 1st 2012
- There are 2 payment options: pre-authorized credit card or pre-authorized debit. Pre-authorization forms need to be filled out prior to the first day of school in September
- All NSF payments will incur an extra \$35.00 NSF fee, payment will be required before child returns to the program
- In cases of absences due to sickness or holidays, parents are required to maintain payment of full fees to reserve their child's place in the program
- One month's written notice is required if you wish to withdraw your child from the program. In lieu of written intention, the school will hold one month's fees back

Forms:

- All forms must be completed, signed and returned to the administrator prior to the child starting school
- The school year begins on the Monday after Labour Day in September and ends the third Friday in June

Pick Up and Drop Off:

- When the children are brought to the school, they must be under the supervision of the staff before you leave the premises. At home time, the children must be met inside the building
- Written permission must be given if your child is to be picked up from school from somebody other than parent/guardian. Photo ID will be required
- To ensure the safety of your child and other people using the building, please observe school safety rules and monitor all your children in the lobby
- The Pre-School / JK does not provide or arrange transportation. Many of our parents arrange car pools with their friends and neighbours

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Clothing:

- Play clothes and running shoes should be worn for school. When boots are worn, please provide running shoes for indoor play.
- To avoid "accidents" and to encourage independence, please dress your child in clothes that are easily handled by little fingers in a hurry! (ie/ no overalls, belts or all in one garments)
- Children who are not toilet trained can wear "pull ups" to school. Staff can change wet clothing. If a child has a bowel movement at school a parent/guardian will be called to change the child.
- The centre will use "school" clothes to change your child in the event they become wet. Please launder and return the clothes within the week.
- Parents of children who are toilet training can provide a change of clothes for their child that the staff can keep for a few weeks during the training process.
- Outerwear (including boots) and school bags must be clearly labelled with your child's name and can be hung on the hooks in the change room downstairs.

Health and Safety:

- Children are to be kept home from school if:
 - a) They have vomited or had diarrhea within the previous 24hrs
 - b) The Child has a fever
 - c) They have any infectious diseases or conditions
 - d) They have excessive nasal discharge or persistent cough
 - e) They have a fever
- Please report occurrences of infectious diseases and conditions to the supervisor
- A phone call to inform staff of your child's absence is appreciated.

Snacks: THIS IS A PEANUT FREE FACILITY!

- We strive to provide a program that is inclusive for children with severe allergies
- This is a peanut free facility. Please do not send any peanut product with your child
- The Pre-School / JK program will provide snacks for the children. Children with EpiPen/ Severe allergies will be asked to provide their own, labelled snacks
- All anaphylactic children must have an EpiPen at school at all times; it is to be dated and labelled with the Child's Name
- Occasionally parents offer to provide a special snack for a child's birthday or for a special party day. York Region Public Health requires that all snacks served at the centre be purchased from an approved inspected facility and come in its original packaging with ingredient listing attached. These snacks must also exclude any ingredients that can adversely affect children with severe allergies. Staff has the right to refuse any food that does not meet these requirements or that they deem unsafe to serve.

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Open Door Policy:

- Parents are welcome to visit the school once a month between November 1st and school closing on scheduled days. Parents are allowed to view from the parent viewing windows upstairs. Please avoid visits on party days or special event days as this is change enough to the children's regular routine.

Photo Policy:

- Photographs and videos of the children are not to be taken at CDA Pre-School / JK program during school hours unless they are notified by a staff member. This policy is in place to protect the safety of your children.

School Closure:

- Occasionally the school may be closed due to bad weather
- If the York Region Board of Education has cancelled its buses, Pre-School / JK will be closed for the day. All parents will be called, beginning at 8am by a staff member to notify them of the cancellation of school.

Parent Volunteers:

- Parent Volunteers are required for field trips. All volunteers will receive confirmation by a staff member in advance of the trip. We cannot accommodate siblings on these trips, please find alternate care for your other children if you are volunteering. We do our best to give all parents an opportunity to assist in special school events.

Communication:

- Please read the Parent's Bulletin board in the lobby on a regular basis for current activities and information
- Newsletters are sent home regularly with important information

Behaviour Management:

- Behaviour management techniques used in the school are reviewed with all staff 3 or 4 times annually
- Behaviour Management techniques accepted by the teachers in the Pre-School are:
 - a) Re-Direction - suggest another activity or assist a child in choosing another activity if they are having difficulty controlling their behaviour
 - b) Re-enforcement of positive behaviour and attitudes
 - c) Time Out- sitting with a teacher for a short time - they may rejoin the group when they are ready
 - d) Positive Communication - acceptance and reflection of the child's feelings. Decide together on a more acceptable way of behaving
 - e) Allow the child a choice of two acceptable actions if the teacher is able to accept the child's decision
 - f) Safety limits - stress to the child the need to accept safety limits. Remove the child to another area if they cannot accept these limits.

PLEASE KEEP THIS INFORMATION FOR FUTURE REFERENCE