



Counterpoint Academy West™

Day Care Parent Handbook

2011-2012 Edition

Updated September 2011



"Learning as we Grow!"

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Parent Handbook – Counterpoint Academy West™ Day Care

INTRODUCTION

We are pleased to welcome you and your child to Counterpoint Academy West™ Day Care! Your child's happiness, security and social and cognitive development are our main objectives.

Through carefully planned games and activities, your child will be exposed to situations that will stimulate their natural curiosity and love of learning and develop initiative and independence while building their self-esteem and decision-making abilities. Interactions with friends, and respect for others, are skills that are taught and reinforced daily. Free and guided play exposes the children to situations that will stimulate curiosity, initiative, independence, self-esteem, gross/fine motor skills, communication and positive peer interactions.

Counterpoint Academy West™ Day Care's full-day, year-round programme is available to children aged 2½ to 4 years old. We are licensed by the Ministry of Children and Youth Services and comply fully with the Day Nurseries Act.

We are pleased to offer:

- Positive childhood development by providing opportunities for your child to meet new friends, participate in new activities and learn through play.
- Daily French and English circle times, play time, rest periods, outdoor fun and exercise, as well as weekly music, pre-reading, pre-math and pre-science activities.
- Beautiful, bright, colourful and sunny rooms
- Nap & Rest Time: Mandatory scheduled daily time, with early riser activities, in a quiet, restful environment accompanied by classical and children's lullabies.
- Child:Teacher ratio of 8:1
- Daily written feedback: Communication Books
- Progress Reports: Semi-annually in December & June



Parent Handbook – Counterpoint Academy West™ Day Care

CURRICULUM

CIRCLE TIME

Each day the children participate in French and English Circle Time where songs, poetry and games introduce and re-enforce basic Day Care literacy and numeracy skills and knowledge. Specially designed cognitive development toys and carefully planned, hands-on activities add to the stimulating variety of activities and contribute to developing fine motor skills.

FRENCH, EVERY DAY!

Our daily French Circle Time is a joyous time of singing, puppetry and interactive games. Children learn to understand and speak French using simple songs and phrases and apply new vocabulary throughout the day. This popular feature in the Day Care supports our commitment to second language learning.

FUN FITNESS

Boys and girls twirl, roll, skip and laugh during our specially designed Fun Fitness times, which demonstrates through doing that good health and exercise go hand in hand.

MUSIC FOR THE YOUNG

Our specially trained music teacher leads us twice per week to get us singing, dancing and clapping to the beat - a definite favourite with the teachers and children alike! These regular classes teach simple songs, melodies and poetry to help reinforce and practice rhythm, tone and pitch and experiment with a variety of instruments.

I'M A SCIENTIST!

Themed pre-reading, pre-math and pre-science activities taught through games and creative hands-on projects capture the imaginations of the children and entice them to play and learn at their own pace.

LET'S PLAY OUTSIDE!

Twice a day children enjoy activities out of doors in our safe and fully enclosed yard. Ride-on cars, sand play, balls and truck and toys are used to develop our gross motor skills while enjoying the fresh air and the company of friends!

I'M AN ARTIST!

Whether through purposeful planning, imaginative dress-up or free expression, children are guided to explore and create their own artistic masterpieces.

WE CELEBRATE DIVERSITY!

Cultural diversity is celebrated by sharing traditional costumes, languages and traditions from around the world.

Monthly field trips or visits from special guests highlight our monthly themes. Regular nature walks and trips to nearby parks help children familiarize themselves with their neighbourhood.

Parent Handbook – Counterpoint Academy West™ Day Care

SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
730-0830	Early Drop Off				
830-0900	Get Ready				
0900-1000	OUTDOOR PLAY				
10-1015	Unpack bags & washroom				
1015-1030	Snack				
1030-1100	English Circle				
1100-1120	Activity/ Play Centres				
1120-1145	Table Top	Music	Table Top	Music	Free Play
1145-1215	Lunch				
1215-1230	Story time				
1230-200	NAP TIME				
200-230	Early Risers				
245-315	French Circle				
315-330	Snack				
330-400	Gym				
400-500	OUTDOOR PLAY				
500-530	Last Pick-Up				

Parent Handbook – Counterpoint Academy West™ Day Care

DAYS & HOURS OF OPERATION

Full-time Monday to Friday	7:30AM - 5:30PM
Part-time Monday to Friday	7:30AM - 11:45PM (no lunch)
Part-time Monday to Friday	7:30AM - 12:30PM (incl. lunch)

Closures and Statutory Holidays

The annual operating schedule of the Day Care, including any closure periods, will vary from year to year. Please see the Day Care Fee Schedule for the current year's exact closures dates.

CWDC is closed the following: Approximately one week at Christmas, one week in July

Statutory Holiday closures include:

Family Day - Good Friday – Easter Monday – Victoria Day – Canada Day – August Civic Holiday
Labour Day - Thanksgiving Day - Christmas Day - New Year's Day

DROP-OFF AND DISMISSAL

Drop-Off

It is recommended that all children be in Day Care by 9:00am on a daily basis (unless otherwise pre-arranged). If you are running late or your child will be absent, please inform the office by 9:00 am by e-mail or telephone. We recommend that you establish regular fixed hours for dropping off and picking up your child as children's sense of security depends on a regular routine.

Dismissal

For your child's protection, we must be notified if anyone other than the parent will be picking up your child. Only those people authorized on the Child Release Authorization Form will be permitted to leave the Day Care with your child. The teacher will ask to see photo identification, if the teacher or child does not recognize the person picking up. Please inform any person picking up your child to be prepared for this possibility.

For security purposes, the Day Care doors are locked at approximately 8:45 am in the morning, and unlocked at approximately 3:00 pm. If you wish to drop off or pick up your child within these hours, please ring the door bell. It may take a moment for a Day Care teacher to be free to answer the door.

*At morning drop-off, please have your child dressed and ready for outdoor play upon arrival.

WE WILL NOT RELEASE YOUR CHILD TO ANYONE WITHOUT YOUR PRIOR CONSENT.

Lates & Absences

We record daily attendance. Please notify the office with any absences by calling, or sending e-mail to: ckim@counterpointacademy.com. If a child does not attend due to illness, family holidays, other reasons, or the Day Care closes due to emergency measures - the monthly fee will not be adjusted.

Parent Handbook – Counterpoint Academy West™ Day Care

COMMUNICATION

Counterpoint Academy West™ Day Care provides many opportunities for you to keep in touch with what happens during your child's day.

DAILY

Parents and teachers see each other every morning and afternoon, and may have a ***quick and friendly exchange and time to touch base***. Please note that Day Care teachers' priority is to supervise their children, and they may not have the opportunity to have a conversation with you every day.

Communication books

Communication books go home daily and progress reports are issued twice a year – at the end of December and June.

Parent White Board & Door Notices

Reminder notices will be posted on the parent whiteboard, and on the doors – please look daily!

Parent-teacher meetings

You may request an individual interview with the director or a teacher. If you have a concern and would like to request a visit in the Day Care, please book an appointment through the office or with the Day Care Director. During the day, all parents should sign in through the main office at Counterpoint Academy West™. For security purposes, all doors to the building are locked during the day. Parent communication and socializing is encouraged, however asked to occur off school property at appropriate times. Parent-teacher communication is expected to be limited to professional matters outside of school hours.

Muffin Morning

Parents are invited to Muffin Morning (mid-November and beginning of March) each year from 8:45am to 9:45am to join their children in circle time and activities, as well as view the rest of the school.

WEBSITE

- **Calendar:** Please refer to our website calendar often! You will often see dates posted here before they are published in the newsletter: www.counterpointacademy.com/calendar/kanata
- **Parent forms:** For your convenience, we have posted many commonly used forms on this webpage. Please note that this page is not linked to anywhere else on our website, so you need to go to this address directly: www.counterpointacademy.com/kanata-parent-forms
- **Blog:** Finally, this is where we will be posting regular activities that happen in our school! This is our link: www.counterpointacademy.com/blogs/kanata Parents can subscribe to our blog through RSS feed, or e-mail update. The link is located on our blog.
- **Teacher page:** Finally, this is where we have a full listing of our teachers, so that you can recognize them! www.counterpointacademy.com/about-us/counterpoint-academy-west-meet-our-teachers-elementary-school

Parent Handbook – Counterpoint Academy West™ Day Care

PERSONAL CARE ITEMS

Families are requested to keep the following items at school in their child's bin:

- Tub of wet wipes
- A box of Kleenex
- One large pump bottle of hand sanitizer
- Bottle of sunscreen (summer)
- Hat (summer)

These items should be **labelled clearly** with your child's name. Other personal items such as toys, blankets etc. are not permitted at school with the exception of special days as specified by Day Care teachers.

NAP TIME

Daily Nap Time

All children are required to sleep or quietly rest each day according to Ministry of Child and Youth Services. "Early Risers" are given a quiet activity to do while other children finish their nap time.

Nap Time Blankets

Families are required to purchase a special nap-time blanket. This cozy, fleece, sleeping pad is quilted on the bottom and has both a small pillow and a blanket attached. They come in a child-friendly print and are to be purchased at a price of \$30.00 each.

The blanket belongs to the child and will be labelled with their name. The blanket will be sent home at regular intervals (every Friday) for laundering, and will be sent home with the child when he/she leaves the Counterpoint Academy West™ Day Care programme.

TOILET TRAINING

Our policy for this age group is that children should be toilet trained before entering the Day Care programme; however, we will fully contribute to helping your family complete this process. Diapers are not permitted at any time. Pull-ups are permitted temporarily, or during nap time when children are completing their toilet training.

Children are given many regular opportunities to go to the bathroom, as part of their daily routine, and as teachers become familiar with children's habits. Occasional "accidents" are normal in this age group. Our teachers will encourage independence with your child by assisting them while they change.

Please note that families whose child is inconsistently and unreliably toilet-trained (e.g. diapers at home – weekends) may be called during the day to change their child. Day Care teachers are fully committed to being a partner in toilet training; we expect families to fully commit as well. They may also be asked to leave the programme until such time as the child is properly trained. There is no guarantee that their space will remain secure in the preschool.

Parent Handbook – Counterpoint Academy West™ Day Care

CLOTHING

Uniforms

All children in the Day Care programme **must** wear the Counterpoint Academy West™ Day Care uniform, which consists of: navy blue pants or dresses, golf or turtle neck tops, and shorts and t-shirts in the summer. Photos of the uniform are posted at the entrance for parent reference.

Top Marks uniform company supplies all of our uniforms. An order form will be supplied to you upon registration. Non- Uniform clothing is not permitted and the child may be sent home if not in proper attire.

All clothing must be **clearly labelled** with your child's name – we are not responsible for lost items.

At least one full set of non-uniform clothing (of your choice) should be left at the Day Care in case of accidents.

Indoor black leather, Velcro closure shoes are required and are to be kept at the Day Care. Party shoes or flip flops are **not** permitted.

Outdoor Clothing

The Day Nurseries Act requires that all children in attendance be provided with 2 hours of outdoor play. Consequently, we play outside in all weather conditions. To dress your child for outdoor play, we recommend:

Summer	<ul style="list-style-type: none">• Sunhat• Shoes: closed toe or sport-style sandals• Sunscreen• Insect repellent (optional)
Winter	<ul style="list-style-type: none">• Full snowsuit, preferably with a hood• Hat, mitts and neck tube – no gloves, no scarves• Warm waterproof winter boots
Spring/Fall	<ul style="list-style-type: none">• Waterproof splash pants• Waterproof rain jacket• Rain hat• Rubber boots• Light mittens, light jacket or sweater

Sun Protection

Counterpoint Academy West™ Day Care recommends that parents provide a labelled sun-hat and labelled sunscreen for their child. Children should have their sunscreen applied at home before their arrival to Day Care. The teachers will keep your child's personal bottle of sunscreen handy and will re-apply when warranted.

Parent Handbook – Counterpoint Academy West™ Day Care

OUTINGS & INNINGS

Throughout the year field trips to places of interest or guests to the school will be planned according to the season and potential learning opportunities. Trips are called, "outings", and guest visits are called, "innings". These may include trips to local areas such as walks to the park or around the neighbourhood, trips involving bus transportation to nearby attractions, or guest educators, presenters, or entertainers that visit our school.

Children and staff also take frequent nature walks & trips to nearby parks to expand on their outdoor play time and enhance community awareness. These trips may be planned or spontaneous and is at the teachers' discretion.

Permission Forms

Parents will be notified in advance when a trip involving a school bus is scheduled. In such cases, parents must sign the permission form provided in order for their child to participate. Any children not participating on an outing will not be supervised at the school. The cost of the outing is not covered in the monthly fees and you are expected to send payment when you receive your invoice. Parent volunteers will be required for most of the trips. If the Day Care director deems that not enough supervision is available, the trip may be cancelled. A local school bus company usually transports the children. Generally, there are one or two outings or innings every two months.

Parent Volunteers

We always take parent volunteers on our field trips! All volunteers are required to read and sign the volunteer guidelines and expectations form before attending a field trip. Please note that although this is a wonderful opportunity for volunteers to spend time with their children/grandchildren, teachers also rely on volunteers to help out the group as a whole, and help to supervise and support all children for off-site activities.

Parent Handbook – Counterpoint Academy West™ Day Care

MEALS

The monthly fee includes a healthy lunch (including milk) but parents provide snacks and drinks. Parents may send their own lunches, if desired. Parents are encouraged to send a variety of healthy food choices such as fresh fruits and, lean meats and cheeses, milk, yogurt and whole grain breads and pastas. Junk food, such as chips, chocolates and candies are not permitted in the Day Care, except on special occasions. Snacks and lunches should be sent in an insulated lunch bag and include a freezer pack to avoid spoilage.

Counterpoint Academy West Day Care does not allow nuts.

The cost of meals served at the school is included in your monthly fee.

ALLERGIES

Counterpoint Academy West™ Day Care **does not allow nuts**. Children in this age group are at risk of suffering from a serious reaction. We therefore require that parents strictly adhere to this policy and to be particularly vigilant in checking labels before sending food items to school.

If any child in attendance suffers from severe and/or life-threatening allergies to food items we will implement food bans on those foods as well and parents will be notified to refrain from sending that food item to school (e.g. eggs). The allergic child's picture and a list of symptoms will be posted in all of the classrooms in a prominent, visible place in order for all staff to have access to immediate information.

Parent Handbook – Counterpoint Academy West™ Day Care

HEALTH

The City of Ottawa Health Department requires that all children/parents provide proof of up-to-date inoculations prior to starting the programme.

In the best interest of your child and others, the Health Department requires that children with the following symptoms remain at home.

- Temperatures over 38°C (100 °F)
- Rashes that you cannot identify, or that have not been diagnosed by a doctor
- Diarrhoea
- Discharge from the ears
- Discharge or redness in the eyes
- Swollen neck glands
- Vomiting
- Severe cold symptoms - sneezing, runny nose, fever, cough, lack of energy
- A contagious condition as diagnosed by a doctor
- Unusual paleness, irritability, tiredness or listlessness

Children need to be symptom free for at least **24 hours** before they can return to the Day Care. If a parent arrives with their child at the Day Care and the Day Care teacher feels that a child is too ill to attend and participate in daily activities, the teacher has the right to refuse entry.

**Please note: DNA Regulations require a minimum of two hours per day of outdoor play for each child in attendance. Therefore, children too ill to play outside are expected to remain at home.*

Children who become ill while at Day Care will be removed from the programme and parents will be called to pick up their child. If we are unable to reach you, we will call the back-up emergency person you identified on the Admission Form. Please keep your emergency and work contact information up-to-date by sending e-mail to the office with any new information.

ADMINISTRATION OF MEDICATION

Counterpoint Academy West™ Day Care will administer **prescription** medication to children in accordance with provincial legislation. Parents must provide the following:

- Written, signed authorization including the dosage and times a drug is to be administered
- Medication in the original container, clearly labelled with the child's name, name of the drug, the dosage, the date of purchase and instructions for storage and administration

Parent Handbook – Counterpoint Academy West™ Day Care

BEHAVIOUR MANAGEMENT

Counterpoint Academy West™ Day Care uses progressive and positive approaches to discipline. Support is given in a gentle and loving way to those who need a little reminder. The best discipline is based on mutual respect and consideration for others.

We feel it is important to be consistent and clear in the behavioural expectations we set for the children. The majority of time, for most children, a clear understanding of these expectations is all that is required for good behaviour. When problems arise, Day Care teachers use the following incremental steps to encourage appropriate behaviour:

1. Clear behavioural expectations are given.
2. A reminder is given.
3. The child is removed from their current setting and activity to a more appropriate or calming setting.
4. A time-out is given. A time-out involves requiring the child to sit on a chair or stand for an appropriate length of quiet time to allow the child to calm down. Before rejoining the group, the child is asked if they are ready to join the group and behave in an appropriate manner. Some time-outs may involve a child being sent to the principal's office, and involves the same approach as a time-out in the class.

This disciplinary action is well-documented as a positive approach and provides time for teachers to engage in value clarification with the child if necessary. If Day Care teachers notice that a particular child is continuing to have difficulties with behaviour, the Day Care Director will notify parents of the situation so that cooperative problem solving may take place between home and preschool. Should inappropriate behaviour become an on-going difficulty, or of a severe nature involving harm to other children or disruption to the Day Care programme, the family may be asked to withdraw.

Welcome to Counterpoint Academy West Day Care!



Parent Handbook – Counterpoint Academy West™ Day Care

Child's name: _____

Handbook Acknowledgment

On behalf of my child, I have read and understood the Parent Handbook for Counterpoint Academy West™ Day Care. The handbook has been reviewed with me by a staff member, and my questions have been answered.

I agree to abide by the terms and conditions as outlined in the Parent Handbook.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Child Release Authorization

I give permission for the person(s) named below to pick up my child(ren) from Counterpoint Academy West™ Day Care in my absence. I understand that the individual may be required to provide photo identification before my child(ren) is released. My child(ren) will not be allowed to leave with any other individual without my specific consent.

<u>Name of individual:</u>	<u>Relationship to my child(ren):</u>	<u>Contact Information: Address & phone numbers</u>

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent Handbook – Counterpoint Academy West™ Day Care

Day Care Fee Schedule

From
August 1 to July 31

Day Care Fees: FULL-TIME \$1150.00 per month*, PART-TIME \$495 (no lunch), \$615 (incl. lunch)

All Day Care families are expected to purchase a special naptime blanket at a cost of \$30.00.

*To reserve a spot in advance of admission, you must submit a **non-refundable deposit** of \$500.00. This amount is deducted off the last month's fee, given at least thirty days written notice.

There will be a late penalty of \$10, plus \$1 per minute for pick-up after 5:30pm according to the school clock.

The monthly fee includes the closure of the Day Care for the dates listed below. Fees are adjusted effective August 1st of each year – parents will be notified of any fee changes ahead of time.

Day Care fees are paid on the first of each month by post-dated cheque written up to and including August 1. Children entering the programme mid-month will have the fee for that month pro-rated.

The monthly fee does not include the cost of special trips, outings, guest visitors, or uniforms. The additional costs for these are the responsibility of the parents.

If a child does not attend due to illness, family holidays or other absences, or the Day Care closes due to emergency measures - the monthly fee does not change.

Day Care Closures for the period of August 1– July 31

Civic Holiday	Labour Day	Thanksgiving	
Christmas Break	Family Day	Good Friday	Easter Monday
Victoria Day	Canada Day	Summer Break	(Last week of July)

Additional Charges

Additional charges for field trips or specials events are above and beyond the monthly fee and are charged directly to the parents. Parents should submit their payment to the **white office mailbox** (located inside the Day Care entrance), once invoices are received. Or they may pay on-line. Please do **not** hand payments directly to Day Care teachers. Sufficient notice will always be given in these situations.

Late Pick-up Charges

Please remember to be on time when collecting your child at the end of the day. The Day Care closes at 5:30pm. There will be a late penalty of \$10, plus \$1 per minute for pick-up after 5:30pm according to the school clock. Please note that there will be *NO warnings or grace periods*. Please note that frequent late pick-ups can result in the increase of the late charge, or the loss of your child's spot, at the director or principal's discretion.

Parent Handbook – Counterpoint Academy West™ Day Care

Services Charges

Day Care fees are due on the first of each month and all other invoices are due upon receipt. A service charge of \$30.00 will be charged for any returned cheques. Interest on overdue accounts may be charged at the rate of 1% per month. Overdue accounts may result in the immediate suspension of your child from the programme, at the principal's discretion.

Withdrawal

At least thirty (30) days written notice from the first of the month is required for permanent withdrawal from the programme. All other post-dated cheques will be returned or destroyed.

Counterpoint Academy West™ Day Care strives to provide appropriate programming for as many children as possible; however, each child's needs are different. Should it prove that CWDC is not suitable for your child, and at the sole discretion of the principal, we reserve the right to ask for his or her withdrawal. In such cases, remaining fees will be returned.

Income Tax Receipts

In February of each year child care tax receipts from the previous year will be issued. If your child leaves the Day Care before this time, please ensure that we have your forwarding address and the receipt will be mailed to you.