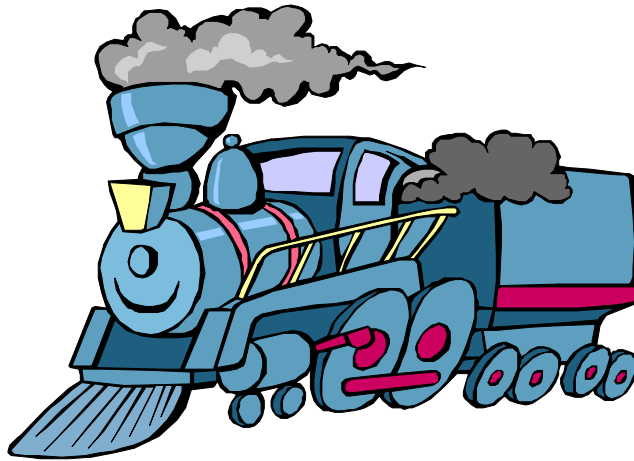


DISCOVERY STATION

2009/2010

OAKVILLE PARENT-CHILD CENTRE



GENERAL INFORMATION

Main Location

461 North Service Road West
Unit 17
Oakville, ON
L6M 2V5
☎ (905) 849-6366

Satellite Location

1500 Sixth Line
Oakville, ON
L6H 2P2



Satellite Location

2828 Kingsway Drive
Oakville, ON
L6J 7M2

Satellite Location

74 Florence Drive
Oakville, ON
L6K 1V6

2009/2010 Fee Schedule

NORTH SERVICE ROAD - MAIN	Start/End Dates	Fee Per Month
Morning Program:		
Toddler – Ages 18-30 months 2 Days - Tuesday and Thursday, 9:00- 11:30 am	Sept. 15, 2009 – June 24, 2010	\$205.00/month
2 Days – Wednesday and Friday, 9:00-11:30 am	Sept. 16, 2009 – June 25, 2010	\$205.00/month
Preschool – Ages 2½ to 5 years 3 Days – Monday/Wednesday/Friday, 9:00-11:30 am Offered in both Preschool Room and Early Learning Room	Sept. 14, 2009 – June 25, 2010	\$235.00/month
2 Days – Tuesday and Thursday, 9:00-11:30 am Offered in the Preschool Room	Sept. 15, 2009 – June 24, 2010	\$195.00/month
 5 Days – Monday – Friday, 9:00-11:30 am Offered in the Preschool Room	Sept. 15, 2009 – June 25, 2010	\$430.00/month
Afternoon Program:		
Preschool – Ages 2½ to 5 years 3 Days – Monday/Wednesday/Friday, 1:30-4:00 pm	Sept. 14, 2009 – June 25, 2010	\$215.00/month
2 Days – Tuesday and Thursday, 1:30-4:00 pm	Sept. 15, 2009 – June 24, 2010	\$175.00/month
5 Days – Monday – Friday 1:30 – 4:00 pm	Sept. 14, 2009 – June 25, 2010	\$390.00/month
Senior – Ages 3½ to 5 years 2 Days - Tuesday and Thursday, 1:30-4:00 pm	Sept. 15, 2009 – June 24, 2010	\$185.00/month
SIXTH LINE		
Morning Program:		
Preschool – Ages 2½ to 5 years 3 Days – Monday/Wednesday/Friday, 9:00-11:30 am	Sept. 14, 2009 – June 25, 2010	\$235.00/month
Afternoon Program:		
Preschool – Ages 2½ to 5 years 3 Days – Monday/Wednesday/Friday, 1:30-4:00 pm	Sept. 14, 2009 – June 25, 2010	\$215.00/month
KINGSWAY DRIVE		
Morning Program:		
Toddler – Ages 18-30 months 2 Days – Monday and Wednesday, 9:00-11:30 am	Sept. 14, 2009 – June 23, 2010	\$205.00/month
 Preschool – Ages 2 ½ to 5 years 2 Days – Tuesday and Thursday, 9:00-11:30 am	Sept. 15, 2009 – June 24, 2010	\$195.00/month
FLORENCE DRIVE		
Morning Program:		
Preschool – Ages 2½ to 5 years 3 Days - Tuesday/Wednesday/Thursday 9:00-11:30 am	Sept. 15, 2009 – June 24, 2010	\$235.00/month

DISCOVERY STATION - WHO ARE WE?

The Oakville Parent-Child Centre is an Ontario Early Years Centre and we offer a variety of programs, which include drop-ins, parent workshops, nursery school, toy and resource libraries.

The mission of the Oakville Parent-Child Centre is to support, nurture and empower families, children and their caregivers. The goals which enable us to achieve this Mission are:

- Awareness and a network of strong partnerships within the community
- Progressive and accountable organizational performance
- Delivery of quality and diverse education, support and resources which address evolving needs
- Dedicated, skilled and qualified staff
- Dedicated and active volunteer base
- Financial responsibility

DISCOVERY STATION - PHILOSOPHY

Our Nursery School is being offered as a means to support the concepts addressed in the Oakville Parent-Child Centre's Mission.

Our program will provide a safe, positive and nurturing environment for your child. We will strive to encourage the growth of independence, self-confidence and respect for others at a level appropriate to each child's development. We believe that a child learns through play. Our program will offer many varied opportunities for play, which will cultivate natural curiosity and love for knowledge.

INCLUSION POLICY

Our Centre takes pride in offering our programs to all children, regardless of the level of their need. All children are welcomed into our programs and our staff promotes inclusive social play and full participation in all routines and activities in the classroom. This philosophy fosters an environment of mutual respect and understanding which supports the whole family during their preschool journey. Working collaboratively with professionals from Children's Resource Services, Halton Region and our community partners, our staff strives to ensure a positive outcome for all families and children.

GENERAL INFORMATION

Nursery School Licensing

Our nursery school program is licensed under the Day Nurseries Act. Each location is inspected annually by the Ministry of Community & Social Services to confirm compliance with this Act. The Day Nursery Act contains requirements specific to staff qualifications and ratios, program content and equipment.

Program Schedule

The fall schedule of programs will commence the week of September 14, 2009. For details specific to days, times and cost, please refer to the **Fee Schedule**.

How To Register

At the time of registration, please submit:

- Your completed Registration Form which includes a second and third choice of program**
- The Consent form**
- The Statement of Immunization form**
- \$50.00 Registration Fee – currently dated**
- A currently dated cheque for one (1) month's fee which covers your June 2010 payment**
- Pre-authorized payment form completed with a void cheque attached**

What Is The Registration Fee?

The Registration Fee is \$50.00 per child, and is a non-refundable administrative fee.

Tax Receipts

Receipts will be issued at the end of the calendar year and will be mailed to you in February. If you misplace your receipts, please contact the Program Manager to obtain a duplicate. ***A fee of \$10.00 per receipt will be charged for each duplicate requested.***

Returned Cheques

Any cheques that are returned by your bank (NSF, etc.) are subject to a \$20.00 administration fee.

Withdrawals/Transfers

A \$25.00 administration fee is charged for each withdrawal from a program or for transfers between programs. The transfer fee does not apply to families who are on the waitlist. Upon withdrawal or transfer from a program, the \$50.00 Registration Fee will not be refunded.

In addition:

- If you withdraw your child prior to the September commencement date, 30 days written notice is required. If 30 days written notice is not given, your deposit will be withheld.

- Once your child begins the program, 30 days written notice is required if he/she is to be withdrawn. The 30-day period commences on the date written notice is received by the Oakville Parent-Child Centre. If the 30-day notice is received, your deposit will be returned **less a \$25.00 administration fee**. If a child is removed without notice, your deposit will be withheld.

Incident Weather & Closures

This program will be cancelled if the **Halton District School Board** cancels transportation or closes the schools for the Oakville/Burlington area due to weather conditions. You can check their website for up-to-date information at www.hdsb.ca, listen to your local radio station, watch CHCH television station or sign up to receive notification via e-mail regarding school closure information. ***Please note that we no longer call parents on snow days.*** Parents will not be reimbursed for cancellations due to weather conditions.

The Oakville Parent-Child Centre also follows the Board's scheduled closures for two weeks at Christmas and one week at March Break. The Centre is closed for all Statutory Holidays. **There are no fee reductions for any of these closures.**

Videotaping & Photographs

The Oakville Parent-Child Centre will only permit parents or guardians to use their cameras or video cameras at Discovery Station special events when parents are invited to participate i.e. Christmas, Farewell party etc. If a parent objects to their child being in a picture or being video taped at this time, it is their responsibility to make staff aware of their concern.

PROGRAM INFORMATION

Meet and Greet

The first day of your child's program in September is Meet & Greet. This is an opportunity to come to school with your child to visit the classroom, meet the teachers, classmates and get a brief overview of the program. Your child's first day on their own will be the second day of the program. A reminder notice will be sent home in August with more details.

Age Groupings

We offer a Toddler program for children 18 to 30 months and a Preschool program that is for children 2½ to 5 years.

In both of these age groupings, we may be able to accept a child who is 17 months in the Toddler group and a child who is between 2 and 2 ½ years in the Preschool group. If you would like more information on these spaces, please contact the Centre before submitting your registration.

Arrival And Pick-Up

When you arrive, you will be required to sign your child in to the program and indicate who will be picking up your child at departure time. Please notify a member of the program staff that your child has arrived prior to leaving the Centre.

“Departure” from Discovery Station is of equal importance, so please be available to collect your child by their pick-up time. When you pick-up your child, you will sign your child out and notify a member of staff that you are leaving.

In the interest of safety, we cannot allow a child to leave the classroom with someone we do not know. Your child will only be released to those people designated on your registration form. In the event of extenuating circumstances, changes to the designated people must be submitted in writing from a parent or guardian to the Teacher. We do require that any new authorized pick-ups provide photo identification at departure time.

Program Content

The following outlines the program content for our Discovery Station programs. This schedule may vary based on the ages of the children registered in the program, the theme and activities proposed for the individual program. Weekly plans for each individual group are posted on the Discovery Station bulletin board at each centre:

- Free choice of play; an opportunity to explore various learning centres throughout the room. Centres include; dramatic play, building & floor toys, free choice creative, playdough, puzzles & cognitive toys, easel activities, quiet book corner, science & special interest table. Also, an opportunity to have one-on-one learning with the teachers.
- Opening circle to welcome children, discuss calendar, weather, and theme activities as well as a learning circle. Encourages imagination, social interaction, listening skills, increasing attention spans and fostering new knowledge.
- Washroom Routine and Snack
- Creative projects related to the unit, sensory activity, cognitive and gross motor
- Story Time Circle
- We go out for walks occasionally and have special visitors (ie. Humane Society)

Clothing

Children should wear comfortable clothing. Each child should have an extra set of clothing including underwear, socks, T-shirt, pants and an indoor pair of shoes (no slippers or flip-flops please). Please provide a backpack on a daily basis with your child's initials to store the extra clothing (e.g. "JT"). All creative supplies are non-toxic, safe and washable, but not all stains wash out!

Diapers

It is not anticipated that all children will be toilet trained, so if necessary please provide spare diapers and wipes for your child. In all of our programs, both Toddler and Preschool, there is a washroom routine however if your child needs their diaper changed outside this routine it will be attended to. If you are toilet training, please discuss any special requests with the staff. We'll be happy to help!

Snack

We will provide a nutritious snack. Children's special dietary needs and allergies will be posted both in the snack preparation area and in the classroom. Monthly snack menus will be posted on the Discovery Station bulletin board. We are attempting to provide a nut free environment. However, if a parent/caregiver of a child who has an anaphylactic allergy wishes to bring in their own snacks, they may. Any snack items that are provided by a parent/caregiver, must be labeled with the child's name and the ingredients.

Special Days

We will be celebrating your child's birthday in our program. However, due to the increased number of allergies we have decided to avoid any edible birthday treats in your child's class. Please enjoy the birthday treats at home! Thank you for your continued co-operation.

Toys

Although your child may wish to bring favourite toys from home, we strongly encourage you to leave personal items at home. It is often difficult for children to share special toys and to ensure that the toy is not misplaced.

We will be having a "Show and Share" day throughout the year where your child is allowed to bring something from home and show it during circle. Watch your child's monthly calendar for these days.

Visits

During the school year we invite the parents to join their child's program. This is a great opportunity to spend a morning/afternoon with your child and learn more about their interests and routines in the class. A sign up schedule will be posted outside your child's classroom in January. Please note you will be required to make alternate arrangements for siblings. Detailed information will be provided in January.

YOUR CHILD'S HEALTH AND WELLBEING

Sanitary Procedures

Appropriate procedures are followed with regard to sanitary procedures as required by the Day Nurseries Act and the Public Health Department.

Toys - Toys will be washed and disinfected on a weekly basis, or more often, depending on use.

Washroom Routine - Each child will wash their hands before snack and after toileting. Liquid soap dispenser and paper towels are available for hand-washing.

Furnishings - The washroom will be tidied and disinfected, the floor will be damp-mopped, and the carpet will be vacuumed after each program.

Health Care Policies

Parents are required to keep their child at home if they display any of the following:

- ❖ Fever (anything over 38.5° C)
- ❖ Respiratory symptoms
- ❖ Diarrhea/vomiting
- ❖ Skin problems(undiagnosed)
- ❖ Eye/Nose drainage- thick mucus or pus draining from an eye or nose
- ❖ Sore throat
- ❖ Cough (persistent)
- ❖ Itching (persistent of body or scalp)
- ❖ Head lice

Health Care Policies (continued)

For your information, a list of communicable diseases and incubation and isolation periods will be posted on the Discovery Station bulletin board. The Oakville Parent-Child Centre, at the discretion on the Program Manager/or Executive Director, may require a Doctor's note for a child to return to the program.

We collect and use personal information in order to communicate with you. This information is for the sole use of the OPCC staff and their representative. However, we are required by the Public Health Department to report any suspected communicable diseases as per the Health Protection & Promotion Act (1983) and personal information may be provided.

In the event that your child should become sick during a program, the parents will be called first and then, if the parents cannot be reached, we will call the emergency contact to pick up your child. Appropriate care will be provided until the parents or emergency contact arrives. If your child is ill or will be absent from the program, please inform the teacher at departure time on the previous day or contact our office at 905-849-6366.

A first-aid kit is kept in the classroom and accessible to all staff. All staff in each program are required to have CPR training annually.

Allergies and Administration of Medication

The Centre will not administer any medication (prescription or non-prescription ie; Benadryl, Tempera etc.), except in the event a child requires emergency medication in response to an allergic, asthmatic or life threatening condition. If your child has an epi-pen or puffer, **please contact the Program Manager to complete the Anaphylactic Policy forms. This package must be completed before your child can start in the program.** If there are any changes in a child's medical condition, it is the parent's responsibility to contact the Program Manager immediately.

The Oakville Parent-Child Centre, at the discretion of the Executive Director, may refuse to undertake responsibility for administering medications or procedures, which staff do not have the expertise to administer.

CHILD GUIDANCE

It is the purpose of the Oakville Parent-Child Centre and this program to provide a warm, caring environment in which each child will feel safe and secure. Consistent limits for behaviour have been set, appropriate to the developmental level of the child and deal with health and safety, appropriate use of the equipment and the rights of each individual. We believe that the child responds best to positive direction, using encouraging language and tone of voice. The child learns respect for others by being given respect for himself/herself. Our child guidance policies reflect this philosophy. Methods used include:

- Redirection – guiding a child into an acceptable option when engaged in an unacceptable activity
- Natural and Logical Consequences
- Limit Setting – boundaries are developed by the teachers for the children as a group or for individual children, according to each situation
- Modeling
- Providing choices
- Anticipating conflict – planning and preparation of the environment
- Positive reinforcement and encouragement

If a difficult situation arises with the child, the teacher may discuss appropriate solutions in co-operation with the parent.

Any disciplinary practice based on negative control technique is not allowed. These practices include physical discipline, such as spanking or hitting; intimidation – use of size to create fear in a child; verbal abuse, including humiliation, threatening, yelling, sarcastic comments or discussion of a child within the child's hearing range.

The staff is committed to providing a safe, caring environment for each child. Failure to comply with our behaviour management policies by a member of staff will result in a

verbal warning, followed by a written warning, and finally, dismissal. Various criteria will be considered when determining which disciplinary measure to take, including:

- Seriousness of offence
- Actual or potential risk or harm to the child
- Past performance
- Recent performance
- Frequency of occurrence
- Previous disciplinary action taken

REPORTING PROCEDURES

Incident/Accident Forms

The Oakville Parent-Child Centre is required to complete an Incident/Accident Form in the event of an injury. These forms are shared with the parents and must be signed. They are then kept in the child's file.

Serious Occurrence

A severe situation or injury warrants immediate attention and action. It is the responsibility of the Teacher to report immediately any occurrence, or suspected occurrence, to the Program Manager and/or the Executive Director. A preliminary report will be completed by the Program Manager/Executive Director, and the occurrence will be reported to the Ministry of Community and Social Services and the Region of Halton.

Legal Responsibilities

It is public responsibility to report a child in need of protection. Every person who believes on "reasonable grounds" that a child is, or may be, in need of protection must report promptly the belief and the information upon which it is based, to the Children's Aid Society.

This booklet has been designed to provide you with detailed information regarding our Nursery School program. If you have any questions or concerns, please give us a call at 905 849-6366.

Family Doctor: _____ Tel. #: _____
 Address: _____
 Previous communicable diseases: _____ Date _____

 Special medical condition or known allergies: _____

 Does your child have an epipen? _____ Does your child have a puffer? _____ Home use only? _____
 Are you involved or on the waiting list for : __speech services __integration services __other: _____

STATEMENT OF IMMUNIZATION

PLEASE COMPLETE AND SIGN AN IMMUNIZATION FORM. IF YOUR CHILD IS NOT BEING IMMUNIZED, PLEASE CONTACT THE OFFICE AND REQUEST A "STATEMENT OF CONSCIENCE".

General Information Booklet

I have read and understand the policies as outlined in the Oakville Parent-Child Centre's *Discovery Station General Information Booklet*.

Signature of Parent: _____ **Date:** _____

We collect and use personal information in order to communicate with you. This information is for the sole use of the OPCC staff and their representative. However, we are required by the Public Health Department to report any suspected communicable diseases as per the Health Protection & Promotion Act (1983) and personal information may be provided.

VOLUNTEER PROGRAM – Please share your hidden talents! Assistance is needed in the following areas:

- Office Volunteer – Assist with library and mailouts
- Community Day – Staff the Centre's display at Community Day events i.e. Welcome Wagon Baby Showers, HomeShows, etc.
- Special Events Volunteer – assistance with ongoing events for the Centre.

How did you hear about Discovery Station? Friend () Advertisement ()
 Other: please specify: _____

OFFICE USE ONLY:							
Program Start Date: _____		Fee: _____		Withdrawal Date: _____			
Changes: Program: _____		Date: _____		Fee: _____			
Integrated: _____		Assistance: _____					
DATE PAID	CASH/CH/PAP	AMOUNT	PERIOD COVERED	DATE PAID	CASH/CH	AMOUNT	PERIOD COVERED
		\$50.00	Reg. Fee	Jan. 1, 2010			Jan. 2010
			June 2010	Feb. 1, 2010			Feb. 2010
Sept. 1, 2009			Sep. 2009	Mar. 1, 2010			Mar. 2010
Oct. 1, 2009			Oct. 2009	Apr. 1, 2010			Apr. 2010
Nov. 1, 2009			Nov. 2009	May 1, 2010			May 2010
Dec. 1, 2009			Dec. 2009				



Statement of Immunization For Entry Into Child Care

According to the Day Nurseries Act every operator shall ensure that before a child is admitted to a Licensed Child Care Program the child is immunized as required by the Medical Officer of Health. The vaccines required are diphtheria, tetanus, polio, haemophilus B, measles, mumps, rubella. These requirements may be removed if you object to immunization for medical, conscience or religious reasons. The necessary exemption form can be obtained from the Health Department.

Child Care Program: _____

Child's Name: _____
(last name) (first name)

Sex: F__ M__ Birth Date: ____ ____ ____
yr m day

Address: _____
Street City/Town Postal Code
 Parent/Guardian: _____ Home # _____ Work# _____

Family Doctor and telephone number & address:

*** required for day care/nursery school attendance**

<i>Vaccine</i>	Diphtheria *	Pertussis * (Whooping Cough)	Tetanus *	Polio - IPV or OPV *	Hib(haemophilus influenza type B) *	Measles *	Mumps *	Rubella *	Prevnar	Meningococcal - C	Hepatitis B	Varicella (chickenpox)
Dates Given (yy/mm/dd)												

Personal information on this form is collected pursuant to section 33 (1) of the *Day Nurseries Act*, R.R.O. 1990, Reg. 262, and in accordance with the *Personal Health Information Protection Act, 2004*, S.O. 2004,c.3, and will be used to determine adequate immunization status of the named child. Questions regarding the collection of personal information should be addressed to Region of Halton, 1151 Bronte Rd., Oakville, ON L6M 3L1, 905-825-6000.

DISCOVERY STATION NURSERY SCHOOL – 2009/2010**CONSENT FOR WALKS**

I, the undersigned, being parent or guardian of _____
do hereby consent to the participation of my child in activities related to the Discovery
Station program, at school and while on walks or field trips, provided such activities are
supervised by a member of your staff. This includes all activities conducted as a regular
part of the program.

Date_____
Signature

CONSENT FOR PHOTOS

Throughout the course of the year we would like to highlight events of our program by
taking photographs of the children. These will be used for display within the program
area only.

I _____(Parent's Name) give permission for my child
_____(Child's name) to be photographed for program use only.

Date_____
Signature

PRE-AUTHORIZED PAYMENT AUTHORIZATION – TERMS AND CONDITIONS

The Payor [sometimes referred to as I (we)] acknowledges that this Authorization is provided for the benefit of Oakville Parent-Child Centre (referred to as "OPCC") and (Processing Institution) and is provided in consideration of (Processing Institution) agreeing to process debits against my account in accordance with the Rules and Regulations of the Canadian Payments Association.

This authorization may be cancelled at any time upon notice by Payor. I (we) acknowledge that, in order to revoke this authorization, I (we) must provide notice of revocation to OPCC.

I (we) acknowledge that provision and delivery of this authorization to OPCC constitutes delivery by the Payor to (Processing Institution). Any delivery of this authorization to you constitutes delivery by the Payor.

I (we) and OPCC agree to waive the pre-notification requirement set out in Section 11 of Appendix II of rule H1 of the Canadian Payments Association. This waiver means that OPCC will not provide 10 days written notice to you of the amount and date of the first debit to your account nor will OPCC provide such notice every time there is a change, based on your written instructions, in the amount or the payment date.

I (we) undertake to inform OPCC, in writing, of any change in the account information provided in this authorization prior to the next due date of the PAD.

The account that OPCC is authorized to draw upon is indicated in the accompanying authorization. A blank cheque for this account has been marked "VOID" and is attached.

I (we) acknowledge that (Processing Institution) is not required to verify that a PAD has been issued in accordance with the particulars of the Payor's Authorization including, but not limited to, the amount.

I (we) acknowledge that (Processing Institution) is not required to verify that any purpose of payment for which the PAD was issued has been fulfilled by OPCC as a condition to honouring a PAD issued or caused to be issued by OPCC on the Payor's account.

Revocation or cancellation of this authorization does not terminate any of the terms and conditions that were set out in the Nursery School General Information Booklet. The Payor's Authorization applies only to the method of payment and does not otherwise have any bearing on the contract for services.

A PAD may be disputed by a Payor under the following conditions:

1. the PAD was not drawn in accordance with the Payor's Authorization; or
2. the authorization was revoked; or
3. pre-notification was not received.

The Payor, in order to be reimbursed, acknowledges that a declaration to the effect that either (1), (2) or (3) took place, must be completed and presented to the branch of the Processing Institution holding the Payor's account up to and including 90 calendar days in the case of a personal/household PAD (or upto and including 10 business days in the case of a business PAD), after the date on which the PAD in dispute was posted to the Payor's account.

The Payor acknowledges that a claim on the basis that the Payor's Authorization was revoked, or any other reason, is a matter to be resolved solely between OPCC and the Payor when disputing any PAD after (90 calendar days in the case of a personal/household PAD or 10 business days in the case of a business PAD).

DEFINITIONS

Personal/Household PAD: Means a PAD (Pre-Authorized Debit in paper, electronic or other form) drawn on the account of a Payor for payments such as, but not limited to, charitable donations, RESP and Spousal RRSP contributions, mortgage installments, utility bills, insurance premiums, membership fees, property taxes, credit card billings and payment for other consumer goods and services.

KEEP FOR YOUR RECORDS