



## Parent Handbook 2025-2026

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Thank you for your interest in our programs!

We are dedicated to providing families with high quality child-centered programming for their young children, allowing them to develop to their fullest social, emotional, cognitive and physical potential in safe, fun and nurturing surroundings. We believe children are competent, capable curious and rich in potential. Learning through developmentally appropriate play and experience is encouraged and facilitated by our teachers, as guided by the How Does Learning Happen Document and the ELECT Document.

## **PROGRAM STATEMENT, GOALS & PHILOSOPHY**

The teachers at Uptown Yonge Preschool are committed to maintain an inclusive environment and helping each child transition to the school environment and build life skills by gently guiding social interactions, facilitating developmentally appropriate activities, encouraging independence and fostering self-confidence. Ultimately, our goal is to produce socially & culturally conscious, empathetic and inquisitive children, well prepared for their foray into the primary school environment. The main focus is to support and encourage the child's emotional and social growth, accounting for the varied learning styles and abilities of children. We believe children are competent, capable, curious and rich in potential. Our day-to-day approach with regard to implementation of childcare is guided by the How Does Learning Happen Document, which can be viewed at

<http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>. We promote the health, safety and nutrition and well- being of children.

As perpetual scholars of ECE, we select what we perceive as the valid aspects of a variety of theories to craft our own unique approach. Our strongest influence and inspiration come from the Reggio Emilia philosophy, though we also draw from Adler, Emergent, and the ELECT document as well as many play theorists, and the director's own insights into the behavior, and learning of young children. We enjoy sharing our unique philosophy with parents because it works with kids. Please don't hesitate to approach the director/supervisor, or staff members to discuss our approach in more detail. We support positive and responsive interactions among children, parents, child-care providers and staff, as described below. Our staff are expected to participate in 2 annual professional learning opportunities in order to stay well informed and current in their knowledge, allowing them to continually improve their practice.

All children learn best through play and experience. By "doing" they internalize the process and maintain a love of learning. Play-based learning is a well-researched and widely accepted theory that is implemented in our school. By observing the children in their daily activities, teachers are able to plan appropriate activities that challenge and develop their unique emerging skills by enhancing their play...and often teachers join in. The premise of play-based learning is that children must chose the activity at will, must derive pleasure from it, must be intrinsically motivated to participate, must be actively engaged, and the activity must have an element of pretense. In keeping with this philosophy and with the understanding that play is the work of children, staff guide the room set up, materials available, length of time children participate, as well as the daily routine of the program, but allow children to freely explore. We understand that children learn & develop at their own pace and will reach milestones at different times and teachers' program according to these differences.

Teaching at Uptown Yonge Preschool is “process-oriented” and not “product-oriented”. Learning occurs in the process of “doing” the activity, the result is less important. Thus, children’s spontaneity and creativity are not stifled e.g. during art, each child uses the medium and materials carefully selected by teachers to create however and whatever they are inspired to.

Our goal is for children to learn in active, immersive meaningful activities that keep the children engaged. In support of this approach, we invite community partners to visit the preschool and share their skills and roles- ie. fire fighters, paramedics, nurses, police officers, vets. Provocations and opportunities for inquiry-based learning are available on a regular basis. Staff document what interests are displayed in the group and respond with activities, which are then documented for parents to view. Plenty of opportunity for self-directed open play is provided with a mind to not interrupt meaningful play unless absolutely necessary. By regularly observing each child staff can prepare learning opportunities that extend learning and build on what children already know, while accounting for varied learning styles and interests wherever possible. Classroom set-up and staff approach is geared toward respect and recognition of children. Staff come down to the child’s level when speaking, rather than talking over them. Furniture is child sized, and wall art/displays are at their eye level, not ours.

We value and nurture respect for others, a sense of community, as well as belonging, self-confidence, independence and capability and offer a nurturing and rewarding first school experience. Our goals for the children include positive self-esteem, confidence and sense of being capable. We build strong relationships between children, parents and teachers, allowing for children to feel safe and welcome while attending the program. We have an open-door policy and welcome parent involvement in their child’s preschool experience by inviting parents into the classroom as well as sending home family activities to extend learning.

Our programs offer a balanced day which alternates between periods of quiet and active periods each day. Ex. classroom discovery-based play, followed by gym or yard time, followed by bathroom and snack, leading into organized and free play opportunities. A quiet area near the bookshelf is always available if a child needs some quiet/rest time.

Toddlers and preschoolers frequently experience conflict in social situations. Teachers encourage those involved to work it out together while a teacher observes from a distance. Should this approach not result in an acceptable solution, the teacher may model appropriate behaviour, turn taking, and encourage children to consider others point of view. Ultimately our goal is to help children to interact effectively with others.

Behaviour management/modification strategies are based upon logical consequences, allowing the child to understand and internalize the repercussions of unacceptable and/or inappropriate behaviour. In order to maintain self-confidence, children are always allowed the opportunity for redemption (i.e. helping tape together a picture they tore, gluing a broken toy). The staff set appropriate limits (holding the railing, sitting while eating, no hitting), which are explained and reiterated to children when necessary. Staff encourage children to self-regulate wherever possible and help children recognize and respond to their feelings. Harsh and degrading methods of

controlling behaviour are forbidden to be used by staff, volunteers and placement students and may be grounds for staff dismissal. Prohibited practices include:

- corporal punishment of the child; o physical restraint of the child, such as confining the child to a
- high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- inflicting any bodily harm on children including making children eat or drink against their will.

Whenever possible staff takes on an observatory role and allow children to attempt to negotiate and resolve differences and problem solve between themselves. Teachers step in when needed to offer guidance & support (modeling, positive reinforcement etc). We encourage children to interact and communicate in a positive way and encourage self-regulation by observing interactions and modeling appropriate actions as well as offering suggestions when needed. Parent input is welcome to allow for a consistent approach. Talking about feelings and discussions on "how your engine is running" help children to begin to understand and self-regulate.

In case of an occurrence/behaviour of a serious or continuous nature involving your child (ren) should arise, you will be contacted to cooperatively develop a joint strategy of behavior modification with your child's teacher.

For detailed Behaviour Management policies please consult the Director to review the Policy Binder.

We support families through our holistic approach to child programming and education, welcoming parental involvement and the sharing of cultural traditions and professional expertise with the children. We are a fully inclusive environment, welcoming children of all abilities. We promote anti-bias behaviour throughout the program and encourage children to develop a social conscience. Children participate equally in all activities, regardless of gender. We practice and teach respect

regardless of gender, race, creed, colour, religion, class, age, sexual orientation, marital status, physical challenges, ethnic origin, ancestry or citizenship.

Staff are available for in person meetings, or through email or phone communication as well as daily verbal feedback at the end of the program. Written anecdotal and developmental reports are sent home twice per year. Curriculum Night includes a display of work samples and an opportunity to meet with teachers as well as a parenting workshop. Parents and teachers form an important alliance in delivering the best quality care to their child.

We follow the Canada Food Guide and Nutrition guidelines set out by the Child Care & Early Years Act (CCEYA) when serving food and use trusted and approved caterers for our lunch program. One of the staff is a Certified Food Handler. We maintain a strictly nut-free environment and serve healthy nutritious snacks. We ask parents to respect our **NO NUT** policy and refrain from bringing nut products into the school as even residue on a child's hands could cause a severe reaction or even death of a classmate. If your child has eaten a food containing nuts for breakfast, please wash their hands before drop off. Please also ensure your child does not come to school with food or treats in his/her pockets. Should you need suggestions for nut-free alternatives please speak to your child's teacher. Parents of Anaphylactic Children are required to complete a comprehensive Anaphylaxis Emergency Plan prior to beginning school and train all staff at the centre as to its implementation. All parents are advised of allergies at the school. We have a double check policy; foods are checked for ingredients when before purchase, at preparation time.

**Children and staff are excluded from the program when ill, and Toronto Public health guidelines are adhered to avoid the spread of illness. Our facilities and equipment are cleaned on a regular schedule as directed by Toronto Public Health.**

Parents are continually asked for verbal feedback on the program. Every June an anonymous online survey is sent out to registered families asking for feedback and evaluation of our program as related to the above statement. The director reviews the results with staff and considers changes to this statement and general practices annually, and whenever updates are required by the Ministry of Education or Toronto Public Health etc.

The preschool meets or exceeds all early childhood and Ministry of Education requirements as dictated by the Child Care and Early Years Act, preparing children for the expectations and routines of the elementary school system. The policies are set forth by Uptown Yonge Preschool and Child Development Centre and are in accordance with Ministry of Education and CCEYA. These policies and accompanying contracts become effective upon acceptance by the parent/guardian and Uptown Yonge Preschool.

## **FACILITIES**

The preschool offers 2 large, well-appointed classrooms, a full-size gymnasium, kitchen and a large yard. Classes rotate throughout 3 rooms to allow for a variety of experiences and interactions.

Parents are encouraged to arrange a tour of our facilities by contacting the school.

## **SCHOOL HOURS/SCHOOL YEAR**

The pre-school operates Monday to Friday, 9:00 am - 11:30 am (morning program) and 12:30pm -2:45 pm (afternoon program) and offers programming for toddlers (18 months-2.5 years old) and preschoolers (2.5 years old-5 years old). We also offer a full day program which operates from 9:00 am- 2:45 pm. There is lunch & extended care available (extended care only available to half day attendees). Before & After School Club operates from 2:30pm to 6pm. Children are transported through private bus service from local schools, or school bus (subject to operator which schools we pick up from).

We realize that hectic schedules mean children may occasionally be dropped off a few minutes early or picked up a few minutes late. There are no late fees associated with this providing it is not a routine occurrence. Late Policy: Please go to the bathroom note however that regular lateness of more than 5 minutes impacts teacher planning/clean-up time. We have instituted a policy whereby parents are allowed 3 late pick-ups after which 1\$ will be charged upon late pick up, and 1\$ for every minute thereafter- to be billed quarterly. However, in order for all children to benefit from the program, and to maintain routine, please try to be on time daily. If your child is ill or will be absent, please let your child's teacher know (fees will not be reduced and days cannot be made up).

**We are closed for statutory holidays.**

## **AODA**

1. Uptown Yonge Preschool is compliant with the customer service standard of the Accessibility for Ontarians with Disabilities Act. Please let us know how we can best help you and whether any accommodations can be made in providing service to your family.

## **NO SMOKING POLICY**

In compliance with the Smoke Free Ontario Act, 2017 it is the policy of Uptown Yonge Preschool that there shall be no smoking (including cigarettes, electronic cigarettes, lit tobacco or medicinal marijuana in the preschool facility, yard or during an off property walk/trip during the preschool program.

Signs are posted conspicuously at every entry and exit to this effect and all staff temporary and permanent of advised of this policy on annual basis.

Staff ensure that any individual who refuses to comply with the requirements of the Smoke-Free Ontario Act, 2017 does not remain at the child care centre.

## **SERIOUS OCCURENCES**

In the interest of transparency, in the event of a serious occurrence at the preschool, a Serious Occurrence Notification form will be posted in the Parent Area for 10 days after the occurrence or after and subsequent action or investigation is completed. No identifying information will be used (such as names, initials, birth dates, or ages).

## **LICENSING INSPECTIONS**

Parents are encouraged to visit <http://www.edu.gov.on.ca/childcare/index.html> for more information about child-care and licensing as well as the centre. We post the results of our annual licensing inspections in the Parent Area. We are also subject to twice yearly Public Health Inspections and annual Fire Inspections.

## **VOLUNTEER & STUDENT SUPERVISION POLICY**

It is the policy of Uptown Yonge Preschool that college students on placement as well as volunteers, are not left unsupervised with the children. Students & volunteers do not count toward staff/child ratios.

Prior to commencing their position, students and volunteers are oriented to the policies and procedures of Uptown Yonge Preschool as well as the schedules and activities. They review the Parent Handbook and review and sign all of our policies.

Behaviour monitoring is routinely performed. The supervising R.E.C.E is responsible to orient volunteers and students as well as monitor their interactions with the children.

## **PARENT CONCERN POLICY**

Uptown Yonge Preschool aims to support families and address their needs and concerns in a timely and respectful manner.

Parent issues or concerns may be presented verbally or in writing/emailed to the child's teacher, and if not resolved/addressed suitably within 48 hrs should be brought to attention of the supervisor in writing, including details as to steps already taken.

Teachers approached with a parent issue or concern are expected to validate the preschools interest in helping resolve the issue. Staff are required to notify the supervisor of any concerns presented the same business day. Teachers are given 48 hours to provide an initial response to a concern (unless it is deemed a serious occurrence) in writing. If escalated to Supervisor, the supervisor is given 48 hours to respond in writing to the parent concern.

### ***Parent Issues and Concerns Policy and Procedures***

Name of Child Care Centre: Uptown Yonge Preschool Date Policy and Procedures Established: Feb 14th 2018 Date Policy and Procedures Updated:

### ***Purpose***

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

Uptown Yonge Preschool aims to support families and address their needs and concerns in a timely and respectful manner.

### *Definitions*

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Staff: Individual employed by the licensee (e.g. program room staff).

### *General Policy*

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Uptown Yonge Preschool and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 1-3 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

### *Confidentiality*

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

### *Conduct*

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.



If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee. Concerns about the Suspected Abuse or Neglect of a child  
Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.  
Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childremsaid/reportingabuse/index.aspx>

## Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<b>Program Room-Related</b>  E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to - the classroom staff directly or - the supervisor or licensee.	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised</li> <li>or</li> <li>- arrange for a meeting with the parent/guardian within 1-3 business days.</li> </ul> <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul> <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 4 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<b>General, Centre- or Operations-Related</b>  E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to - the supervisor or licensee.	
<b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b>	Raise the issue or concern to - the individual directly or - the supervisor or licensee.  All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	
<b>Student- / Volunteer-Related</b>	Raise the issue or concern to - the staff responsible for supervising the volunteer or student or - the supervisor and/or licensee. - All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	

**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to Abir Khreis.

Issues/concerns related to compliance with requirements set out in the Child Care and Early Years Act., 2014 and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

**Contacts:**

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)

Operator: Abir Khreis [director@uptownyongepreschool.com](mailto:director@uptownyongepreschool.com) or 647-549-3676

**EMERGENCY MANAGEMENT PROCEDURE**

We have emergency procedures in place and in the event that we have to enact the procedures we will call parents as well as send an email detailing our procedures and plans. We will proceed to our evacuation site of St. John's York Mills Church.



## **Child Care Centre Safe Arrival and Dismissal Policy**

DATE: September 10, 2024

EFFECTIVE DATE: September 10, 2024

Authority: Child Care and Early Years Act, 2014: Regulatory Requirements: Ontario Regulation 137/15

### **Purpose**

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide staff and students with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the child care centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

### **Policy General**

- Uptown Yonge Preschool & Child Development Centre Inc. will ensure that any child receiving child care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization permitting the child care centre to release the child to.
- Uptown Yonge Preschool & Child Development Centre Inc. will only dismiss children into the care of their parent/guardian or another authorized individual. The Centre will not release any children from care without supervision.
- Parents and/or guardians understand that Uptown Yonge Preschool & Child Development Centre Inc. recommends that children under sixteen (16) years of age do not pick up children from child care programs. However, if a parent or guardian chooses to have a

child who is under sixteen (16) years of age but thirteen (13) years of age or older to pick up their child, the centre will release the child to the authorized individual. The “Request to Add a Youth to the Authorized Pick-Up List” form must be completed. The parent/guardian is aware that Uptown Yonge Preschool & Child Development Centre Inc. is no longer responsible for that child upon their dismissal. Please note identification is required on pick up (i.e., health card).

- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

## **Procedures**

### **Accepting a child into care**

1. When accepting a child into care at the time of drop-off, program staff in the room must:
  - greet the parent/guardian and child.
  - ask the parent/guardian how the child’s evening/morning has been and if there are any changes to the child’s pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child’s parent/guardians will be picking up, the staff must confirm that the person is listed on the application form or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).
  - document the change in pick-up procedure in the daily written record.
  - sign the child in on the classroom attendance record.

### **Where a child has not arrived in care as expected**

1. It is the responsibility of the parent/guardian to inform the child care centre no later than 10am if their child will be absent from child care for any reason. Parents are required to call the child care centre or contact the centre via email. Continued contravention of this policy will result in further follow up from the centre Supervisor.
2. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must:
  - inform the supervisor and they must commence contacting the child's parent/guardian no later than 15 minutes after expected drop off. Staff shall [describe method of contacting child's parent/guardian (e.g., call parent/guardian, send text message or email via program's communication app), how long do staff continue to contact parent/guardian if no response is received (e.g., must contact at least once and leave message, must make contact with an adult to confirm absence etc.).] message the parents or guardian via Brightwheel app. If not reached and no response within 15 minutes.
  - If no response within half hour, supervisor tries all phone numbers, followed by the police.

- If and or when the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.
- 3. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

### **Releasing a child from care**

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or a parent/guardian-authorized individual. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
  - confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
  - where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file, written authorization, or verbal confirmation from the parent/guardian.

### **Where a child has not been picked up as expected**

1. Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up after 10 minutes, the head teacher shall contact the parent/guardian via Brightwheel app and advise that the child is still in care and has not been picked up.
  - Where the staff is unable to reach the parent/guardian, staff must call parents phone numbers on file. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.
  - Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall contact emergency contacts and wait until program closes at which point staff proceed with "When a child has not been picked up and the centre is closed" procedures.

### **Where a child has not been picked up and the centre is closed**

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 3:15pm, staff shall ensure that the child is given a snack and activity, while they await their pick-up.
2. One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual, the staff shall try to reach the parent or guardian and then continue to reach out to the authorized pick up contact if unable to reach the parent/guardian.

3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall try to call all contacts in file again.
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 3:15pm, the staff shall proceed with contacting the local Children's Aid Society (CAS) Staff shall follow the CAS's direction with respect to next steps. Children's Aid: 416-924-4646 Jewish Family & Children's Aid: 416-638-7800. Muslim Children's Aid 416-907-9407

### **Dismissing a child from care without supervision procedures**

Staff will only release children from care to the parent/guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone.

### **Glossary**

*Individual authorized to pick-up/authorized individual:* a person that the parent/guardian has advised the child care program staff in writing can pick-up their child from care.

*Licensee:* The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre and home child agency.

*Parent/guardian:* A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family.

### **Regulatory Requirements: Ontario Regulation 1371/15 Safe arrival and dismissal policy**

**50. Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care has a policy respecting the safe arrival and dismissal of children that,**

**(a) provides that a child may only be released from the child care centre or home child care premises,**

- (i) to individuals indicated by a child's parent, or**
- (ii) in accordance with written permission from a child's parent to release the child from the program at a specified time without supervision; and**

**(b) sets out the steps that must be taken if,**

- (i) a child does not arrive as expected at the centre or home child care premises, or**
- (ii) a child is not picked up as expected from the centre or home child care premises.**

**Disclaimer:** This document is a sample of a policy and procedure that has been prepared to assist licensees in understanding their obligations under the *Child Care and Early Years Act, 2014* (CCEYA) and O. Reg. 137/15. It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each child care centre it operates and each premises where the licensee oversees the provision of home child care.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry's authority to enforce the CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.



## **PROGRAM OPTIONS**

### Half Day Toddler Program 18 months – 2.5 years old

9:00 am-11:30 am or 12:30 pm-2:45 pm (extended care before school & lunch program options available)

Teacher to Child Ratio 1:5

1 RECE Teacher

1 RECE or B.A./B.ED. Teacher

Enrolment Options:

2-5 mornings or afternoon per week

### Half Day Preschool Program 2.5 years old to 5 years old

9:00 am-11:30 am or 12:30 pm-2:45 pm (extended care & lunch program options available)

Teacher to Child Ratio 1:8

1 RECE Teacher

1 RECE Teacher or B.A./B.ED. Teacher

Enrolment Options:

2-5 mornings or afternoons per week

### Full Day Program (Toddler & Preschool Program) 18 months to 5 years old

9:00 am-2:45 pm (extended care NOT available)

Teacher to child ratio 1:8 or 1:5

1 RECE Teacher

1 RECE Teacher or B.A./B.ED. Teacher

Enrollment options:

2-5 full days per week

## **Program Hours:**

Morning programs: 9:00am - 11:30am

Afternoon Programs: 12:00pm – 2:45pm

Full Day Program: 9:00am - 2:45pm

After School Club 3:00pm - 6:00pm

EXTENDED CARE IS AVAILABLE 8:30 AM TO 9:00 AM  
LUNCH PROGRAM CAN BE ADDED TO HALF-DAY PROGRAMS

## Daily Schedule

### MORNING – Half Day AM

#### ***Toddler & Preschool***

9:00 am Drop-Off  
9:05 am Music Circle Time or Free Play  
9:50 am Clean Up  
10:00 am Toileting / Hand Washing switch rooms  
10:15 am Snack  
10:30 am Gym/Outdoor Play  
11:30 am Pick-Up

### AFTERNOON - Half Day PM

#### ***Toddler & Preschool***

12:00 pm Drop-Off  
12:05 pm Lunch  
12:30 pm Clean Up  
1:00 pm Free Play/Planned Activities  
1:20 pm Toileting / Hand Washing switch rooms  
1:30 pm Circle time/Story/Show & Tell  
1:45 pm Snack  
2:10 pm Toileting  
2:15 pm Outdoor Play or Gym  
2:45 pm Pick-Up

#### ***Full Day Toddler or Preschool***

9:00 am Drop-Off  
9:05 am Circle time/Story/Show & Tell  
10:00 am Toileting/ Hand Washing & Snack  
10:30 am Gym/Yard Time  
12:00 pm Lunch  
12:30 pm Nap Time/Quiet Play  
1:00 pm Free Play/Planned Activities  
1:30 pm Toileting/Hand Washing  
1:45 pm Snack  
2:00 pm Outdoor Time  
2:45 pm Dismissal

#### ***After School Club***

3:00 pm Arrival  
3:15 pm Gym or Outdoor Play  
4:00 pm Bathroom & Handwashing

4:15 pm Snack  
4:40 pm Independent Book Time/Homework Help  
4:55 pm Planned Activities/Free Choice  
6:00 pm Dismissal

## **LUNCH**

We serve delicious hot lunches and snacks catered by Wholesome Kids, which is inclusive to your tuition fee. They meet the requirements of the Child Care & Early Years Act. Each meal includes milk, as well as a fruit and vegetable serving.

## **DAILY ACTIVITIES**

Activities at Uptown Yonge Preschool are grounded in inquiry-based learning, allowing for projects on a particular topic throughout the school, which is incorporated into each activity (circle discussion, songs, creative, manipulative play, puzzles, books etc.). We are strongly influenced and inspired by the How Does Learning Happen Document, Montessori & Reggio Emilia philosophy, Emergent Curriculum and the ELECT Document.

We have a large 2500sqft gym and 3000sqft outdoor yard, full of gross motor potential! We also take neighbourhood walks and occasional field trips. We go outside in most weather, to a max of -15 with windchill. At less than -10 we limit outdoor time to what the children can tolerate while having fun!

## **TODDLER PROGRAM**

Our toddler program offers a warm, supportive atmosphere in which children can develop social, emotional and self-help skills, gaining independence, having fun and expanding their experience. Focus is placed on language development, fine & gross motor skills as well as social interactions/impulse control. Children are also exposed to colours, shapes number, and name recognition.

In the Creative Area:

- Daily creative activity (using a variety of mediums: glue, paint, recycled materials, nature, chalk etc).
- Painting & Drawing (pastels, crayons, markers, chalk, paint)
- Play dough & modeling clay
- Sensory tables (water, rice, nature, noodles, cornmeal etc)

- Light table
- Cooking & Baking (Multicultural & Holiday)
- Wooden blocks, “Duplo”, shape sorters which help develop children’s fine motor skills and imagination.

In the Cognitive/Dramatic Area:

- Interactive Circle, Story & Discussion time (inc. show and share, Songs, calendar discussion-length varies upon children attention span)
- Puzzles & Magnets, pegboards etc.
- Pretend/dramatic play props (costumes, career props, dolls etc.) Puppet theatre & puppets
- Family Living Centre (play food & kitchen items, dolls)
- Books according to the weekly thematic unit and reading corner Transportation toys
- Cognitive: Shapes, Colours, Letter and Number, and own name recognition, serration, matching, classification
- Manipulative & stacking/nesting toys
- Felt board
- Fine Motor Activities-shape sorting, zippers, velcro
- Wide variety of toys such as farms, animals, dollhouse

## **PRESCHOOL PROGRAM**

Preschoolers are full of questions, and excitement to learn about the world they live in. In a supportive and caring environment, they are free to pretend, imagine, experiment, make friends and gain independence. Carefully selected developmentally appropriate activities are selected each day to encourage learning and creativity. Children progress in number and letter concepts, are introduced to phonics and sight words, progressing unhurried at their own comfortable pace. Socially acceptable interaction is modeled and conflict resolution skills are taught.

In the Creative Area:

- Daily creative activity (using a variety of mediums: glue, paint, recycled materials, nature, chalk etc)
- Painting & Drawing
- Play dough & modeling clay
- Science Activities (children will be encouraged to consider “how, when, why?” eg. Sink & float games, colour mixing, milk, food colouring and dish soap experiment)
- Sensory tables (water, rice, nature, noodles, goop, ice, cornmeal etc)
- Cooking & Baking (Multicultural & Holiday)
- Wooden blocks, “Lego/kinetix”
- Weekly Free Expression Art-allowing the child virtual freedom in creative expression.

In the Cognitive/Dramatic Area:

- Interactive Circle, Story & Discussion time (inc. show and tell, calendar and weather work)
- Puzzles & Geoforms & Board Games
- Pretend/dramatic play props (costumes, career props, dolls etc.)
- Puppet theatre & puppets
- Family Living Centre (play food & kitchen items, dolls)
- Books according to the weekly thematic unit and reading corner
- Light Table
- Transportation toys
- Cognitive: Shapes, Colours, Letters and Number recognition, sorting, matching, classification
- Manipulative toys
- Phonics & Number concepts as developmentally appropriate
- Magnets
- Felt board
- Fine Motor Activities (stringing, cutting, tracing, mark making)
- Wide variety of toys such as farms, animals, dollhouse
- Monthly baking/cooking day

## **AFTER SCHOOL PROGRAMS**

Our after-school program caters to school-agers. Our aim is to provide a program rich in choices with a strong physical activity component for children who have been working hard in the classroom all day.

Students begin After School Club with a healthy snack and subsequently choose an activity that meets their interests. Various choices include: Rainbow Loom, crafts, reading library/centre, board game junction, keyboard, iPad/laptop, quiet homework table etc. There will be a daily group physical activity planned including, soccer, capture the flag, toilet tag, hockey, obstacle course, yoga, dance, etc. Pre-planned weekly activities such as baking, dance, and sport days will be included in the program.

Our school-agers are involved in classroom set up and program planning to address their interests and creativity.

## **ADDITIONAL PROGRAMMING**

We also offer a variety of programs throughout the month in the children's day to day schedule. For example, we offer circle time fun with Mark, French music with Mr. Philippe, Multi sports with Mike, Yoga & Fitness with Allison & Jackie, & cooking with The Chef Upstairs. Lastly, we host random events at the centre or go on field trips throughout the year (families will be notified in advance of these events and programming on our calendar).

## **Literacy at UYP**

### **Social and Personal Development**

The personal and social development of young children lays the social and cognitive groundwork that fosters a love for school, engages the children in the process of learning, and supports future success in school and in life. Early learning programs focus on who the children are, and support and encourage them to reach their full potential. In partnership with the home, the school plays a vital role in developing social competence by providing the tools and knowledge that children will need in order to play a constructive role as citizens.

#### **Social Development**

Social development includes children's growing abilities to empathize and get along with others. Children can begin to move beyond an egocentric view of the world and can learn to resolve conflicts and make decisions collaboratively and can develop a sense of community. The ability to work and to learn with others is essential for success in and out of school. Children need opportunities to interact with others in many contexts and for many purposes. As children learn about themselves and their culture, they also begin to understand that all people share similar needs, feelings, and aspirations.

**Big Idea:** Children are connected to others and contribute to their world.

#### **Overall Expectations:**

At the end of the school year your child will have a better understanding of:

1. Identify and use social skills in play and other contexts;
2. Demonstrate an ability to use problem-solving skills in a variety of social contexts;
3. Demonstrate a beginning understanding of the diversity in individuals, families, schools, and the wider community.

#### **Specific Expectations:**

##### **1. Identify and use social skills in play and other contexts**

- 1.1 Act and talk with peers and adult by expressing and accepting positive message.
- 1.2 Demonstrate the ability to take turns in activities and discussion.
- 1.3 Demonstrate an awareness of ways of making and keeping friends.

##### **2. Demonstrate an ability to use problem-solving skills in a variety of social contexts**

- 2.1 Use a variety of simple strategies to solve social problems

##### **3. Demonstrate a beginning understanding of the diversity in individuals, families, schools, and the wider community**

- 3.1 Develop empathy for others, and acknowledge and respond to each other's feelings
- 3.2 Demonstrate respect and consideration for individual differences and alternative points of view
- 3.3 Talk about events or retell stories that reflect their own heritage and cultural background and the heritage and cultural backgrounds of others

### **Emotional Development**

As a team nurtures children's development of self-concept, self-reliance, and self-regulation by creating a warm and responsive environment, which contributes to children's ability to experience success. Through a variety of experiences, children begin to see themselves as unique. Children need regular opportunities throughout the day to learn and value the interpersonal skills required to communicate and cooperate with others. As they develop self-confidence, they become more receptive to relating to others, and take pleasure in learning new skills. As

children's self-concept develops, they demonstrate autonomy in selecting materials, making choices, and setting goals for themselves. Children who develop a positive self-concept early in life become more successful learners later in life.

**Big Idea:** Children have a strong sense of identity and well-being

**Overall Expectations:**

By the end of the school year your child will begin to:

1. demonstrate a sense of identity and a positive self-image;
2. demonstrate independence, self-regulation, and a willingness to take responsibility in learning and other activities;
3. Demonstrate an awareness of their surroundings.

**Specific Expectations:**

**1. Demonstrate a sense of identity and a positive self-image;**

- 1.1 Recognize personal interests, strengths, and accomplishments
- 1.2 Identify and talk about their own interests and preferences
- 1.3 Express thoughts

**2. Demonstrate independence, self-regulation, and a willingness to take responsibility in learning and other activities**

- 2.1 Demonstrate self-reliance and a sense of responsibility
- 2.2 Demonstrate a willingness to try new activities
- 2.3 Demonstrate self-motivation, initiative, and confidence in their approach to learning by selecting and completing learning tasks
- 2.4 Begin to demonstrate self-control
- 2.5 Interact cooperatively with others in classroom events and activities

**3. Demonstrate an awareness of their surroundings**

- 3.1 Recognize people in their community and talk about what they do
- 3.2 Recognize places and buildings within their community, both natural and human-made, and talk about their functions
- 3.3 Develop an awareness of ways in which people adapt to the places in which they live

**Language**

Before going to school, children have already had a wide range of lived experiences with spoken, written, and visual communication, and have used language in familiar contexts. They have also developed ways of using language that are specific to their cultural and linguistic contexts. By building on the language development and the understandings that children bring to school, the team can provide children with the learning experiences they need, as well as support and guidance in their learning. By encouraging children to develop competence in language use, team members can also help children learn about the role and power of language in their own lives and in their own and other cultures

**Literacy in Play-Based Learning**

Socio-dramatic play with children starts to become complex. It involves shared symbolic representations and actions. Children use language to create a shared pretend scenario. Multiple ideas emerge, and players and materials are incorporated into the play without interrupting its flow. The children are able to coordinate and integrate many roles, often switching roles to extend the play. Children stay engaged in the play for extended periods of time and may continue developing the play over several days.

**Big Idea:** Children are effective communicators

**Overall Expectations:**

1. Communicate by talking and by listening and speaking to others for a variety of purposes and in a variety of contexts;
2. Demonstrate understanding and critical awareness of a variety of written materials that are read by and with us;
3. Use reading strategies that are appropriate for beginning readers in order to make sense of a variety of written materials;
4. Communicate in writing, using strategies that are appropriate for beginners;
5. Demonstrate a beginning understanding and critical awareness of media texts

**Specific Expectations:**

**1. Communicate by talking and by listening and speaking to others for a variety of purposes and in a variety of contexts**

- 1.1 Explore sounds, rhythms, and language structures, with guidance and on their own
- 1.2 Listen and respond to others for a variety of purposes
- 1.3 Begin to use and interpret gestures, tone of voice, and other non-verbal means to communicate and respond
- 1.4 Follow and provide one- and two-step directions in different contexts
- 1.5 Use language in various contexts to connect new experiences with what they already know
- 1.6 Use language to talk about their thinking, to reflect, and to solve problems
- 1.7 Use specialized vocabulary for a variety of purposes
- 1.8 Ask questions for a variety of purposes
- 1.9 Describe personal experiences, using vocabulary and details appropriate to the situation
- 1.10 Orally retell simple events and simple familiar stories in proper sequence
- 1.11 Demonstrate an awareness that words can rhyme, can begin or end with the same sound, and are composed of phonemes that can be manipulated to create new words

**2. Demonstrate understanding and critical awareness of a variety of written materials that are read by and with us**

- 2.1 Demonstrate an interest in reading
- 2.2 Identify personal preferences in reading materials
- 2.3 Demonstrate an awareness of basic book conventions and concepts of print when a text is read a-loud or when they are beginning to read print
- 2.4 Respond to a variety of materials read a-loud to them
- 2.5 Make predictions regarding an unfamiliar text
- 2.6 Use prior knowledge to make connections
- 2.7 Use illustrations to support comprehension of texts that are read
- 2.8 Demonstrate knowledge of most letters of the alphabet in different contexts
- 2.9 Retell stories, in proper sequence, that have been read by a teacher
- 2.10 Retell information from non-fiction materials that have been read

**3. Use reading strategies that are appropriate for beginning readers in order to make sense of a variety of written materials**

- 3.1 Begin to use reading strategies to make sense of unfamiliar texts in print

**4. Communicate in writing, using strategies that are appropriate for beginners**

- 4.1 Demonstrate an interest in writing



- 4.2 Demonstrate an awareness that writing can convey ideas or message
- 4.3 Write simple messages
- 4.4 Begin to use classroom resources to support their writing
- 4.5 Experiment with a variety of simple writing forms for different purposes and in variety of context
- 4.6 Communicate ideas about personal experiences and/or familiar stories, and experiment with personal voice in their writing

#### **5. Demonstrate a beginning understanding and critical awareness of media texts**

- 5.1 Begin to respond critically to animated works
- 5.2 Communicate their ideas verbally and non-verbally about a variety of media materials

### **Mathematics**

Mathematics in builds on children's desire to make sense of their world, and helps them develop and demonstrate their mathematical understanding. Young children use mathematics intuitively and develop their understanding of mathematics through their individual approaches to learning, as well as through their prior experience of their linguistic, family, cultural, and community backgrounds. It is therefore important that children's existing conceptual understanding of mathematics be valued and that children be introduced to mathematical concepts in an appropriate manner and at an appropriate time in their development. Children also need to be given learning experiences that are within the range of things they can do with and without guidance (that is, in their zone of proximal development).

**Big Idea:** Young children have a conceptual understanding of mathematics and of mathematical thinking and reasoning

#### **Overall Expectations:**

1. Demonstrate an understanding of numbers, using concrete materials to explore and investigate counting, quantity, and number relationships, (NUMBER SENSE AND NUMERARTION)
2. Measure and compare length, mass, capacity, area, and temperature of objects/materials, and the passage of time, using non-standard and standard units, through free exploration, focused exploration, and guided activity (MEASUREMENT)
3. Describe, sort, classify, build, and compare two-dimensional shapes and three-dimensional figures, and describe the location and movement of objects through investigation (GEOMETRY AND SPACIAL SENSE)
4. Explore, recognize, describe, and create patterns, using a variety of materials in different contexts (PATTERNING)
5. Sort, classify, and display a variety of concrete objects, collect data, begin to read and describe displays of data, and begin to explore the concept of probability in everyday contexts (DATA MANAGEMENT AND PROBABILITY)

#### **Specific Expectations:**

##### **1. Demonstrate an understanding of numbers, using concrete materials to explore and investigate counting, quantity, and number relationships, (NUMBER SENSE AND NUMERARTION)**

- 1.1 Investigate the idea that quantity is greater when counting forward and less when counting backwards
- 1.2 Investigate some concepts of quantity through identifying and comparing sets with more, fewer, or the same number of objects
- 1.3 Begin to make use of one-to-one correspondence in counting objects and matching groups of objects
- 1.4 Demonstrate understanding of the counting concepts of stable order

##### **2. Measure and compare length, mass, capacity, area, and temperature of objects/materials, and the passage of time, using non-standard and standard units, through free exploration, focused exploration, and guided activity (MEASUREMENT)**

- 2.1 Compare and order two or more objects according to an appropriate measure

**3. Describe, sort, classify, build, and compare two-dimensional shapes and three-dimensional figures, and describe the location and movement of objects through investigation (GEOMETRY AND SPACIAL SENSE)**

**3.1** Explore, sort, and compare traditional and non-traditional two-dimensional shapes and three-dimensional figure

**3.2** Identify and describe, using common geometric terms, two-dimensional shapes and three-dimensional figures

**3.3** Compose pictures, and build designs, shapes, and patterns, using two-dimensional shapes

**3.4** Demonstrate an understanding of basic spatial relationships, and movements

**4. Explore, recognize, describe, and create patterns, using a variety of materials in different contexts (PATTERNING)**

**4.1** Identify, create, reproduce, and extend repeating patterns through investigation, using a variety of materials

**4.2** Identify and describe informally the repeating nature of patterns in everyday contexts

**5. Sort, classify, and display a variety of concrete objects, collect data, begin to read and describe displays of data, and begin to explore the concept of probability in everyday contexts (DATA MANAGEMENT AND PROBABILITY)**

**5.1** Sort, classify, and compare object and describe the attributes used

**5.2** Collect objects and data and make representations of their observations, using concrete graphs

**5.3** Respond to and pose questions about data collection and graphs

**Science**

**Big Idea:** Children are curious and connect prior knowledge to new contexts in order to understand the world around them.

**Overall Expectations:**

1. Demonstrate an awareness of the natural and built environment through hands-on investigations, observations, questions, and representations of their findings;
2. Conduct simple investigations through free exploration, focused exploration, and guided activity, using inquiry skills (questioning, planning, predicting, observing, communicating);
3. Demonstrate an understanding of the natural world and the need to care for and respect the environment;

**Specific Expectations:**

**1. Demonstrate an awareness of the natural and built environment through hands-on investigations, observations, questions, and representations of their findings;**

**1.1** Ask questions about and describe some natural occurrences, using their own observations and representations

**1.2** Sort and classify groups of living and non-living things in their own way

**1.3** Explore patterns in the natural and built environment

**2. Conduct simple investigations through free exploration, focused exploration, and guided activity, using inquiry skills (questioning, planning, predicting, observing, communicating);**

**2.1** State problems and pose questions before and during investigations

**2.2** Make predictions and observations before and during investigations

**2.3** Select and use materials to carry out their own explorations

### **3. Demonstrate an understanding of the natural world and the need to care for and respect the environment**

- 3.1 Identify similarities and differences between local environments
- 3.2 Describe what would happen if something in the local environment changed
- 3.3 Identify ways in which they can care for and show respect for the environment
- 3.4 Participate in environmentally friendly activities in the classroom and the school yard

### **Physical Activity**

**Big Idea:** Make healthy choices and develop physical skills

#### **Overall Expectations:**

- 1. Participate willingly in a variety of activities that require the use of both large and small muscles
- 2. Develop control of large muscles (gross-motor control) in a variety of contexts
- 3. Develop control of small muscles (fine-motor control) in a variety of contexts.

#### **Specific Expectations:**

##### **1. Participate willingly in a variety of activities that require the use of both large and small muscles**

- 1.1 Participate actively in creative movement
- 1.2 Demonstrate persistence while engaged in activities that require the use of both large and small muscles
- 1.3 Demonstrate strategies for engaging in cooperative play in a variety of games and activities

##### **2. Develop control of large muscles (gross-motor control) in a variety of contexts**

- 2.1 Demonstrate spatial awareness in activities that require the use of large muscles
- 2.2 Begin to demonstrate control of large muscles with and without equipment
- 2.3 Begin to demonstrate balance, whole-body and hand-eye coordination, and flexibility in movement

##### **3. Develop control of small muscles (fine-motor control) in a variety of contexts.**

- 3.1 Begin to demonstrate control of small muscles in activities at a variety of learning centres
- 3.2 Demonstrate spatial awareness by doing activities that require the use of small muscles
- 3.3 Use a functional grip in written communication to produce writing that they and others can read

### **Music**

**Big Idea:** Young children have an innate openness to artistic activities

#### **Overall Expectations:**

- 1. Demonstrate an awareness of themselves as musicians through engaging in music activities
- 2. Demonstrate basic knowledge and skills gained through exposure to music and music activities
- 3. Use problem-solving strategies when experimenting with the skills, materials, processes, and techniques used in music both individually and with others
- 4. Express responses to a variety of forms of music, including those from other cultures
- 5. Communicate their ideas through music.

#### **Specific Expectations:**

##### **1. Demonstrate an awareness of themselves as musicians through engaging in music activities**

- 1.1 Demonstrate an awareness of personal interests and a sense of accomplishment in music
- 1.2 Explore a variety of tools and materials of their own choice

##### **2. Demonstrate basic knowledge and skills gained through exposure to music and music activities**

2.1 Explore different elements

**3. Use problem-solving strategies when experimenting with the skills, materials, processes, and techniques used in music both individually and with others**

3.1 Use problem-solving skills and their imagination to create music

**4. Express responses to a variety of forms of music, including those from other cultures**

4.1 Express their responses to music by moving, by making connections to their own experiences, or by talking about the musical form

4.2 Respond to music from various cultures, including their own

**5. Communicate their ideas through music**

5.1 Communicate their ideas about something (e.g. a book, an experience, a painting) through sounds, rhythms, and music

**Visual Arts**

**Overall Expectations:**

1. Demonstrate an awareness of themselves as artists through engaging in activities in visual arts
2. Demonstrate basic knowledge and skills gained through exposure to visual arts and activities in visual arts
3. Use problem-solving strategies when experimenting with the skills, materials, processes, and techniques used in visual arts both individually and with others
4. Express responses to a variety of visual art forms, including those from other cultures
5. Communicate their ideas through various visual art forms.

**Specific Expectations:**

**1. Demonstrate an awareness of themselves as artists through engaging in activities in visual arts**

1.1 Demonstrate an awareness of personal interests and a sense of accomplishment in visual arts

**2. Demonstrate basic knowledge and skills gained through exposure to visual arts and activities in visual arts**

2.1 Explore a variety of tools, materials, and processes of their own choice to create visual art forms in familiar and new way

2.2 Explore different elements of design

**3. Use problem-solving strategies when experimenting with the skills, materials, processes, and techniques used in visual arts both individually and with others**

3.1 Use problem-solving skills and their imagination to create visual art forms

**4. Express responses to a variety of visual art forms, including those from other cultures**

4.1 Express their responses to visual art forms by making connections to their own experiences or by talking about the form

4.2 Respond to a variety of visual art forms

**5. Communicate their ideas through various visual art forms.**

5.1 Communicate their understanding of something



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• [director@uptownyongepreschool.com](mailto:director@uptownyongepreschool.com)

### **Application & Registration Procedure 2025-2026**

Applications need to be completed and sent to the school prior to start date. They may be mailed, dropped off at the school between 8:30am and 6:00pm, or deposited in the mail slot located on the east side of the building, near the preschool entrance doors. They can also be scanned and emailed to [director@uptownyongepreschool.com](mailto:director@uptownyongepreschool.com)

Only complete applications containing all of the following will be considered:

- Application Form
- If registering for a future start date, a \$250 deposit is required to reserve your spot; this payment is deducted from tuition
- Tuition paid by the Brightwheel app or EMT, IN FULL at the time of registration
- First & last months are payable at before the start date of enrolment, and is non-refundable even if your child doesn't attend. Please remember that means longer and shorter months will be equally paid. If you do not provide notice of last month 2 weeks before the 1st of the month we cannot apply last month's fees until the following month.
- Tuition reflects the fees from the Tuesday after Labour Day to end of June as per our annual calendar.
- Tuition fees already reflect our closure dates
- Tuition fees will not be reduced due to weather closures, child illness or vacation related absence.

**Payments must be received before or on the 1st of each month**

**Applications are considered based upon:**

- Space availability
- Child's age & compatibility with the program

**If your child is accepted into the program, a written confirmation of enrollment and further instructions will be emailed. If you register your child but they don't attend, all monies paid are forfeited and will not be returned**

**In the event of early withdrawal from the program, any payments not yet negotiated will be returned, upon presentation of 2 calendar month written notice. The \$250 deposit is non-refundable in the event of withdrawal from programs.**

Please Note: Fees are for the month, and cannot be reduced to reflect absences. If space isn't available a numbered wait list will be arranged.

**In the unlikely event your child is deemed to not be the right fit for our program, 2 weeks-notice will be provided and a pro-rated refund for unused services will be issued.**

### **REFUND POLICY FOR FAMILIES ENROLLED AT UPTOWN YONGE PRESCHOOL**

#### **Purpose:**

The purpose of this policy is to outline the procedure for issuing refunds to families enrolled in our child care services, ensuring compliance with the Canada-Wide Early Learning and Child Care (CWELCC) program and providing transparency in all financial transactions.

#### **Policy Overview:**

Uptown Yonge Preschool is committed to providing high-quality care while adhering to the financial guidelines set by the CWELCC program. This refund policy applies to all families enrolled in our centre, and it ensures fairness, consistency, and clarity in the process of issuing refunds.

#### **Scope:**

This policy applies to:

1. All families who have paid fees to Uptown Yonge Preschool.
2. Refund requests for overpayments, early withdrawals, or other circumstances requiring a refund.
3. All transactions involving child care fees and the CWELCC subsidy.

#### **General Refund Conditions**

##### **1. Eligibility for Refunds:**

- Refunds may be requested when families have overpaid fees, or when services have been prepaid and are no longer required (e.g., early withdrawal).

- Refund requests will also be considered if there are any administrative errors in billing or payment processing.

## **2. CWELCC Program Requirements:**

- Families receiving CWELCC subsidies are eligible for refunds only for overpayments or program adjustments that align with CWELCC regulations.
- Refunds for CWELCC families will be calculated based on the original fees minus any subsidies applied through the program.

## **3. Refund Eligibility Criteria:**

Refunds will be considered under the following conditions:

- Overpayment: If a family has overpaid their fees, a refund for the excess amount will be processed.
- Service Disruption: If the centre cannot provide the service for which fees were paid (e.g., extended closure, cancellation of enrolment), a refund will be processed.
- Early Withdrawal: If a child is withdrawn from the program before the end of the billing cycle, a refund may be processed for the unused portion of fees, subject to a non-refundable deposit.
- Error in Billing: If there has been an error in the billing process, families will receive a refund for any amounts incorrectly charged.

## **4. Refund Process:**

- All refund requests must be submitted in writing to Abir Khreis at Uptown Yonge Preschool clearly outlining the reason for the request.
- The request must be submitted within 30 days of the transaction or the event triggering the refund.
- Families will be notified in writing (email or letter) within 10 business days regarding the status of their refund.
- Refunds will be issued via e-transfer or cheque, unless otherwise agreed upon.

## **5. Refund Timeframe:**

- Once the refund request is approved, the refund will be processed within 14 business days.
- Refunds will not be processed for amounts under \$10 unless requested by the family.

## **6. Non-Refundable Fees:**

**The following fees are non-refundable:**

- Registration Fees: Registration or administration fees are non-refundable, even in the case of early withdrawal.

-Deposit Fees: The deposit fee paid at the time of enrolment is non-refundable unless explicitly stated in the enrolment agreement.

-Late Payment Fees: Any late payment penalties are non-refundable.

## **7. Cancellation of Enrollment:**

If a family wishes to cancel their child's enrollment, they must provide written notice at least 30 days in advance of the intended withdrawal date. Failure to provide sufficient notice will result in a refund being prorated based on the remaining time in the billing cycle, minus any non-refundable fees.

## **8. Program Changes:**

If there are any changes to the CWELCC program (e.g., subsidy rates, eligibility), families will be informed promptly and any necessary adjustments to fees or refunds will be made in accordance with the new CWELCC guidelines.

## **9. Family Responsibility:**

-Families are responsible for ensuring that all payments are made on time. If a refund is required due to an overpayment, it is the family's responsibility to notify the centre promptly, within 30 days of the payment date.

## **PROCEDURE FOR REQUESTING A REFUND**

### **1. Submission of Refund Request:**

A written request should be submitted to Uptown Yonge Preschool via email, providing the following information:

Full name of the parent/guardian

Child's name and age

Reason for the refund request

Amount being requested

Relevant documentation (e.g., proof of overpayment, notice of early withdrawal, etc.)

### **2. Assessment of Refund:**

-The centre's Administrative Team will review the refund request and verify the eligibility.

-If the refund request aligns with the CWELCC program, the fee structure, and the applicable terms, the request will be approved.

### **3. Approval and Processing:**



Once the request is approved, a refund will be issued to the family via e-transfer or cheque. In cases of CWELCC subsidy adjustments, the refund will be adjusted accordingly.

A confirmation email will be sent to the family upon the refund's completion.

#### **4. Exceptions:**

Any exceptions or disputes regarding the refund policy should be directed to the Centre Director for further review.

#### **COMPLIANCE WITH CWELCC PROGRAM GUIDELINES**

This policy aligns with the requirements set out by the Canada-Wide Early Learning and Child Care (CWELCC) program. Any changes or updates to the CWELCC program or funding guidelines may result in adjustments to this policy to remain in compliance.

#### **CONTACT INFORMATION**

For any questions or concerns regarding this policy or to initiate a refund request, please contact by email, [director@uptownyongepreschool.com](mailto:director@uptownyongepreschool.com) or phone number 647-549-3676.

**Tuition 2025-2026 (Enrolled in CWELLC)**

**Preschool (2.5-5yr)**

**Number of day classes per week (AM  
and/or PM)**

**Monthly Tuition**

2

**\$192.50**

3

**\$287.76**

4

**\$383.16**

5

**\$478.50**

**Toddler (18mos-2.5yr)**

**Number of day classes per week (AM  
and/or PM)**

**Monthly Tuition**

2

**\$192.50**

3

**\$287.76**

4

**\$383.16**

5

**\$478.50**

**After School Club (4+yr)**

**Monthly Tuition**

5

**\$478.40**

**Extra Care per full day \$22**

## Fee Schedule: Full Day, Half Day & After School Programs

(As of January 2025)

Program Name	Base Fee Rate	Base Fee Rate After CWELCC Funding	Notes
<b>Toddler</b> (18 mos.-30 mos.) Full-day or half-day	\$65/day	\$22/day	<ul style="list-style-type: none"> <li>Children are eligible for fee reductions up until the end of the month that they turn 6 or until June 30, whichever is the later date.</li> </ul>
<b>Preschool</b> (30 mos.-44 mos.) Full-day or half-day	\$60/day	\$22/day	<ul style="list-style-type: none"> <li>Children are eligible for fee reductions up until the end of the month that they turn 6 or until June 30, whichever is the later date.</li> </ul>
<b>After-school</b> (44 mos.-68 mos.)	\$25	\$22/day	<ul style="list-style-type: none"> <li>Occasional Use on PA Days (\$22.00/day), Winter Break or March Break is subject to availability.</li> </ul>

### CWELCC Funding

Childcare fees for children aged 0 to 6 (see eligibility above) have been partially funded by the government through the Canada Wide Early Learning Child Care system (CWELCC). If for any reason this funding is not available to UCCC, decreased, or eliminated, families will be responsible for the full amount of childcare fees for any applicable child. Fees have been frozen since March 27, 2022, for those receiving CWELCC funding.

### Fee Policy

- Fees are determined by the child's chronological age and not the program in which a child is placed.

- A non-refundable registration fee\* of \$40.00 (\$18.90 after CWELCC discount if eligible) and a security deposit of \$250 is required upon confirmation of space; these fees are administered per family and not per child. Security deposits are held on account, to be applied to outstanding fees, or refunded upon withdrawal.
- Accounts will be invoiced for all days of enrolled care including statutory holidays. Care is not provided on statutory holidays and the centres are closed. However, accounts will not be invoiced for Easter Monday, when UYP closes for annual professional development.
- No refunds will be provided for any statutory holidays, professional activity days, absent days (vacation or sick days), or for emergency closures (up to a maximum of 5 days annually) outside of UYP's control.
- One month written notice is required when a child is withdrawn from care.
- If any payment fails to process, an administrative fee of \$40.00\* will be levied. After 3 attempts to collect fees are made without success, the client has an additional 5 business days to pay all outstanding fees including the administrative charges.
- Failure to resolve any unpaid or overdue balances will ultimately result in termination of service.



Office Use:

Copy of Immunization ☐

Complete Application ☐

Deposit ☐

First & Last ☐

1 Lord Seaton Rd. M2P 2C1 • 647-549-3676 • <https://uptownyongepreschool.com>  
• [director@uptownyongepreschool.com](mailto:director@uptownyongepreschool.com)

### Application & Registration Form for 2025 to 2026

Application Date \_\_\_\_\_ Requested Start Date \_\_\_\_\_  
Child's Name \_\_\_\_\_ Child's Age \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Home Address \_\_\_\_\_  
Parent 1 Name \_\_\_\_\_  
Phone Number (H) \_\_\_\_\_ (C) \_\_\_\_\_  
Email \_\_\_\_\_  
Home Address \_\_\_\_\_  
Parent 2 Name \_\_\_\_\_  
Phone Number (H) \_\_\_\_\_ (C) \_\_\_\_\_  
Email \_\_\_\_\_  
Home Address \_\_\_\_\_  
Please describe any custody arrangements \_\_\_\_\_

**\*Please provide a copy of court papers related to custody & access, as these are needed to enforce such arrangements.**

**Who has permission to pick up your child from preschool?**

Name	Relationship to Child
_____	_____
_____	_____
_____	_____
_____	_____

### **Emergency Information**

**Emergency Contacts (other than parents)**

1. Name & relationship \_\_\_\_\_

Phone number \_\_\_\_\_ Address \_\_\_\_\_

**Program Selection:**

2. Name & relationship \_\_\_\_\_

Phone number \_\_\_\_\_ Address \_\_\_\_\_

TODDLER: # of days \_\_\_\_\_ PRESCHOOL: # of days \_\_\_\_\_ Half or full days: \_\_\_\_\_

Preferred Days of the week \_\_\_\_\_

Include lunch? (yes or no) \_\_\_\_\_ Extended before school? (yes or no) \_\_\_\_\_

AFTER SCHOOL CLUB: \_\_\_\_\_ Transportation required? (yes or no) \_\_\_\_\_

If yes, please select school attending: Owen\_\_\_ Avondale\_\_\_ Harrison\_\_\_

What time does school end for pick up? \_\_\_\_\_

Grade \_\_\_ Other: \_\_\_\_\_

Dietary Restrictions (ie. halal, kosher, vegetarian, allergy):  
\_\_\_\_\_

Extended Care Requested? Yes ☐ No ☐

If yes, before or after school and what time? \_\_\_\_\_

Sibling UYP alumni? Yes ☐ No ☐

If yes, name and school year attended: \_\_\_\_\_

Parent 1 Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2 Signature \_\_\_\_\_ Date: \_\_\_\_\_

How did you hear about us?

A friend (note name) \_\_\_\_\_

An Ad (which?) \_\_\_\_\_

Signs on the property \_\_\_\_\_

Online \_\_\_\_\_ If so, was it through a Google ad? \_\_\_\_\_

Ministry Of Education Website \_\_\_\_\_

Other (Please Specify) \_\_\_\_\_

### Doctor Information

Physicians' info MUST be complete (walk-in clinics can be used in the interim if no family doctor)

Child's physician \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Child's OHIP Health Card number (optional) \_\_\_\_\_

### Emergency Medical Treatment Consent

In the event of an emergency when I am not available, I authorize the administration of any medical procedures deemed necessary by my child's doctor, or if unavailable, another physician selected by Uptown Yonge Preschool, to my child \_\_\_\_\_  
(name of child).

Parent's Signature \_\_\_\_\_ Parent's Signature \_\_\_\_\_  
Date \_\_\_\_\_

### Medical History

General State of health \_\_\_\_ Is your child under a doctor's care for any particular reason? If yes, why?

Is he/she on any medication? If yes, what? \_\_\_\_\_

Record of immunization (please include photocopy of immunization booklet), unless providing exemption from child's physician or Public Health (latter requiring notarized proof or statement of religious or conscious belief).

**ALLERGY ALERT:** please list your child's known allergy

Does child use EPI Pen? \_\_\_\_\_

Does child use Asthma inhaler? \_\_\_\_\_

Other relevant information (existing conditions, etc.):

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Which communicable diseases has your child had-check all that apply:

- ☐ Chicken Pox
- ☐ Measles
- ☐ Mumps
- ☐ Rubella
- ☐ Whooping Cough
- ☐ Scarlet Fever

**Is your child prone to:**

- ☐ Earaches
- ☐ Headaches
- ☐ Colds
- ☐ Sore throats
- ☐ Stomach upsets
- ☐ Other \_\_\_\_\_

**Gender and ages of siblings in the home**

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**Any other members of the household**

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**Languages spoken at home** \_\_\_\_\_

**Please describe your family's cultural background/traditions in order for us to better serve your child**

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**Please describe your child's previous childcare, preschool or "parent & child" experience**

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## **About your Child**

**Child's favourite:**

**Activities** \_\_\_\_\_

**Books/stories** \_\_\_\_\_

**Does your child have a good appetite? State particular likes/dislikes**

\_\_\_\_\_

**How are sleeping/napping routines like at home?**

**Please describe any particular attachments (i.e. toy, blanket, person) and any particular habits (i.e. thumb sucking, rocking, etc.)**

\_\_\_\_\_

\_\_\_\_\_

**How does your child react to stressful situations?** \_\_\_\_\_

\_\_\_\_\_

**How does your child usually react to new situations?** \_\_\_\_\_

\_\_\_\_\_

**Toileting routines (is your child toilet trained? In the process?)** \_\_\_\_\_

\_\_\_\_\_

**Please describe your views on guiding your child's behaviour and setting limits**

\_\_\_\_\_

\_\_\_\_\_

**Please include any other information you feel will aid us in providing quality programming to your child:** \_\_\_\_\_

\_\_\_\_\_

**Parent's signature** \_\_\_\_\_

**Parent's signature** \_\_\_\_\_

**Date signed** \_\_\_\_\_

## **Emergency Medical Treatment Consent**

In the event of an emergency when I am not available, I authorize the transportation of my child to a medical facility. Additionally, I authorize administration of any medical procedures deemed necessary by my child's doctor, or if unavailable, the attending physician selected by Uptown Yonge Preschool & Child Development Centre, to my child

\_\_\_\_\_.

I release Uptown Yonge Preschool & Child Development Centre from any liability involved in the transport and treatment of my child.

**Parent's signature** \_\_\_\_\_

**Parent's signature** \_\_\_\_\_

**Date signed** \_\_\_\_\_

Please complete the info below without straying outside the lined area

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### **MEDICAL HISTORY AND EMERGENCY CONTACT CARD**

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent 1 Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent 2 Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Emergency Contact name & relationship: \_\_\_\_\_

Phone number: \_\_\_\_\_ Address \_\_\_\_\_

Child's physician: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_ Health Card number (optional) \_\_\_\_\_

Known allergies: \_\_\_\_\_ COURT PAPERS? YES \_\_\_\_ NO \_\_\_\_

I \_\_\_\_\_ (the parent) agree to pay Uptown Yonge  
Preschool & Child Development Centre a monthly fee of \$\_\_\_\_\_ to provide  
programming for my child \_\_\_\_\_ (DOB) \_\_\_\_\_.

These fees represent payment for programming on a month to month basis. Payments will all  
be processed through Brightwheel

Payment owed on registration:

- \$250 Deposit to reserve spot (used towards tuition)
- 2 equal monthly payments of first & last month's fees before start date of enrolment  
through the Brightwheel app or EMT AND
- Completed application with a copy of child's immunization record

Payments will be the same during longer months, shorter months, as well as June, in order to  
equally amortize the school year tuition. Last month's fees will be held until the child's last  
month and applied once written notice is provided the month prior.

### **Registration Fee**

***PLEASE NOTE: Your child's space in the program will not be held without a deposit***

I \_\_\_\_\_ (the parent) agree to pay the deposit of \$250 to reserve a  
spot for my child.

The deposit and first and last month EMT/Brightwheel payment are required to secure a space  
for your child before their enrolment date. In the event that there is not space in the school for  
your child they will be placed on a waiting list without payment. If your child is not accepted, all  
monies will be returned. If you register for a spot that is guaranteed and subsequently your  
child doesn't attend, any payments made are forfeited. Only tuition fees not yet deposited can  
be returned- with no exception. \*\*last month's fees paid at registration will be held until notice  
of the child's last month is providing in writing BEFORE the 1st day of their intended last month.

I \_\_\_\_\_ (the parent) hereby acknowledge that I am aware of the  
conditions stated in Uptown Yonge Preschool's Financial Agreement, and agree to abide by the  
above requirements.

Parent full name \_\_\_\_\_

Parent signature \_\_\_\_\_

Parent full name \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Director's signature \_\_\_\_\_

### **General Excursion Release**

I/We give permission for my/our child to participate in community walk excursions away from the premises of the pre- school, in the company of staff members, on foot. Parents will be notified ahead of time of any excursions beyond walking distance from the school and specific release forms will be provided.

Parent full name \_\_\_\_\_

Parent signature \_\_\_\_\_

Parent full name \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

### **Brightwheel Payment Agreement**

I agree to turn autopay on and keep autopay turned in on in the Brightwheel billing platform. This will ensure my payments to Uptown Yonge Preschool are paid on time in full. I understand that I am in full control of my payments and payment settings, and I will notify Uptown Yonge Preschool if at any time I decide to make any changes or need to turn autopay off.

\_\_\_\_\_  
**Signature(s)**

\_\_\_\_\_  
**Date**

### **Sunscreen Use Authorization**

Uptown Yonge Preschool applies hand sunscreen to children's exposed skin after lunch. There is an expectation that parents apply sunscreen to their child prior to attendance and it is reapplied as needed. Sunscreen must be labelled with your child's name. Staff will use the application guidelines on the package unless otherwise instructed in writing.

Parent full name \_\_\_\_\_

Parent signature \_\_\_\_\_

Parent full name \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

### **Diaper Cream Use Authorization**

Uptown Yonge Preschool doesn't apply diaper cream as a general rule, however if your child requires it from time to time please sign below and send diaper cream labelled with your child's name. Staff will apply it as per the package directions when needed unless instructed otherwise in writing.

Parent full name \_\_\_\_\_

Parent signature \_\_\_\_\_

Parent full name \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

### **Hand Sanitizer Use Authorization**

Uptown Yonge Preschool applies hand sanitizer to children's hands when soap and water are not available. This practice has been proven to help control the spread of infection. Sanitizer used contains between 60-80% alcohol making it an effective germ killer, and containers are kept out of children's reach.

Parent full name \_\_\_\_\_ Parent signature \_\_\_\_\_  
Parent full name \_\_\_\_\_ Parent signature \_\_\_\_\_  
Date \_\_\_\_\_

### **Photo/Media Release**

I hereby authorize the staff of Uptown Yonge Preschool & Child Development Centre to photograph, videotape my child \_\_\_\_\_ for the purposes of documenting their activities in the program. Photos and files will only be displayed in the school building, school cookbook, school photo album, or sent home with my child. Photos will also be posted on a private password protected webpage.

Parent full name \_\_\_\_\_ Parent signature \_\_\_\_\_  
Parent full name \_\_\_\_\_ Parent signature \_\_\_\_\_  
Date \_\_\_\_\_

**Please indicate here if we can use your child's photo in our Facebook, Print Marketing & website:** \_\_\_\_\_

### **Policy Handbook Contract**

The following contract pertains to the policies set forth in the Parent Policy Handbook. It is the Parent's responsibility to read the Policy Handbook completely before signing. It is the Parent's responsibility to abide by all the policies stipulated in the Policy Handbook. This is a legal and binding Contract and signing it obligates you to this Contract.

I \_\_\_\_\_ (the parent) hereby acknowledge that I am aware of the conditions stated in Uptown Yonge Pre-School & Child Development Centre's Policy Handbook. I understand and agree to abide by the above policies and requirements, in conjunction with the Financial Agreement & Registration Agreement.

Parent full name \_\_\_\_\_ Parent signature \_\_\_\_\_  
Parent full name \_\_\_\_\_ Parent signature \_\_\_\_\_  
Date \_\_\_\_\_

Director's signature \_\_\_\_\_ Date \_\_\_\_\_



