

Le Monde des Petits Enfants

Preschool Center

Acknowledgement

Of

Rules and regulations

This is to acknowledge that I have received a copy of Le Monde des Petits Enfants
rules and regulations.

Child's name:

Parent's name and signature:

Date:

Le Monde des Petits Enfants

Preschool Center

Our philosophy

We believe that the early years of learning are the most important and valuable in each child's developmental stages. Through play, preschool children learn.

Play contributes to the development of academic ability. At Le Monde des Petits Enfants we encourage each child to explore experiment and develop skills at his or her own level of ability.

Our commitment

We are committed to offer a nice, warm and relaxed atmosphere, combining love, security, protection and physical care in our educational environment, where the children can fulfill their needs and develop their potentials. We will teach your child to develop socially, emotionally, physically and cognitively.

Our program

Our program is offered for children ages 18 months to five years old. Each program is based on the needs of our children.

In Le Monde des Petits Enfants the children follow the educational activities appropriate to their ages.

Our educational curriculum includes free play, music, creative play, art, science, finger plays, story time, math concepts, pre-reading /writing, French, and physical education.

As the children arrive in the morning, they have free play. Every day we start our structured program with musical movements followed by circle time. This is the time when they learn songs, finger plays, and listen to the instruction of the next activity. This activity can either be math such as counting, numbers..., pre-reading/writing, or French class. After that they will have their snack and they will prepare for an art activity. Depending on the weather, some days we will go out to the park or we will have physical education inside the center. Before leaving or having lunch the children will listen to a story together.

The children in Le Monde des Petits enfants learn to become independent and also to participate in group activities. They learn to take turns; help and care for the classroom materials. They learn to respect others as well as themselves.

Preschool education is very important for children. It gives children a liking for school, and prepares them for their future schooling where they can continue to learn throughout their lives.

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Hours of operation:

Le Monde des Petits Enfants offers its services from Monday to Friday (7:30 am to 5:30 pm). We serve nutritious warm meal at 11:45 and 2 healthy snacks (9am and 3pm). materials pertaining to the educational program, a communication booklet. All absences are to be communicated to LMPE by 9am. children must arrive by 9.30 for the start of the activities, and no entries will be allowed after 11.00 am. Parents should pick up their children exactly at the closing time (5:30pm.) the fine will be 1.00\$ for every minute after 5:30 pm.

Release of children:

We will only release your child to you or to a person whom you have authorized in writing. For your child's safety, we cannot accept verbal authorizations. Please remind any person you authorize to pick up your child to bring their Id so we can confirm their identity.

Illness:

Your child should be free from all communicable diseases and free from fever before attendance. If your child becomes ill while attending school, we will provide a quiet, calm place for him/her to rest. You will be called to come pick-up your child as soon as possible. Your child may return to school when free of all contagious conditions including fever, diarrhea or vomiting for 24 hours.

Medication:

The school can only administer medication to your child when the medicine bottle contains a prescription label bearing your child's name and prescribed dosage or when the school has received written instructions from your child's stating dosage times and amounts. In every instance, a parent's signature will be required for us to administer medication.

Medical Emergencies:

Parents will be notified immediately if a child requires professional medical attention or becomes ill requiring exclusion from the school. Parents will be notified at the time of pick up for less injury such as minor cuts, scratches, and bites from other children resulting in first aid treatment. The contraction of any communicable disease will be posted within 48 hour as a notice on or near the front door of the center. Le monde des petits enfants requires all stuff to be certified in

first aid (CPR). In the event of life threatening medical emergency, 911 will always be called first followed by the parent and the child's physician of record.

Parental Notification:

Written notices applicable to the entire daycare center will be posted on the board near the front door entrance.

Discipline:

We work to prevent behaviour problems by establishing consistent, understandable limits and by providing an environment with minimal frustrations. If inappropriate behaviour does occur, our teachers respond with sensitivity and skill to help the child understand why the behaviour is unacceptable and how to change it. In the case of recurrence the inappropriate behaviour, we will remove the child from the class activity into "time-out" for a short period of time (no more than 1 minute per year of the child's age).

Meals:

We offer healthy warm meals for your children at lunch time and 2 snacks one in the morning and the other one after their nap time at 3:00pm. Due to the increasing incidence of severe allergic reaction to peanut butter and its products, this daycare will be a peanut free environment for the sake of all our children.

Enrollment:

Parents are required to complete (and update as needed) the registration form. We also need a copy of your child's Medicare card in the case of emergencies. The daily fee is **35.00** \$ per day and is payable at all times: illnesses, statutory, holidays, and vacation periods. The tuition fees will include all educational activities organized by the daycare within the daycare premises. At the time of registration for those who want to reserve a spot for their child in the future, a non-refundable registration fee is required. The payments are due every first day of the month and there is a fee of 20.00\$ for returned bank cheques. Please write your child's name in the memo portion of your cheques to ensure proper credit. A late fee will be assessed on any unpaid accounts thereafter. Adjustments cannot be given for occasional days off. Therefore, the monthly fee must be paid regardless of attendance in order to support the enrolment space reserved for your child. We hope that you understand our need for financial stability and we greatly appreciate your cooperation in this matter.

Additional information:

The parent will be required to supply the following for the child: diapers and wet wipes as needed, pasiphire and milk bottle and/or drinking cup, painting smock, milk formula if required, 2 changes of clothing, bed sheet and the blanket.

Each Friday, all the bed sheets and the blankets have to be taken home in order to be clean and ready for the next week.

If for any reason you decide that your child will stop attending the daycare center, a one month notification in a written form is needed.

Thank you all for choosing Le monde des petits enfants preschool center. We hope you will feel secure in the knowledge that your child is safe and actively participating in the most positive educational environment available. We look forward to work with you and your child, and we will appreciate your feed back towards the improvement of the daycare center.

General, Local Field Trip Authorization

I, _____ give _____ Garderie le monde des petits enfants

(Parent's name)

(Care Provider's name)

and her employees (if applicable), permission to take my child, _____

(Child's name)

on short field trips that will take place during regular childcare hours. Consent is for normal activities such as a trip to the park and/or library and other outings as part of the Daycare program. I understand that trips will be supervised and all precautions will be taken for the safety and well-being of all children.

Parent Signature

Date

Care Provider Signature

Specific Field Trip Authorization

I, _____ give _____,

(Parent's name)

(Care Provider's name)

and her employees (if applicable), permission to take my child, _____

(Child's name)

to _____. This includes transportation by _____

(Specific location)

This permission is granted only if my child will be appropriately restrained in any vehicle and for this trip only.

Parent Signature

Date

Care Provider Signature

CONSENT FOR EMERGENCY TREATMENT

I hereby give permission for my child/children -----

may be given emergency treatment (first aid and CPR) by a qualified staff member at Le monde des petits enfants Day Care.

I also give my permission for my child/children to be transported by ambulance, aid car, or staff car to an emergency center for treatment.

In the event that I cannot be contacted, I further consent to the medical, surgical, and hospital care treatment and procedures to be performed for my child by a licensed physician or hospital when deemed immediately necessary or advisable by the physician to safeguard my child's health.

Child's physician:.....
.....

Allergies:.....
.....

Father's name:.....

Mother's name:.....

Father's
signature:.....Date:.....

Mother's
signature:.....Date:.....

MEDIA/PHOTOGRAPHY: CONSENT AND RELEASE FORM

Le monde des petits enfants Daycare

We would appreciate it if parents completed this consent form in order to allow their children to be photographed during special events or normal day to day activities organized at le monde des petits enfants daycare. In order for a child to have their photograph taken, they must have a consent form on file at Daycare.

If you do not want to have your child photographed, please do not hesitate to indicate this in the section below.

As the parent of a child/children at Le monde des petits enfants Daycare, I agree to the following:

- I understand that my child(ren) whose name(s) are listed below may be photographed at Le monde des petits enfants Daycare during normal daycare hours, field trips, or activities.
- I give permission for my child (ren) to be photographed, or their images recorded to be mounted on Daycare's website or newsletter.

The following are the names of my children attending Le monde des petits enfants Daycare:

(Please print your child's full name):

() Yes, I confirm that I have read and understood the above, and agree to have my child (rens) photos mounted on Le monde des petits enfants Daycare website or newsletter.

() No, I do not wish to have my child (ren) photographed.

Name (please print) _____

Signature: _____

Date: _____

