

LE CENTRE L'ARC-EN-CIEL

Licence # 4395

Daycare / Preschool / Pre-kindergarten / Kindergarten programs

Policies 2008-2009

1. GOALS AND OBJECTIVES:

The goal of l'Arc-en-ciel is to offer quality French programs in a safe, loving and educational environment.

Our objective is to focus on all areas of a child's development which includes language, social, emotional, physical and intellectual areas, permitting each child to advance at their own level.

2. AGE GROUPS

Daycare (22mts to 3yrs)..... Ratio; 1 educator per 5 children
Daycare (3 to 6 years).....Ratio; 1 educator per 10 children
Preschool (3 to 4 years).....Ratio; 1 educator per 10 children
Pre-kindergarten (4 to 5 years).....Ratio; 1 educator per 10 children
Kindergarten (5 years).....Ratio; 1 educator per 12 children
Before / after school (6 to 12 years).....Ratio; 1 educator per 12 children

3. FEES AND SCHEDULE

PROGRAM	AGE	DAYS	TIME	COST
DAYCARE	22 mts to 3 yrs	Monday to Friday	7 am - 5:30 pm	\$ 25 day
DAYCARE	3 yrs and older	Monday to Friday	7 am - 5:30 pm	\$ 22 day
DAYCARE		Monday to Friday	½ day or less than 4 hours	\$15 day
PRESCHOOL	3 yrs	Mon - Thurs	8:45am - 11:30am	\$150 month
PRE-KINDERGARTEN	4 yrs	Tues - Fri	8:45am - 11:30am	\$150 month
	4 yrs	Tues - Fri	12:30pm - 3:15pm	\$150 month
KINDERGARTEN	5 yrs	Monday-Thursday	8:45am - 12:15pm	Gov. Fun.
AFTER SCHOOL KINDERGARTEN	5 yrs	Monday-Thursday	12:15pm - 2:45pm	\$160 month
BEFORE SCHOOL PROGRAM		Monday - Friday	7:00am - 8:45am	\$5 day
AFTER SCHOOL PROGRAM		Monday - Friday	2:45pm - 5:30pm	\$7 day

* **Please Note:** Anything over 4 hours is considered a full day.

4. SCHEDULE

Le centre l’Arc-en-ciel opens August 25th, 2008. The kindergarten program starts on September 3rd Preschool and Pre-kindergarten opens on the 8th. All programs will close in June 2009. (kindergarten closes on June 19th,2008) Daycare services during the summer months will be determined by the needs of the families if feasible.

A calendar and a memo will be given to parents/guardians each month, to advise them of upcoming activities.

Parents/guardians will be advised in writing of any closures, for example, holidays and professional development days. The Centre will be closed for the Christmas Holidays. The Centre will also be closed for the week of March Break.

Storm days l’Arc-en-ciel will follow the French School Board’s decision on closures or delays (all programs will operate on a 1hr delay). Please listen to the radio for these announcements.

Note: you will still be charged for these days.

5. FEES

The registration fee for the year for daycare services, preschool and pre-kindergarten programs is \$25.00 per child, which includes an insurance fee, and should be paid two weeks before the day of classes.

The cost of supplies for preschool and pre-kindergarten and daycare is \$25.00, and kindergarten is \$50.00 per child, for the year.

- * Monthly fees for preschool and pre-kindergarten are due by the 21st of the prior month (for example; the September payment is due on August 21st).
- * Payments must be made in the main office of the daycare. Envelopes will be provided to parents for payments.
- * Post-dated cheques are accepted and can be made out to “Centre l’Arc-en-ciel”. NSF cheques will have to be reimbursed to the centre (\$40.00)

Daycare fees must be paid every two (2) weeks. If payment is not paid on time, the supervisor will follow these procedures:

- * Parents will be contacted by supervisor about the amount owing
- * If payment is not received, a letter will be sent and the board of directors will be notified.
- * If payment is still not received the board of directors could refuse service for the child, until balance is paid.

- * Receipts will be automatically issued by the end of February.

If the parent/guardian decides to remove their child from class, the Centre requests at least a 2 week notice, giving the reason(s) for removing the child and to give the Centre a chance to fill the available space. Without 2 weeks notice the Centre is obliged to charge a two week fee.

A \$5.00 fee will be charged for **each** extra 5 minutes of service after 5:00pm, to be paid directly to the educator.

6. DISCIPLINE

Principles:

- * **Respect**
- * **Respect one self**
- * **Respect one and others**
- * **Understanding that actions and words equals consequences**

We, at l'Arc-en-ciel encourage positive attitudes, positive reinforcement, co-operation and friendliness by following these instructions:

- * Re-direct the child
- * Explain logical and natural consequences
- * Limits; the child must know his limits.
- * Learn to make choices (ex: this one or that one, not the two).
- * That the educator be models for the children (positive and acceptable behaviors).
- * That the discipline program and its consequences be uniform and that each educator follow the same process of consequences, discipline, positive reinforcement and consistency.

In general, when a problem arises in class, a discussion of the problem takes place between the educator and child or children involved. We see this system as a tool to help the child recognize and or change certain unpleasant or dangerous behaviors for himself/herself or for others. To reflect on his/her actions and in this way, replace unpleasant behaviors with pleasant ones. We encourage good communication between educators and parents to ensure a continued follow up.

Policies on discipline

- I. If a problem continues at l'Arc-en-ciel, even after going through the necessary steps, the parents/guardians will be contacted for a meeting with the educator.
- II. If the problem persists, there will be a meeting with the educator, the parents and the director where the child's behavior, the methods to be applied, the steps to take and a fixed time to improve the situation will be discussed

7. NUTRITION

The children of the daycare program **must** bring their lunch and snacks for the day. Pre-school, pre-kindergarten and kindergarten children attending the Centre are asked to bring a small snack.

The Centre requests only healthy food such as fruits, vegetables, crackers, cheese, juice, muffins, etc...The Centre requests that there be no junk food such as chips, chocolate, candies, cheesies etc...sent in lunches.

The Centre will provide birthday cakes for the children on their special day.

★ABSOLUTELY NO NUTS AND NO PEANUT BUTTER!!!

8. ILLNESS AND MEDICATIONS

Parents **MUST NOT** bring sick children to the Centre.

During class if a child develops symptoms such as a fever, chicken pox or measles or is injured, the educator will call the parents/guardians and they will have to pick up their child immediately for medical advice or treatment.

A child prescribed antibiotic must not return to the Centre for 48 hours, for health reasons and safety of the other children. If a child needs to take prescribed medication, parents/guardians must arrange to give these to the educator, along with the proper paperwork filled out, in order to administer the medication.

If a child has a contagious illness the educator has the right to request a doctor's note before the child is able to return to the Centre.

If a child is not able to participate in outdoor activities, the parents/guardians must discuss this with the educator before class begins, to make arrangements.

Please advise the Centre if your child will be absent due to illness or for other reasons.

Note: you will still be charged for these days.

9. CLOTHING

The child's name must be marked on clothing such as hats, boots, coats and so on.

Each child must have a pair of indoor footwear which stays at the Centre. Black soled shoes are not permitted as these leave black marks on the floors.

The child should be appropriately dressed for both indoor and outdoor activities.

A clean change of clothes must be left at the Centre in case the child should dirty what he/she is wearing. This includes a pair of pants, a sweater, socks and underwear. Any dirty clothes will be returned to the parents/guardians.

All children in the daycare must bring a toothbrush and toothpaste to the Centre.

10. SECURITY

In order to insure safety for all children, the following rules will be put in place:

- * Attendance records will be kept by the educators on a daily basis.

- * The Centre request that children are accompanied to and from the classroom by parent/guardian.

The language to be spoken at all times at l'Arc-en-ciel is French. The Centre requests that all parents respect this policy.

All parents must advise the educator by phone or preferably in writing, if someone other than the people who's names are on the authorization forms will be picking up their child.

All parents must ensure that their child arrives and is picked up **on time**, as the classroom must be cleaned between groups.

11. EVACUATION PLAN

L'Arc-en-ciel has an evacuation plan in accordance to the school's evacuation plan.

12. FIELD TRIPS

Parents/guardians will be advised in advance by way of a note if any educational trips are planned. At times, the Centre will require help with transportation.

For all educational trips parents/guardians will need to sign a written authorization form.

13. COMMUNICATIONS

It is important that the child, parents/guardians and educator enjoy open lines of communication.

Please do not hesitate to contact your child's educator or director Nicole Carragher (882- 0475, ext:183) for information or any concerns.

The Board of directors reserves the right to make changes to any of these policies, if necessary.

Thank you very much for your Cooperation!

