



MOTHER OF CARMEL CHILDCARE CENTRE

2599 MAJOR MACKENZIE DRIVE W. MAPLE, ONTARIO L6A 1C6
 TEL: 905 – 303 – 1000 FAX: 905 – 303 – 0977 E-MAIL: smcdaycare@rogers.com
 WEBSITE: www.motherofcarmelchildcare.com

Rules & Information

- ❖ Children are accepted from birth to age thirteen (13) years.
- ❖ 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, either 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

Full time (5 days per week)		Part time (3 days per week)	
Infant (0 – 18 months)	\$335.00	Infant (0 – 18 months)	\$235.00
Toddler (18 months – 2 ½ yrs.)	\$260.00	Toddler (18 months – 2 ½ yrs.)	\$185.00
Preschool (2 ½ yrs. – 3 yrs.)	\$205.00	Preschool (2 ½ yrs. – 3 yrs.)	\$175.00
Kindergarten Program (3 -5 yrs.)	\$205.00	Kindergarten Program (3 -5 yrs.)	\$175.00
Before/After School	\$110.00	**School aged child attending P.A Days	\$50.00 per day
** (Child is attending full day school) **		March Break/Christmas – Full time weekly fee applies	\$110.00

- ❖ *NB: Fees are to be paid in full and in advance of the week attending.*
- ❖ *Payment may be made by cash or cheque, every Monday morning*
- ❖ *** A charge of \$40.00 will be charged for cheques returned NSF.*
- ❖ *Returned cheques must be paid in cash and in full immediately. ***

- ❖ Centre fees are adjusted once a year, as operating 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**

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. All children's clothing and belongings **must** be labelled with their name to avoid any mix-ups.
**** It is important that these bags are maintained throughout the year and fresh clothes are added as others are used. This is the parent's responsibility. 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

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

- ❖ A nutritious, hot lunch is served every day in addition to mid-morning and afternoon snacks.
- ❖ **We are a NUT-FREE Childcare Centre.**

*In our best effort to control exposure to allergens or food born illnesses, all foods served to the children must be prepared by the Centre or be purchased 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)**

- ❖ 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, have all ingredients listed on manufacturer label, readable, best before date marked and must be accompanied by a dated receipt.

- ❖ **** Please note that we are not responsible for any lost or stolen items. ****
- ❖ We ask that parents discourage their children from bringing toys, gum, electronics or junk food into the Centre.
- ❖ 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.

We stress an appropriate learning environment, good health and nutrition.

** 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:	Verbal
Second Warning:	Written
Third Warning:	Dismissal

- ❖ **Parents are asked to notify the Centre at (905) 303-1000 if their child will be absent for any reason.**
- ❖ 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:

<i>New Year's Eve</i>	<i>Victoria Day</i>	<i>Christmas Eve</i>
<i>New Year's Day</i>	<i>Canada Day</i>	<i>Christmas Day</i>
<i>Family Day</i>	<i>Civic Holiday</i>	<i>Boxing Day</i>
<i>Good Friday</i>	<i>Labour Day</i>	
<i>Easter Monday</i>	<i>Thanksgiving Day</i>	
- ❖ The Daycare will be closed for the third and fourth weeks of July each year.
- ❖ **Fees will be waived during this time.**

We ask for your co-operation to ensure your contact information is always up to date. If there is a change in address or phone number, or email, please notify us in writing immediately so your child's file may immediately be updated.

It sometimes happens that a child becomes ill and we are unable to contact the parents.

Our Centre has policies in place to ensure every effort is made to ensure that your child receives the most professional care and attention while attending our Centre.

We strive to maintain our reputation of a wholesome, Christian, 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, many happy memories and a strong foundation of learning that will last them a lifetime.