



ABSOLUTE ANGELS CHILDCARE CENTRE I & II

**222 Salvation Rd. Brampton, L7A-0W9 & 10635 Creditview Rd, Brampton, L7A-0T4
Phone: 905 970 0415 Fax: 905 840 4895 & Phone: 905-970-9581 Fax: 905-970-8620**

CHILD REGISTRATION FORM

Start Date: _____ Email: _____

Last Name: _____ First Name _____

Birthdate: _____ Sex: M F

Home Address: _____ City _____ PC: _____

Mother's Name _____ Tel. No.: _____

Mother's address: _____ City: _____ PC: _____

Mother's Employer _____

Employer's Address _____ City: _____ PC _____

Phone Number: _____ Cell# _____

Father's Name _____ Cell # _____

Father's Address _____ City: _____ PC _____

Father's Employer _____ Phone Number: _____

Employer's Address _____ City: _____ PC: _____

EMERGENCY CONTACT INFORMATION

You need to provide two other people that can be contacted after every effort has been made to reach the parents:

1. Name: _____ Phone (House) _____ Cell _____

Relationship to Child: _____

2. Name: _____ Phone (House) _____ Cell _____

Relationship to Child: _____

Doctors Name: _____ Phone #: _____

Address: _____
Number Street City Postal Code

Health Card # _____ Initial _____

Allergies:/Religious _____

Why did you choose this daycare for your child?

Is there any other information that may be of assistance to us when working with your child? (i.e. recent move, family situations, medical condition)

Who will be dropping off and picking up your child on a regular basis?

Mother yes/no _____ Father yes/no _____

***PLEASE NOTE: A CHILD ATTENDING ABSOLUTE ANGELS WILL NOT BE RELEASED TO ANYONE NOT LISTED ON THIS FORM OR EMERGENCY CONTACT FORM. ABSOLUTE ANGELS MUST BE NOTIFIED IN WRITING OR BY PHONE IF SOMEONE ELSE IS PICKING UP YOUR CHILD. A PHOTO ID MUST BE PROVIDED.**

CONSENT

I hereby grant my child _____ permission to go on walks on or off the premises. The children will either be in a wagon, holding on to a partner's hand, or holding the teacher's hand.

Supervisor's Signature/Date Parent Signature/Date

Date Withdrawn: _____ Reason: _____



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SUNSCREEN POLICY

Dear Parents:

We would like you to apply sunscreen to your child in the morning before coming to Absolute Angels.

The staff of Absolute Angels will reapply sunscreen in the afternoon before going outside for outdoor play.

If you would like us to reapply sunscreen to your child in the afternoon we will ensure that the staff will wash their hands before and after each application.

It is the parent's responsibility to supply a labelled bottle of sunscreen. Please make sure it is a sunscreen not a suntan lotion. We recommend a number 30 or higher. **Please do not leave the sunscreen in your child's cubby.**

As per our policy, children are required to go outdoors daily. Outdoor time is only cancelled due to extreme weather conditions.

SUNSCREEN CONSENT FORM

Child's Name: _____

↑ I would like the staff of Absolute Angels to reapply sunscreen to my child in the afternoon before outdoor time. I understand that it is my responsibility to supply the appropriate sunscreen and replace it as needed

↑ I do not want sunscreen reapplied to my child before outdoor play.

Parent Signature: _____

Date: _____



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AUDIO VISUAL RELEASE FORM

I give permission for the staff of Absolute Angels Childcare Centre to take photographs/videos of my child/children for the purpose of class activities or social events. I understand that these materials may be used for promotional or educational purposes. Special permission will be obtained from the parents if the child's name is to appear in any publication.

In addition, do you give permission for your child's teachers to keep photographs of your child/children for their classroom scrapbooks or photo albums?

Circle one yes no

Parent Signature _____ Date: _____



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CHILD INFORMATION RELEASE CONSENT

Absolute Angels Childcare Centre is a teaching facility for college students in the Early Childhood Education Departments for Colleges in our surrounding areas. Student teachers will be involved with your children directly during the student's field placement and indirectly during student's observation assignments. To make observation and planning as beneficial as possible both for your child and the student teacher it is necessary to reveal to the students the birth date and developmental profile of your child.

The freedom of information act now in effect at the colleges, requires that we have written permission to release information of this nature. As well, we require permission for your child to participate in the student programming.

I _____ give my consent to have my child, _____

participate with the College's Early Childhood Education students, staff and faculty on an individual/group basis at Absolute Angels in accordance with Absolute Angels program, and related assignments from the E.C.E. department.

Parent/Guardian Signature: _____

Date: _____



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Absolute Angels Philosophy

- We believe in raising healthy children today for tomorrow's future.
- We believe quality day care is crucial to child development.
- We believe that children are active learners.
- We believe that children learn by actively exploring, experimenting, practicing and manipulating.
- We believe that each child is an individual and has a unique learning style.
- We believe in fostering an abiding curiosity, sense of self, positive attitude, respect and independence.
- We believe that children should be given the opportunity to plan their activities.

Health and Nutrition

We believe that health and nutrition are the backbone of wellness. That is why we pay close attention to the Health Practices Guidelines and have incorporated them in all of our programs at the centre. The federal food guide helps us prepare nutritious meals and menus, which will be posted weekly on the Bulletin Board at the front entrance for review. Our meals and snacks are nut free. Meals are prepared on site; the children will enjoy a morning and afternoon snack and a complete hot meal for lunch. Our quality childcare program involves community health practitioners such as periodic visits from a public health nurse. Hand washing and infection control guidelines are implemented and closely adhered to in order to reduce the spread of infection.

Physical Development

Exercise is very important. We encourage children to play through an imaginative range of fine and gross motor games and activities such as running, jumping and dancing.

Intellectual Development

Daycare is not just a place to play but to learn as well. We believe children learn through hands-on experiences and play situations. We provide a safe and healthy space for a child, which encourages independent exploration and experimentation within a variety of stimulating learning stations. We encourage speech, imagination and expression and focus on the child's individual needs and capabilities. We have a Jolly Phonics Reading Program.

Emotional Development

Children will be provided with the opportunity to develop positive self-esteem while achieving specific developmental tasks. Each child will have opportunities to express and channel their feelings and needs in appropriate ways.

Social Development

We believe that it is essential for children to be given the opportunity for social interaction that is both respectful and rewarding. They must also be given the opportunity to practice skills that assist in resolving every day conflicts. It is our goal to assist parents in the process of raising independent responsible children. We encourage sharing, respect and tolerance while working with others.

Creative Development

We strive to create an environment that welcomes reason, exploration, question and imagination. We believe that development and learning occurs when children are actively engaged in activities that expand and challenge their thinking and their knowledge. These beliefs provide the premise for our focus on providing play opportunities for children that stimulate intellectual creativity. We encourage creativity with various tools such as crayons, paints, glue, scissors etc.

Training Programs

The centre is a training facility for students enrolled in the Early Childhood Education programs in local colleges as well as high school programs in the community.

Staff

The teaching staff at the centre consists of experienced, qualified RECE's and Assistant staffing levels are maintained according to the Day Nurseries Act.

Staff members are thoroughly screened and references are checked. All staffs undergo a health examination and Police reference check. Orientation to the Centre is provided to all staff, their skills and competency is evaluated on an ongoing basis. We value our staff; therefore we encourage feedback and comments on our staff.

The teaching staffs at the centre consist of;

Supervisor	Loretta Feudo, RECE
Lead Teachers	One RECE. per room (minimum)
Assistant Teachers	One per room with a variety of childcare experiences

Administration

The centre is licensed by Child Care Quality Assurance and Licensing, Early Learning Division, Ministry of Education Toronto West Region.

Admission Procedures

Infants (AAII only)	Newborn to 18 months
Jr. Toddlers (AAI only)	15-18 months
Toddlers	18 months to 2 ½ years
Preschool	2 ½ years to 3 ½ years
Kindergarten	4 to 5 years
Before and After School	6 to 12 years
Nursery School	3 to 5 years

NOTES

For safety reasons, if your Toddler is not walking before start date, please call us ahead of time to let us know. Our Toddler Room at AAI is located on the upper level and children have to use the stairs at least twice a day to go out to the playground and once each month for fire drills. The ratio in the toddler room is 1:5 with a maximum of 10 children at a time.

ADJUSTMENT PERIOD

Your toddler's introduction to the centre should be gradual, especially if this is your child's first experience in a day care. Ideally, you should arrange to pick up your child just before lunch on the first day and right after nap on the second day. If this is not possible other arrangements can be made.

COMMUNICATION

Monthly calendar contains important information and upcoming events.

Communication Books located in every classroom allow the parents to communicate with their child's teacher. You may also leave verbal messages on the answering machine. A Supervisor communication book is kept in our Receiving room for parents to give teachers messages for the supervisor.

Bulletin Board's located outside rooms and near the office keeps parents informed of all activities and illnesses at the childcare centre.

Monthly Calendars are circulated to parents of each room to give a sense of themes and special events.

Notices, letters, etc are sent home to inform parents of any changes or concerns in the day care.

Please make an effort to read the notices and pass along news to teachers and children.

Check your child's cubbies daily.

FEES

Upon enrolling, six months of post-dated cheques for the first of every month are required. If paying bi-weekly 12 post -dated cheques are required. Parents are responsible for fees all year round. There will be a \$1.00 per day late fee for cheques that are not received by the beginning of the month. In the event of a payment being returned NSF (non sufficient funds), the parent will be required to pay their fees by certified cheque or cash as well as all applicable bank charges. Upon receiving last month fees and registration this ensures that you have a space for your child. Should circumstances change and you would like to withdraw your child before their start date, there will an administration fee of \$300.00 plus the registration fee that will be non-refundable.

Fees are reviewed annually in October with any changes implemented in January. Fees may be paid in two instalments on the 1st and 15th of each month.

To confirm a spot we require a non- refundable \$75.00 registration fee and last months payment.

Additional costs apply for PD days, snow days and days that the bus system does not operate and your child has to attend the day care for the whole day for children enrolled in part time programs. These fees will be billed separately as they occur.

TERMINATION OF CARE

If you wish to terminate your child's care with Absolute Angels Childcare centre we will require one month's written notice. The notice period is from the 1st to the end of the month. You may not withdraw your child in the middle of the month.

TRANSPORTATION TO SCHOOLS

The Centre provides transportation to some schools in the neighbourhood. Absolute Angels' van will be used for transportation and a permission form will have to be signed if transportation is required. Parents have to inform us if they make other arrangements to drop off/pick up their child from school. When school buses are cancelled Absolute Angels will also cancel their school transportation.

Hours & Centre Closure

The centre is open from 6:30 am to 6:30 pm Monday to Friday. A late fee of \$1.00 per minute is strictly enforced for a parent arriving after 6:30 pm. Inclement weather is not an exception. Late fees are payable directly to the staff responsible for your child, not Absolute Angels. If your child is not picked up by 7:00 pm and we do not hear from you by that time and after all attempts have been made to reach you and your emergency contacts, we will make arrangements to call the appropriate authorities to take care of the child.

The centre is closed on New Years Day, Labour Day, Good Friday, Thanksgiving Day, Civic Holiday, Christmas Day, Boxing Day, Canada Day and Family Day.

On Christmas Eve Dec. 24th and on New Year's Eve Dec 31st the centre will close at 3:00 p.m... Late fee applies.

In very rare circumstances if the centre is closed due to a severe snowstorm, please call the centre before you leave and listen to the voice mail, as it will not be possible for us to call every parent.

BEHAVIOUR POLICY

Children and day care staff are expected to treat each other with respect and consideration. Children are encouraged to show co-operation and kindness toward their peers. Parents will be asked to assist the staff in teaching their children socially acceptable behaviour and to help enforce limits of the day care. Staff are required to sign the "Behaviour Management Policy" on an annual basis. Corporal punishment or threatening to do so is not allowed at any time. A child **must not be** humiliated physically or verbally, or deprived of basic needs in any way.

ANSWERING MACHINE

The telephone system at the centre is equipped with Call Answer to receive messages. When calling the centre if the phone is not answered directly by the staff, please feel free to leave a detailed message and we will return your call as soon as possible. The messages are checked regularly and all information is relayed to the appropriate people. To help us with lunch planning, please call if you are going to be away. If we do not hear from you before 9:00 a.m., we will assume your child will not be here for lunch and will not prepare one for them.

HOLIDAYS

Should you wish to take a vacation during the year, you will be required to inform the supervisor at least 2 weeks prior to the requested holiday period. Parents will be required to pay their child's regular fees in order to retain their spot in the program.

ILLNESS

A sick child does not function well at school and his/her presence may infect others. Please be prepared for emergency care at home when necessary. The staff observes the children very closely and will determine whether a child is well enough to attend the centre. We cannot accept a child with an elevated temperature (fever), heavy mucus, rashes or any communicable diseases. If a child is kept home with a contagious disease a doctor's note will be required before the child can return to the day care. It is the teachers right to refuse a child at school for any of these reasons.

Please note that fees will not be waived for illnesses and we do not "make up" days that are missed as there are specific ratios permitted in each room at a time. We cannot exceed our ratios. If your child will be absent from the Daycare centre, please notify us by 9:00 a.m.

MEDICATION

The qualified staff in the centre may give prescription drugs at the discretion of the Supervisor and as ordered by the child's doctor. Over the counter medications require a note from your doctor. Parents are encouraged to give prescribed medication to their children at home, if it can be done without affecting treatment schedule. Medication Authorization Forms are provided for the parent/guardian to complete and sign. If your child is susceptible to fever you may ask your doctor to write a note on a prescription slip stating that at the onset of a stated fever the centre can administer a stated amount of medication to help with the fever until the parent arrives to pick up the child.

DRUG ADMINISTRATION (as per the Day Nurseries Act)

Prescription drugs will be administered only from the original container as supplied by a pharmacist. The package must be clearly labelled with the child's name, the name of the drug, date of purchase and instructions for storage and administration.

Non-prescription drugs (over the counter drugs) will be administered only from the original container and with a doctor's written/signed approval. The package must contain the child's name, the manufacturer's label showing name of drug and instructions for storage and administration and the medical explanation for administering this non-prescription drug.

PLEASE REMEMBER NO DRUGS WILL BE ADMINISTERED UNLESS THE PROPER FORMS ARE SIGNED AND COMPLETED BY THE PARENT/GUARDIAN.

SNACKS AND LUNCHES

Nutritious snacks and lunches are served every day. A snack and lunch menu is posted in the lobby and in each classroom for your convenience. If your child has any food allergies, please be sure to inform the staff and include this information on the application form. We will arrange to make the necessary substitutions.

ARRIVAL AND DEPARTURE OF CHILDREN

It is the responsibility of the parent to ensure that their child is brought to their classroom upon arrival to the daycare. The parent must ensure that the teacher sees the child. The teacher will then record on the attendance the time of arrival of the child. Upon pick the parent must ensure that the teacher is aware that they are picking up their child. The teacher will then record the time of departure on the attendance sheet. Once the parent has picked up their child from their class the child is their responsibility. Children cannot be left alone unattended at any time during drop-off or pick time at Absolute Angels.

UNAUTHORIZED PICK-UP

Parents must list on the registration form the names of all the persons who are permitted to pick up their child. We require for parents to notify us in writing if someone else will be picking up the child. In a rare emergency situation, arrangements can be made verbally. If the person picking up the child is not known to the teachers, information about the person must be provided, including the following: name, physical description. Also any id with a photo must be provided, (drivers license, health card).

If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the teacher at Absolute Angels. The teacher will speak to the individual and explain the policy that no child will be released without authorization from a parent or guardian.

If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and the other children. If necessary the police will be called for assistance.

IMPAIRED PICK-UP

We will not release a child to an authorized person who is unable to adequately care for the child. The staff will offer to call a relative or friend to pick up the child.

ANAPHYLAXIS POLICY – We have some children with severe allergies some of which can be life threatening. In all due respect to these children we will not allow any outside food on the premises. The policy will be explained in detail during the registration process. Absolute Angels is a Nut Free Centre.

It is your responsibility to keep us posted if there are any changes to your child's health condition, contact information, doctor's information etc.

SERIOUS OCCURRENCE POSTING

Absolute Angels will post a high level Serious Occurrence form when a serious occurrence has happened. The form will be posted within 24 hours of the occurrence. The form will be updated as additional actions or investigations are completed. The form will be posted for a minimum of ten business days. If the form is updated to include new information, the ten business days are calculated from the date of the change. This form will be posted in a place designated in the centre hallway alongside the centre's licensing information.

PROTECTION OF PRIVACY

To protect privacy the information posted will not include any staff or child names, initial or details such as age or date of birth. The form will not identify the age group of the child.

CLOTHING

Please bring the following labelled items to school with your child and store them in their basket in their cubbies: 2 complete sets of change of clothes, sunscreen (seasonal), diapers, wipes & creams (if applicable), hat (winter & sun), a blanket.

Replenish your child's clothing bin when necessary. Check your child's basket for notes on what may be required to keep the extra clothing supply adequate.

We require the children to wear sturdy shoes that fit well and give support needed for growing feet. Indoor and outdoor shoes are required.

All items of clothing worn daily, plus shoes, boots, coats, mittens, hats, etc must be marked with your child's name. This is the responsibility of the parent. We will not use scarves in the winter, as it is a choking hazard, however neck warmers are ok.

OUR SCHOOL BASED EDUCATIONAL PROGRAMS

JUNIOR KINDERGARTEN EDUCATIONAL PROGRAM- LETTERLAND

At Absolute Angels we offer our own school based Junior Kindergarten program. Our classroom and child teacher ratio remain small (1-9 ratio maximum).

Letterland is a unique, phonics-based approach to teaching reading, writing and spelling to 4 to 5 year olds.' Its information-rich Letterland characters transform plain black letter shapes into child-friendly pictogram characters, which live in an imaginary place called Letterland. By translating the full range of dry phonic facts into engaging stories, children are motivated to listen, to think and to learn. These stories explain letter shapes and sounds, allowing children to quickly progress to word building, reading and writing.

Our Junior Kindergarten children also participate in our math program through the use of math work sheets.

SENIOR KINDERGARTEN EDUCATIONAL PROGRAM-JOLLY PHONICS

At Absolute Angels we offer our own school based Senior Kindergarten program. Our classroom and child teacher ratio remain small (1-12 ratio maximum).

Jolly Phonics is a thorough foundation for reading and writing. It uses the synthetic phonics method of teaching the letter sounds in a way that it is fun and multi-sensory. Children learn how to use the letter sounds to read and write words.

Our Senior Kindergarten children build up their math skills through the use of worksheets.

OUTDOOR PLAY

At Absolute Angels the children participate in outdoor play two times a day in the morning and afternoon weather permitting. When sending the children outdoors we take into account the wind chill factor in the winter months and uv reading in the summer months. If your child attends Absolute Angels they will participate in the outdoor play every day.

SUMMER ACTIVITIES

During the summer time the children participate in fun filled activities that all take place at Absolute Angels. Reptile show, Bounce Castle, Music act, just to name a few. The trips are held on Wednesdays. Parents are required to pay an activity fee which changes every summer depending on the cost of the activities. Our children still have fun while keeping them safe. Parents are required to sign a “parent consent form” which allows the children to participate in the summer activities.

Parents may get copies of any of the policies from the office!!



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FEE STATEMENT

PROGRAMS	AGE	DAYS OF THE WEEK
1. Infants	newborn-18mths	5 days: _____
2. Junior Toddlers	15mths-18 mths	5 days: _____
3. Senior Toddlers	19 mths –24 mths	5 days: _____ 3 days (M/W/F) _____ 2 days (T/T) _____
	25mths - 30mths	5 days: _____ 3 days (M/W/F) _____ 2 days (T/T) _____
4. Preschoolers	2.5 – 3.5 years	5 days: _____ 3 days (M/W/F) _____ 2 days (T/T) _____
5. Junior Kindergarten	3.5 –4.5 years	5 days: _____ 3 days (M/W/F) _____ 2 days (T/T) _____
6. Senior Kindergarten	4.5- 6 years	5 days: _____ 3 days (M/W/F) _____ 2 days (T/T) _____

7. I agree to pay an initial non –refundable registration fee of \$75.00 and last month’s which is to be received upon registration. \$ _____

8. Full Day / Part-time Program I agree to pay a monthly fee of \$:_____

9. My Child _____ will participate in the _____ program

10. I agree to pay a fee of \$35.00 for returned NSF cheques or as per current bank fees.

11. If you wish to terminate your child’s care with Absolute Angels Child care centre we will require one month’s written notice. The notice period is from the 1st to the end of the month. You may not withdraw your child in the middle of the month.

12. I will be responsible for purchasing an access key at the cost of \$25.00 per key. When withdrawing upon the return of the access key \$10.00 will be reimbursed.

13. I agree to pay a late fee of \$1.00 per minute after closing time of 6:30.p.m.

14. In the event of an emergency Absolute Angels Child Care Centre has permission to administer First-Aid or other emergency treatment in my child’s best interest. I agree to pay all expenses incurred.

15. Absolute Angels reserves the right to terminate services to families if policies and procedures are not followed or fees not paid.

Parent’s Signature: _____ Date: _____

Supervisor’s Signature: _____ Date: _____



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Water Play Safety Policy

The safety and Supervision of children is our first priority when in or around water. This relates to water play, excursions near water, hot water, drinking water and hygiene practices with water in the center environment. Children will be supervised at all times during water play experiences.

Water use within the center will be supervised to ensure the safety of children, staff and families is a priority.

Staff will ensure water containers for water play are filled at a safe level. These activities will be supervised at all times by adults and containers will be emptied and disinfected after every use. Children will be discouraged from these water activities.

The children will be provided with clean drinking water at all times. This water will be supervised to ensure that it is safe at all times. Water containers must be emptied and cleaned thoroughly.

Buckets/pails used for general cleaning in the center will be emptied immediately after use. No buckets / pails will be left in play areas or accessible to children.

Staff will use their breaks to consume hot drinks away from the children. No hot drinks allowed in the classroom at any time.

If an excursion occurs where children must be near or pass water the staff will ensure that the correct staff: child teacher ratios are met as per Day Nursery Regulations.

The children's play area will be checked every morning to ensure that no containers or pools of water are accessible for children. If rain occurs during the day, outdoor areas will be checked for safety prior to the children entering the playground area.

At all times, the staff will be aware of the children's safety and health when playing with water.

May 2013

