



Cradle 2 Kinder
...And Beyond

Cradle 2 Kinder is open from 7:00 am - 6:00 pm Mondays to Fridays.

POLICIES & PROCEDURES

Change of Information

Please notify the Supervisor in writing of any changes in information including address, place of employment, food restrictions, or pick-up arrangements.

Availability of Parents in an Emergency

Cradle 2 Kinder must always have current and updated information on the children at the child care centre. If you are unavailable on a certain day, please ensure to leave information with your child's teacher as to who can be contacted in an emergency.

Attendance and Punctuality

Please contact the office before 9 am if your child will not be attending or will be coming late to centre. Upon arrival, please escort your child directly to the classroom, and hand-over to the teacher-in-charge. If someone different is picking up the child, the supervisor and teacher need to be notified in advance and the person picking up must present a photo identification card.

Late Pick-Up

All children must be picked-up before the child care centre closing time of 6 pm. If parents are unable to pick-up their child before the closing time, parents need to inform the centre beforehand and find an alternate adult to pick up the child. Please ensure that the person brings a picture identification for verification. For children picked up after the scheduled time, late charges of \$1.00 per minute is to be paid directly to the staff member on duty. If the late-charge is not paid right away, the parent will be invoiced for the due amount.

Withdrawal / Termination

A 2-week notice is required for withdrawal of the child from the program.

Cradle to Kinder reserves the right to terminate a child's enrolment if this action is for the benefit of the child or the classroom.

Illness

If a child is ill, please do not bring them to the child care centre. Should a child show signs of fever (100.2 deg F or higher), diarrhea, vomiting, or any other contagious illness, the parents will be called immediately to pick up the child. If the child is off for more than five days, due to illness, a doctor's note is required before they may return to centre.

Medication

If the child is on medication, it must be brought to the centre in the original containers and given to the teacher to be recorded and stored. A child must be on the prescribed medication for at least 24 hours before they can return to the school. All medication must be prescribed and/or accompanied by a doctor's note. The parent is required to fill out the



necessary forms stating clearly the times and amounts of medication to be given. The school will not administer any medication without the appropriate documentation.

Meals

Hot lunch and 2 snacks are provided daily. *Cradle 2 Kinder* is a peanut free child care centre. If bringing in a special treat, such as a birthday cake, please ensure that it does not contain nut / nut products.

Infant Visitation Schedule

- A three days visitation schedule is arranged with the classroom teachers prior to your infant beginning in our program
- Visits will be as follows, unless otherwise agreed upon:
 - Wednesday 9:00am – 11:00am (parent stays)
 - Thursday 9:00am – 12:00 pm (parent stays on premises)
 - Friday 9:00am – 2:00 pm (parent leaves)
- Parents are encouraged to begin following the classroom schedule at home a few weeks prior to starting in the program so children are familiar with the daily routine. This is especially important for infants and toddlers who still require nap time.
- Please ensure that completed paperwork is submitted to the office prior to any visits. This includes Registration Form, Immunization Form, Parent Agreement and Pre-Authorization Payment Form and the non-refundable Registration Fee.

Your Child's First Days in Childcare

- During your child's first few days, our childcare staff will spend as much one on one time as possible with your child to help her/him feel more secure in their new environment.
- Your child will feel more secure in their new environment if she/he senses your comfort and confidence with drop off and pick up.
- It is completely normal for children as well as parents to feel a sense of separation anxiety during the first few weeks. Program staff are here to answer any of your questions or concerns.
- The goal is for all children in the program is to be on the same schedule, however we will follow your child's schedule as much as possible when they begin in the program.
- Parents can expect their child will be more tired and hungry than usual as he/she adjusts to the change in pace.



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Getting Settled

Parents should ensure that all items sent to the Centre are clearly labelled, including items such as: bottles and lids, cups, soothers, blankets, shoes, jackets, etc. *Cradle2Kinder* is not responsible for lost or stolen items.

The following is a list of items that parents need to supply:

- Labelled Sippy cups/bottles (first and last name)
- Supply of diapers (disposable only), wipes and cream (if applicable)
- A minimum of 2 full changes of clothes (5 if your child is toilet training)
- Blanket (labelled) for nap time
- Suitable outdoor clothing (cool/warm)
- Sunscreen (labelled)
- A laminated family photo

Lunchtime Routine

Depending on which classroom your child is in we begin eating lunch as early as 11:00am. The children are encouraged to feed themselves (with or without utensils depending on their age and abilities) and use a bottle, Sippy cup or cup independently. After lunch, children are washed and put down for a nap/rest period.

Nap/Rest Time Routine

Each child enrolled in our program has their own crib or plastic cot. Parents are asked to provide a blanket (labelled) and a soft toy (labelled) to make sleep time more comfortable. Quiet, soothing music is played to help create a relaxing atmosphere. Our program staff will help the children settle by rubbing their backs, and providing TLC.

Outdoor Play

The children will go outdoors each day weather permitting. If your child is not well enough to go outside, then he or she is not well enough to be at the centre.

Evacuation Site

In the event that we need to evacuate the building, we have arranged to use Oakville Spa & Wellness Centre at 4-649 Furth Line, Oakville L6L 5B3. The parents will be notified of an evacuation by the center as soon as possible and be asked to pick up the child.

Parent Involvement

We encourage all parents to become involved in the child care centre by communicating with staff and other children, and giving us their input. If parents have any questions, or concerns they can either approach the Supervisor or the Director.