



# MOTHER OF CARMEL CHILDCARE CENTRE

2599 MAJOR MACKENZIE DRIVE W. MAPLE, ONTARIO L6A 1C6  
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## RULES & INFORMATION

- Children are accepted from birth to age twelve.
- Registration is made in advance and in person by either parent and/or legal guardian accompanied by the child. **The registration fee is \$50.00 and is non-refundable.**
- The Mother of Carmel Childcare Centre is open Monday to Friday from 7:00am until 6:00pm sharp (children must be picked up by 6:00pm).  
\*\* If a child is not picked up by this time and with no word from parents, parents or an emergency person will be contacted. If by 7:00pm the child is still at the centre with no contact person reached, Local Police will be contacted. If the police cannot reach anyone, the Children’s Aid Society will be notified. \*\*

➤ **Fees are applied by age group:**

***Full-Time Fees  
5 Days per week***

Infant Room	\$ 330
Toddler Room	\$ 255
Pre-School Room	\$ 200
Before & After School (Attending Full Day School)	\$ 105
P.A Days	\$50

- **NB: Full fees are due each week and must be paid regardless of child’s attendance.**
- This is to ensure your child’s continuous registration with our program.

➤ **EACH CHILD MUST BRING IN THE FOLLOWING:**

- One small blanket to be used for naptime. **This will be sent home every week for laundering, and is to be returned the following Monday morning.**

- Each child must have a bag with one complete change of clothes including undergarments and socks. This bag is to be hung up in the child's cubby and should be taken home every Friday as well.

\*\* It is important that these bags are maintained throughout the year and fresh clothes are added as others are used. In the colder seasons, please provide your child with the appropriate outerwear: snowsuit, hats which cover their ears, warm scarves, boots and mittens. \*\*

Indoor and outdoor shoes are mandatory for the daily cleanliness of the centre.

- **Open toed sandals are not allowed. Socks must be worn at all times.**

➤ All children's clothing and belongings **must** be labelled with their name to avoid any mix-ups.

➤ A hot lunch is served at 11:30am every day in addition to mid-morning and afternoon snacks.

➤ Food served to the children at the centre is from an "Approved Source". An approved Source is a food premise that is inspected by the appropriate federal, provincial or municipal inspection agency. For example, supermarkets and bakeries are approved sources. For this reason, food that is made in the home of a parent or staff is not considered to be from an Approved Source and is not to be served to the children. **\*\* No homemade food is permitted on the premises** (with the exception of the Infant Room) \*\*

➤ We are a **NUT-FREE** Childcare Centre. Parents that wish to bring in something for their child's birthday must make sure that it does not contain traces of nuts or nut oils, must be from an "Approved Source" as noted above, and must be accompanied by a dated receipt.

➤ We ask that parents discourage their children from bringing toys, gum, electronics or junk food into the Centre. We stress an appropriate learning environment, good health and nutrition. **\*\* Please note that we are not responsible for any lost or stolen items. \*\***

➤ Every first Monday of the month children are to bring in a box Kleenex. We appreciate your understanding since this is an item that gets used very quickly with young children.

➤ In helping us keep our books up to date, **payment is to be made every Monday morning.**

➤ **\*\* A charge of \$25.00 will be charged for cheques returned NSF. Cheques must be paid in cash in full immediately. \*\***

➤ The daycare fees are adjusted once a year, as out costs increase. You will be notified in advance of these changes. Please look for information signs posted at the front entrance.

- **If your child is to be absent for the entire summer, a two week holding fee is required prior to the child's last day.**
- \*\* The Centre reserves the right to withdraw a child from the program in specific instances where an agreement cannot be met between a parent and the director in regards to the child's behaviour, disciplinary practices, payment of fees, etc. \*\*

First Warning:	<b>Verbal</b>
Second Warning:	<b>Written</b>
Third Warning:	<b>Dismissal</b>

- **Parents are asked to notify the school if their child will be absent for any reason, you should contact Sr. Elsie.**
- In settings such as daycares, it is not uncommon for children to come into contact with infections such as chicken pox, pink eye, etc... In these cases the Ministry of Health states that we must separate these children and notify the parents. Children may return to the daycare only after presentation of their Doctor's certificate stating that they are safe to do so. **\*\* Please note that we reserve the right not to accept a child on the basis of ill health when presented to the daycare.** We ask that you as parents please pay close attention to your children and be on the lookout for any signs of contagious infections such as pink eye or chicken pox, etc., in an effort to keep other staff and children free from sickness.
- The daycare will be closed on Statutory Holidays as they occur throughout the year. **In these cases, regular fees still apply.** These days are as follows:

New Year's Eve	Victoria Day	Christmas Day
New Year's Day	Canada Day	Christmas Eve
Family Day	Civic Holiday	Boxing Day
Good Friday	Labour Day	
Easter Monday	Thanksgiving Day	

- The Daycare will be closed for the third and fourth weeks of July each year.
- **Fees will be waived during this time.**
- If there is a change in address or phone number, please notify us in writing immediately so we can update your child's file. It sometimes happens that a child becomes ill and we are unable to contact the parents. We ask for your co-operation in this important matter.
- Every effort is made to ensure that your child receives the most professional care and attention while he or she is attending our Centre. We strive to maintain our reputation of a wholesome, Christian and family based Childcare Centre. With your co-operation and understanding, we can work together to provide your child with a warm, loving and nurturing environment.