

IMPORTANT INFORMATION – please read

➤ Absence from Program(s)

If you are ill or will be absent from your program, please let us know. **Families who are absent for more than 2 consecutive weeks without contacting staff may lose their space in the program.** If you will be away please contact the North Service Road office at 905-849-6366. **Please advise us if your child has recently been diagnosed with a communicable disease or has recently had a lab test that confirms H1N1.**



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

- Fever (anything over 98.6)
- Diarrhea/Vomiting
- Rash (undiagnosed)
- Communicable disease
- Cough (persistent)
- Head lice

➤ Snacks

Please note that all snack items brought in to the Centre **must be nut free**. Unfortunately, Tim Horton's cannot guarantee nut-free products and we are unable to serve them in our classrooms. **Due to allergies, we are asking parents/children to eat in designated areas.**

➤ Program Requirements

Parents are required to remain "on site" for all programs at the Centre, with the exception of "Just For Kids" programs and our Discovery Station Nursery School programs.

➤ Safety

- Nursery care for younger children is **required** during "Parent and Tot" programs. Refer to page 3 of the Program Guide for further information.
- We cannot allow a child to leave the Centre with someone we do not know. Your child's teacher must be notified by a parent/guardian if a child is to be released to an adult other than the parent/guardian registered in programs.
- **School age children** will not be permitted to participate in our programs on school holidays or P.A. days.

➤ Drop-off Programs

Please provide the following items in a **bag for your child** each week, **clearly labeled with your child's first and last name:**

- indoor shoes
- change of clothes, including underwear and socks
- diaper (disposable), wipes
- a juice cup with a lid/a bottle (nursery or toddler room)

➤ Videotaping

Please note that videotaping at the Centre is not allowed without prior approval of the Executive Director.

➤ Cancellation of Programs/Closures

Our Centre will close 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 the up-to-date information at <http://www.hdsb.ca/>, listen to your local radio station, watch CHCH television station or sign up on our website (<http://www.op-cc.ca/>) to receive notification via e-mail regarding school closures. If you have already provided us with your e-mail address, you will receive closure notification. Please keep us updated if you change your email address. Parents will not be reimbursed for cancellations due to weather conditions. We also follow the Board's scheduled closure for one week at March Break. The Centre is closed for all statutory holidays. There are no fee reductions for any of these closures.

Please Note: *These procedures are for the protection and well being of you and your child. Please read the information thoroughly and call the Centre if you have any questions or concerns. Thank you!*

LOCATIONS

North Service Road – Main - 461 North Service Road West, Unit 17

Between Fourth Line (Nottingham Gate) and Dorval Drive on the North Service Road.

North Service Road – Satellite - 481 North Service Road West, Unit 25

Between Fourth Line (Nottingham Gate) and Dorval Drive on the North Service Road.

Sixth Line - 1500 Sixth Line

1 block south of Upper Middle Road in the Plaza on the right, across from Munn's Public School. Our storefront faces Elm Road. Parking in the plaza.

Kingsway - 2828 Kingsway Drive

Ford Drive, south of the QEW. Turn east on Kingsway. The plaza is on the south side of Kingsway. Our storefront faces Kingsway. Parking in the plaza.

Florence – 74 Florence Drive

Off Kerr Street just South of Stewart Street. Parking on Florence Drive or in the Town parking lot.

Goodlife Fitness Clubs - 201 Oak Walk Drive

North on Trafalgar Road to Oak Park Blvd. Turn west on Oak Park Blvd, and follow around to the Superstore. Located in the Superstore. Parking in the store lot.

Enter the building through the main doors on the left (when facing the building) take the stairs to the second floor. Enter Goodlife Fitness Club. The child minding room is to left of the entrance.

Longo's (Burloak) – 3455 Wycroft Road

North on Burloak Drive. Turn West on Wycroft Rd. Turn left and park in the store lot. Enter the building through the front entrance and take the elevator to the second floor. Enter the cooking school classroom. Please bring a blanket or towel.

St. James Catholic School - 255 Morden Road

South of Speers Road. Ring the buzzer at the side entrance of the school, (beside Kindergarten playground), enter the school and proceed to Kindergarten room.

St. Johns Catholic School – 1480 Mansfield Drive

South of Upper Middle Road, Oxford to Richmond. Enter the playground behind the school through the gate and proceed to the Kindergarten entrance.

West Oak Village – 2370 Third Line

South of Dundas Street on Third Line. The road goes around each side of the building. Enter at the front door and check in at the front desk.

Wyndham Manor – 291 Reynolds Street

South on Reynolds Street, past Lawson Street. Enter parking lot, arm will go up. To exit staff will give you a parking coin. Enter building through the front door and enter code. Proceed to front hall area. Please bring a blanket or towel.