



Table of Contents

INTRODUCTION.....	2
MISSION STATEMENT.....	2
EMERGENT CURRICULUM	2
HOURS	3
REGISTRATIONS AND FEES	3
HOLDING SPACES AND PRIORITY SPACES.....	4
CANCELLATION OF SPACE	4
WITHDRAWAL	4
INTRODUCTORY DAYS	4
DROPPING OFF YOUR CHILD	5
PROGRAMS AVAILABLE	6
PAYMENT OF SERVICES RENDERED.....	6
NSF CHARGES:	7
RECEIPTS:.....	7
LATE PAYMENT:.....	7
FEES:	7
REGULATED DAILY TUITION FEES:.....	7
HOLIDAYS AND VACATION TIME	8
CHRISTMAS CLOSURE	9
CLOSURES FOR PD DAYS	9
STORM CLOSURE POLICY	9
STAFF/CHILD RATIO	10
STUDENT REPORTS, MEETINGS, NEWSLETTERS, PARENT TEACHER INTERVIEWS.....	10
PARENT VISITATIONS.....	11
PARENT VOLUNTEERS.....	11
PICKING UP CHILDREN	11
CUSTODY OR RESTRAINING ORDERS	11
LATE PICK-UP	11
ITEMS FROM HOME.....	12
FIELD TRIPS/SPECIAL EVENTS.....	12
CHILD GUIDANCE POLICY	13
GUIDANCE PROCEDURES	13
NUTRITION.....	14
HEALTH CARE	14

Children Learn Through Play

Page 2

EMERGENCIES / EVACUATION PROCEDURE	16
MEDICAL:	16
FIRE OR OTHER EVACUATION CAUSING HAZARDS:.....	16
CLOTHING	17
CHECKLIST.....	18
AGREEMENT FOR CHILD CARE CONTRACT.....	20
EMERGENCY MEDICAL ATTENTION FORM.....	21
CONSENT FOR PICTURE TAKING FORM	22
CONSENT FOR ADMINISTRATION OF MEDICATION FORM	23
TRANSPORTATION AUTHORIZATION FORM.....	24
ALLERGY INFORMATION FORM.....	25

Introduction

Merry Pop-Ins Childcare Centre is an incorporated business and is licensed by the Prince Edward Island Child Care Facilities Board in the Department of Education and Early Childhood Development. Licence #L4439.

Merry Pop-Ins Childcare Centre is registered as a Government of Prince Edward Island approved Early Years Centre under the Provincial Early Learning Initiative.

Mission Statement

“Children Learn Through Play.”

This is the statement that defines us. It is what we believe and why we do what we do. It is the foundation of what we build our curriculum on. You will see it printed on every page of this handbook, on all the material we send home, and on a plaque at the entrance to the centre. It took two years, many meetings, and several incarnations to get it down to these four simple words.

Emergent Curriculum

We follow an emergent curriculum that is based upon the student’s interest and passions as well as the educator’s. To plan an emergent curriculum requires observation, documentation, creative brainstorming, flexibility and patience. Rather than starting with a lesson plan which requires a “hook” to get the children interested, emergent curriculum starts with the children’s interests. This is not to say that the educator has no input, in fact educators

Revised October 2017

may well have a general topic they think is important for children to learn about and they may purposely include certain materials or experiences related to it as jumping off points. Why do we do this? Because this is how children learn best. Recent research indicates that children learn best by doing and self-directing, not by sitting before an educator that imparts their knowledge. We believe that children learn by seeing and doing. We believe in allowing them to be their own director and that this will in turn lead to a future love of learning. We believe that “***children learn through play***”.

We plan our programs and track the children’s development with the use of the PEI Department Of Education And Early Childhood Development’s Early Learning Curriculum Framework.

Hours

Open Monday to Friday from 7:15 a.m. to 5:30 p.m. year round. It is best if children are in attendance by 9:00 a.m. to ensure that everyone takes part in every aspect of the program. Parents are asked to call before 8:00 a.m. to inform teachers if their child will not be in or will be late arriving, as this helps us to better prepare for things like snacks and lunches, outings, etc. Parents are asked to indicate on the registration form what your child’s typical hours will be so that we can have the correct amount of staff scheduled for this time period. It is asked that if your schedule changes or if you will be arriving later or earlier than normal on a particular day that you let us know so we can be prepared.

Registrations and Fees

An interview will be arranged to familiarize you and your child with the Centre's philosophy and surroundings, and to answer any questions or concerns you may have. Parents will be required to complete a registration form, and a non-refundable administrative fee of \$40.00 per child is also required and is to be paid on registration. An annual \$40.00 supply fee is due in September of each year or upon enrolling your child. These fees are non-refundable. As a one-time incentive for families registering more than one child at the same time the administrative fee will be waived for all children in their family. **We are unable to offer any other family discounts.** Upon registration the first two weeks of fees are also due to hold your child’s space.

Children Learn Through Play

Page 4

If your child is being covered by the childcare subsidy program, the administrative and supply fees are not included and are to be paid by the parent(s). As well, any parent shares stated by the subsidy office and fee differences are to be paid by the parent(s).

Holding Spaces and Priority Spaces

Often parents and guardians wonder about holding their child's space in the program if their child will be away from the centre for an extended period of time, or if there are priority spaces at our centre. The following are our policies regarding these common questions.

Holding spaces : We are unable to hold spaces for children who are not attending on a regular basis. If your child will not be attending on a weekly basis, they will need to give up their space and re-register when they wish to return.

Priority spaces: Priority will be given to siblings of current clients or to a child who has previously attended our centre and is returning after an extended absence. Priority means that these children will be placed at the top of our waiting list for the next available space.

Cancellation Of Space

One months notice of cancellation of a reserved space is required in order to receive a refund of any payments made to hold space. **The administrative fee is non-refundable and excluded from this policy.** Failure to give one months notice will result in ineligibility for a refund.

Withdrawal

To withdraw your child the Centre Director must have **2 weeks notice in writing**. Failure to do so will result in payment being made to Merry Pop-Ins equal to the amount of notice not provided. It is also asked that two weeks notice in writing be given for schedule changes (ie: more or less days attended). Changes in children's schedules result in changes in educator/child ratios, which can result in changes to staff schedules.

Introductory Days

In an effort to help new children and their families feel comfortable in their new surroundings we encourage parents to join us whenever possible for an

Revised October 2017

www.merrypopins-pe.ca

introductory day in order to familiarize themselves and their children to our Centre and its routines.

On their first day you are encouraged to stay with your child/children at the beginning of the day in order to reassure your child and minimize his/her fears until you and your child becomes more comfortable with the program.

Children who are eased into their new situation cope much better when helped by their parents. Parents and staff benefit too, since introductory days open the lines of communication and pertinent information can be exchanged.

Dropping off your child

First check your child in using the sign-in/ sign- out book at the entrance to the Centre. This book is used as a means of roll call in the event of an emergency situation or evacuation, so it is very important that you remember to sign your child in and out each time he/she arrives or departs. This book is essential in an emergency to discern if all children are accounted for.

Each child must be accompanied into the Centre daily and settled in by the adult escorting him or her. Please be sure to say “hello” to a staff member so we are aware that your child is with us. Please remove your outdoor footwear on rainy or snowy days in order to help us keep our play space clean.

Never, never sneak out. Your child will have trouble trusting you after that. In the beginning think of leaving as a four step process:

1. Explain and warn, “As soon as I give you’re a hug, I’m going to leave for work.” Don’t start to leave until you are ready and then go without hesitating.
2. Say “Good bye.” Do not forget this important step.
3. Leave without looking back or at least don’t let your child see you looking back.
4. Call. You’ll probably feel better if you touch base, especially if your child was crying when you left. If your child continues to have trouble saying “goodbye” to you, try changing who drops him or her off in the

Children Learn Through Play

Page 6

morning. Some children find it easier saying “goodbye” to one parent than the other.

Programs Available

Infants: Birth to 22 months or until a toddler space is available. Full-time only (5 days per week). Parents bring formula/food unless infant is on table food and 2% milk, diapers and wipes.

Toddlers: 22 months to 36 months or until a 3 year old space is available. Full-time (5 days per week), or part time 2-4 days/week are available. If needed, diapers and wipes are provided by Parents. Lunch and snacks are provided.

Junior and Senior Pre-School age: 3 or 4 years old. Full-time (5 days per week) or part time 2-4 days/week Lunch and snacks are provided.

School-age: Grades K– 6. Based out of Englewood, Amherst Cove and Somerset Schools. Before school, After school, Before and After school, summer camp, March break camp, and professional development day spaces available. Parents provide snack for after school and lunches for full day care. Full-time (5 days per week) or part time (1-4 days per week) available Please ask for Parent handbook for School-age program for complete details.

Payment of Services Rendered

- Fees are payable a minimum of two weeks in advance of the service being provided.
- Payment is required by pre-authorized debits. All parents will be required to fill out a pre-authorized payment form prior to acceptance to our program.
- Payment is required for regularly scheduled days a child misses.
- Payment is also required for holidays, storm closures, and professional development days.

We are unable to reduce the cost of tuition for the days your child is absent. Due to the child/staff ratio which must be adhered to, we must have staff present for each day your child is registered.

Payments will be debited bi-weekly for a two week period of childcare. You will be provided a schedule of the dates of withdrawal upon registration and in January of each year after that.

NSF Charges:

A \$20.00 fee will be charged on any pre-authorized payments returned NSF.

Receipts:

Yearly receipts will be given for income tax purposes by the end of February, and it is the responsibility of the parent to retain all receipts.

Late Payment:

A seven (7) day grace period shall be allowed, following which the account shall be considered delinquent and the centre has the right to terminate care without notice if immediate arrangements are not made. At this point Merry Pop-Ins will use whatever means necessary and allowable by law to collect the outstanding fees. Should the collection of fees proceed to Small Claims Court, the parents will be responsible for all legal and collection fees as per the Agreement for Child Care Contract.

Fees:

As an Early Years Centre, the childcare fees are set according to the PEI Preschool Excellence Initiative and are subject to change according to government notification. Fees are charged for days the centre is closed due to public holidays, storm and professional development days. The current service fees as of July 1, 2014 are:

Regulated Daily Tuition Fees:

- | | |
|----------------------------------|---------|
| • Infants (0 – 22 months old) | \$34.00 |
| • Toddlers (22 – 36 months old) | \$28.00 |
| • Pre-school age (3 – 4 yrs old) | \$27.00 |

Children Learn Through Play

Page 8

For more information about the PEI Preschool Excellence Initiative, visit http://www.gov.pe.ca/photos/original/edu_ExcellentIniti.pdf.

Our Centre is allowed to have a maximum of 31 spaces (see ratios on page 9) at a time. For this reason priority will be given to children needing full-time childcare. If your child is in a part time space and there is a new full-time enrolment, you will be given the first opportunity to increase to full-time.

Holidays And Vacation Time

Parents will be allowed **one week** (the amount of days will depend how many days per week your child attends, ex: if your child attend two days per week you would get 2 days of vacation time) of vacation time per year for which they will not be required to pay fees after their family has been registered with us for **a minimum of 12 months**. Application for this week must be made in writing two weeks prior to the intended absence to the Director. The Director shall acknowledge in writing acceptance of this vacation time. Vacation will be allotted in weeks only, not days.

The Centre is open year round with the exception of the following holidays:

1. New Year's Day – statutory
2. Islander Day - statutory
3. Good Friday - statutory
4. Easter Monday
5. Victoria Day
6. Canada Day - statutory
7. Labour Day - statutory
8. Thanksgiving Day
9. Remembrance Day - statutory
10. Christmas Day - statutory (week of)
11. Boxing Day (week of)

*****Although the children will not be in attendance, regular fees must be paid for all holidays.*****

If any of these holidays fall on a weekend day, the centre will be closed on the next Monday.

Christmas Closure

The Centre will be **closed each year over the Christmas Holidays from 1:00pm December 24th** until we **re-open on January 2nd** . You will be charged for the statutory holidays of Christmas Day and New Year's Day, but not for the additional days that the centre will not be open.

Closures for PD Days

Our centre supports the professional development of our educators. We believe that through providing staff with professional development opportunities, the quality of education and care provided to your child will remain at an exceptional level while allowing the Early Childhood Education sector to continue to develop and professionalize. For these reasons, regular payment is required for professional development days during which the centre is closed. The following is a guide to the days that our centre will be closed for PD so that parents and guardians will have ample time to make alternative arrangements for care.

- The Friday before Labour Day
- PEI Teacher's Federation conference (2 days in mid-October)
- Area Association Day (1 day around the end of Apr. beginning of May)

These dates will be posted at the centre in the weeks leading up to the closure.

Storm Closure Policy

Although we at Merry Pop-Ins make every effort to stay open when possible, severe weather conditions sometimes force us to close for safety reasons. In the event of such weather conditions causing a closure during the course of a day, parents will be notified by way of telephone of the impending closure. **If**

Children Learn Through Play

Page 10

however the program is not yet open for the day then parents will need to listen to CBC radio 96.1 FM or CFCY 95.1 FM for the storm watch announcements, check the MPI website at www.merrypopins-pe.ca or call the centre (658-2560) and listen to the answering machine.

Announcements will be made by 7:00 am. In the case of an early closure it is asked that parents make every effort to pick their child up within one hour of your notification call. Regular rates apply for all storm closures and delays. The decision to be made will be based upon travelling conditions. If the RCMP are asking for people to stay off the roads or the plows are being pulled off the roads, we will make the decision to close. We do **NOT** follow the School Board closures.

Staff/Child Ratio

The staff/child ratio is legislated by the Child Care Facilities Act of Prince Edward Island and is regulated by the Child Care Facilities Board of the Department of Education and Early Childhood Development. We will follow their regulations.

LEGISLATED RATIOS:

<u>AGE OF THE CHILD</u>	<u>RATIO</u>
Infant 0 – 22 MONTHS	1:3 (0.333)
Toddler 22- 36 MONTHS	1:5 (0.200)
Pre-school 3 - 4 YEARS	1:10 (0.100)
School Age 5 YEARS & OVER	1:15 (0.066)

Example: In the Preschool Group the Ratio is 1 Staff to 10 children. Fees will change when the child's ratio/age changes (see fees on page 7.)

Student Reports, Meetings, Newsletters, Parent Teacher Interviews

The parents of infant and toddler children (ages 0 – 3 yrs) will receive daily reports. All children will have a portfolio kept of their learning journey whilst with us. Portfolios are available at all times for parents to view. Educators will email parents a monthly power point presentation of their child's time with us.

Parents are invited to join our Parent Advisory Committee which meets quarterly to discuss and give input on the direction of the centre.

Revised October 2017

www.merrypopins-pe.ca

Bi-monthly newsletters will be distributed at the end of every 2nd month, which will include a schedule of any special events for upcoming months. Parent Teacher Interviews will be held twice a year in November and May.

Parents are also invited to follow the centre's activities on our website at: <http://www.merrypopins-pe.ca/> or on our facebook page at: <https://www.facebook.com/pages/Merry-Pop-Ins-Childcare-Centre/230759976997943>

Parent Visitations

The Centre has an Open Door Policy, which means that parents are welcome to visit or contact the staff with questions and concerns at any time.

Parent Volunteers

There are many opportunities for parents to become involved at the Centre. Parents can participate in field trips, library visits, cooking, story telling, crafts, and sharing hobbies. Parents can also help by volunteering time to help build or repair toys and equipment, organizing special functions, clean up days, and assisting in fundraisers.

Picking up Children

No child will be released to anyone who is not specified on the child's registration form unless we have notice in person or by telephone in advance of pick up. This is a security measure for all involved.

Custody or Restraining Orders

In the event of custody issues or restraining orders the centre must have a copy of the appropriate pages of the official document in your child's file. When legal custody or restraints are not officially in place, or the centre does not have a copy of the documentation, the centre will adhere to the regular release protocol of the child – to persons on the registration form only, unless authorization has been given.

Late Pick-up

The Centre closes at 5:30 p.m. A late fee of \$ 1.00 per minute will be charged for late pick-up. Please respect the staff's personal time as they are

Revised October 2017

Children Learn Through Play

Page 12

not paid after 5:30. The late fee is to be paid directly to the closing staff person. Non-payment on late fees will not be tolerated and may result in termination of services. If a situation arises that will cause you to be late, a phone call to the centre is appreciated if possible.

Items From Home

We ask that children refrain from bringing items from home to the Centre. Many preschool children enjoy bringing a toy or favorite belonging to day care, but we ask that you please restrict these to Show and Share days or specially planned days (the 3&4 year old educators will let you know in advance when it is their turn) or a good compromise is to bring it in to show friends and allow Mom or Dad to take it back to the car. A **small** stuffed animal for comfort during rest periods is acceptable to bring and remain at the centre, but it would be asked that it be of small enough size to fit in the child's backpack.

Staff members are not responsible for toys that your child brings from home, and cannot guarantee that breakage or loss will not occur.

Anything brought from home should only be brought on Show and Share days, and be put in the Show and Share bag for safe keeping.

We ask that children please not come to the Centre with money; if they have any money on them it will be taken from them and returned to you.

Please do not bring any food into the centre as we do have children who have life threatening allergies to some specific foods. We will supply all the food your child will need throughout the day. The only exceptions for this will be children on a special diet or infants on Pablum and infant food, and these cases will be discussed individually with our Nutrition Manager.

Field Trips/Special Events

Throughout the year, trips are made to special places of interest. All children are encouraged to participate, however younger children may be excluded from certain field trips if they are not age appropriate. Parents will be asked to sign and return a permission slip giving authorization for their child to participate. Parents are always welcome to accompany us. If for any reason you do not wish your child to participate in one of our field trips, you will need

Revised October 2017

to make other care arrangements for the time we will be absent from the Centre. All field trips will be age appropriate, well planned and supervised. Some field trips will have extra fees to participate.

Child Guidance Policy

Our goal in guiding children's behaviour is to help each child to develop self-discipline, self-control, and self-confidence, in a loving caring way, while remaining within a socially acceptable framework.

Our staff and children will work together to create a warm, happy, and relaxed child-oriented environment with only necessary restrictions and guidelines.

Rules and expectations will reflect the belief to "be kind to yourself, be kind to others, and be kind to the environment". They are appropriate for the children's development level, clearly set out in advance, and reinforced in a positive, sensitive way.

The children will be given the opportunity to take responsibility, make decisions, solve their own conflicts, and within reasonable limits to experience the natural consequences of their own actions.

Guidance Procedures

Role Modelling: Demonstration of appropriate ways of interacting (i.e.: use of manners, etc.)

Positive Reinforcement: Showing genuine approval when children are engaged in an appropriate activity.

Re-direction: Guiding a child into acceptable options when engaged in an unacceptable activity.

Natural and Logical Consequences: Attempting to make the child aware of the results of his/her own actions.

Limit Setting: Boundaries are developed by the teacher for the children as a group and for the individual children according to each situation.

Offering Choices: Appropriate choices are outlined and children are encouraged to make decisions for themselves.

Anticipating Trouble: Planning and preparing the environment.

Children Learn Through Play

Page 14

* Ignoring: Some inappropriate behaviour can be ignored with emphasis given to appropriate behaviour.

* Problem Solving: Discussion between staff and children of options to solve conflicts.

***If an inappropriate behaviour continues after use of the above methods, the child will be removed from the group to sit on the "thinking" chair. When the child is ready to discuss his or her actions, the problem will be solved in a positive manner. The amount of time spent on the chair will be based upon 1 minute per year of age, or when the child is prepared to talk, whichever comes first.

The above policy will be posted on the parent & staff bulletin boards at all times.

Nutrition

The Centre is peanut free. The Centre will provide your child with a nutritious lunch as well as daily morning and afternoon snacks, which follows the guidelines set out by Canada's Food Guide and the Healthy Eating Guidelines For Early Learning Centres and Child Care Centres on Prince Edward Island,. The menu is posted on the parent bulletin board for viewing. We will provide all beverages. **Please do not bring food from home.**

The menu consists of a 4-week menu cycle. Children's special dietary needs and allergies will be posted in the kitchen area. Children's allergies will be accommodated and alternatives will be given when possible.

Parents of Infants who are still on infant food, formula, 3,25% milk, or Pablum will need to supply these items.

Health Care

Prior to admission, it is recommended that each child have all immunizations up to date. Our centre recognizes your right to choose to immunize or not immunize your child, however, we would prefer if you indicate this on your registration form in order for our staff to best care for your child.

Although the Centre tries to be as accommodating as possible, children with obvious symptoms of illness should be kept home and seen by a doctor

Revised October 2017

before returning. The Centre is not equipped to look after children when they are sick and their staying puts all of the other children and staff at risk. It is asked that parents have a back-up in place for such occurrences.

Children experiencing the following symptoms should be kept at home, and in the event a child develops any of these symptoms throughout the day they will be returned home.

- A fever over 101 °F (38.3 °C)
- Severe cough / cold
- Diarrhoea, vomiting or upset stomach.
- Suspicious Rash
- Any unexplained discharge or drainage from the eyes, ears, nose, or open sores
- Head lice
- A communicable disease – this includes, but is not limited to, strep throat, scabies, mumps, measles, chicken pox, whooping cough, and impetigo. You **MUST** inform the centre if you child contracts an infectious disease.
- If you child is not well enough to play outside or participate actively.
- If your child is unusually fussy due to sickness

Children on medications will need to stay home for 24 hours after the first dosage of medicine in order to allow the medications to take effect.

When a child is on a medication that only needs to be administered at home, the Centre needs to be notified in writing what the medication is and when it is being administered in order for staff to watch for side effects and allergic reactions.

Prescription and non prescription drugs may be administered by staff only when:

1. Written authorization is given, including dosage and time drug is to be given. Written authorization must be given **BEFORE** the medication can be administered.

Children Learn Through Play

Page 16

2. The medication is in the original pharmacy container, clearly labelled with the child's name, the name of the drug, the dosage, and the instructions for the storage and administration of the drug.

Over the counter drugs: only the dosage written on the bottle can be administered to the child for his or her age bracket. If you are told by a physician to administer a higher dosage to your child, the Centre will need to have a written note from the physician in order to do so. Example: when an over the counter drug's label reads under two years of age only as recommended by a physician.

Parents are also asked to make sure all medications are given directly to a staff member and not to be left in the child's reach, which includes their lockers and kit bags. According to the Early Learning and Child Care Act all medications must be stored in a locked container that is not accessible to the children.

Emergencies / Evacuation Procedure

Medical:

In the event of an emergency, parents or the designated emergency contact person will be contacted immediately unless the injury/illness proves to be life threatening at which time first call priority will be to 911, the hospital, doctor, poison control, etc. In order to secure emergency medical care for your child, parents **MUST** complete and sign the emergency medical attention permission form.

Minor scratches, cuts, and so on will be treated with general first aid practices of cleansing the wound with soap and water and bandaging. Parents will be notified of these injuries immediately upon their arrival to pick their child up.

Fire Or Other Evacuation Causing Hazards:

The children at Merry Pop-Ins practice monthly fire drills. In the event of an actual fire children have been taught to evacuate the building immediately and proceed to the far end of the parking lot near the tree line at which time

Revised October 2017

staff will accompany children to The Tryon Baptist Church (located directly across the street from the centre) to await parental pickup. Parents will be notified by telephone of any emergency situations that arise.

During an emergency evacuation the staff are responsible to gather parent emergency contact numbers for contacting parents and the sign- in / sign-out book for roll call purposes. It is for this reason that being diligent to sign your child in and out each time you arrive and depart is extremely important.

Sunscreen

During the summer months we will apply sun screen to your child before going outside. If your child needs special sunscreen due to allergies you must provide a labelled bottle to the Centre. In June, July, and August a 50 cent per day charge for sunscreen will be added to your invoice.

Clothing

Children should wear appropriate, comfortable play clothes so that they may participate in all aspects of the program. This clothing should be play clothing that is OK to get dirty, torn, or stained so that the children can focus on playing and exploring and not on keeping their clothing clean. Each child will also be required to have one pair of sneakers or slippers to be left at the Centre at all times for indoor use, and a second set to be worn outdoors. Due to the limited space in the children's shoe storage area it is preferred that there be **just one pair of indoor and one pair of outdoor shoes** left at the centre.

Children should wear clothing suitable for current weather conditions, since the program includes outdoor activities year round. Accordingly, there should be a sun hat, shorts, sneakers, rain coat and splash pants among the child's belongings in the summer months, and a snowsuit, mittens, scarf, hat and boots in the winter months. When children do not have the proper supplies at the centre, parents will receive a call to bring them in.

A complete change of clothing for each child should be kept at the Centre at all times, and all clothing and footwear should be labelled with the child's full name. All unlabelled clothes will be deposited in the lost and found box. Parents should make a point of checking the box regularly, as it is emptied

Children Learn Through Play

Page 18

once per month. Any personal items (i.e. water bottle, comb, etc) brought to the Centre should be labelled with your child's name.

Children are encouraged to dress and undress themselves independently as much as possible; parents should keep this in mind when purchasing clothing and footwear for their child and when dressing them for daycare.

Checklist

1. Sneakers or non-slip slippers for indoors.
2. Full change of clothing (including socks and underwear).
3. Hat, mittens, scarf or face warmer, snowsuit, and snow boots for fall and winter.
4. Sun hat for the spring and summer. Swimsuit and towel for summer.
5. Due to changes in the weather the children should have a sweater or jacket at the Centre at all times.
6. Splash pants for the spring and fall.
7. Diapers and wipes for those who need them.
8. If being toilet trained, please provide 3 - 4 changes of clothing including extra shoes, socks, and bedding.
9. Blanket and crib sheet for rest time.
10. Empty binder for documentation.
13. Water bottle to be left at the centre
14. Zippered kit bag or backpack to keep belongings in
15. A family photo

Revised October 2017

**MERRY POP-INS CHILDCARE CENTRE
21287 TRANS CANADA HWY, TRYON, PEI**

Agreement For Child Care Contract

I, _____, HEREBY ACKNOWLEDGE
THAT I HAVE READ THE PARENT HANDBOOK FOR
MERRY POP-INS CHILDCARE CENTRE AND UNDERSTAND
AND AGREE TO ABIDE BY THE POLICIES AS STATED IN THE
HANDBOOK. I ALSO UNDERSTAND THAT FAILURE TO DO SO MAY
RESULT IN TERMINATION OF CARE. I ALSO UNDERSTAND THAT ANY
LEGAL FEES INCURRED BY MERRY POP-INS CHILDCARE CENTRE INC.
ASSOCIATED WITH THE ACQUISITION OF UNPAID FEES WILL BE MY
RESPONSIBILITY.

Signed (on behalf of all parents and/or guardians as listed on the Centre
Registration Form:

Date

Signature of Parent or Guardian

Date

Signature of Director

THIS AGREEMENT IS TO BE REMOVED FROM THE PARENT
HANDBOOK AND RETURNED TO THE DIRECTOR WHEN THE CHILD
HAS BEEN ADMITTED TO THE CENTRE AND THE AGREEMENT HAS
BEEN SIGNED, DATED AND WITNESSED

THIS AGREEMENT WILL BE KEPT IN THE CHILD'S FILE AT ALL TIMES

Revised October 2017

EMERGENCY MEDICAL ATTENTION FORM

I, _____, give permission to the staff of Merry Pop-Ins Childcare Centre to give, if required, first aid treatment to my child, _____. The staff also has my permission to send or transport my child to the hospital at my expense, if the situation requires it. I hereby give permission to the supervisor or designated staff person to act on my behalf in obtaining and/or authorizing medical treatment for my child if they are not able to reach me. I understand that any treatment would be on the advice of a qualified medical doctor and that I will be notified as soon as possible.

Date

Signature of Parent or Guardian

CONSENT FOR PICTURE TAKING FORM

I, _____, hereby give permission to the staff of Merry Pop-Ins Childcare Centre to take pictures of my child, _____, to be displayed within the Centre, or by other media sources, and to retain for historic purposes. Photographs will be shared with all parents in your child's group in monthly power point presentations.

Date

Signature of Parent or Guardian

CONSENT FOR ADMINISTRATION OF MEDICATION FORM

I, _____, hereby give permission for staff at Merry Pop-ins Childcare Centre to administer medication that is prescribed or recommended in writing by a physician to my child _____. I have also explained to a staff member how to administer the medication and the appropriate dose of the medication. I have also provided the centre with the written instructions on how to administer the medication, the correct dosage and information regarding signs of an allergic reaction.

Date

Signature of Parent or Guardian

TRANSPORTATION AUTHORIZATION FORM

I, _____, hereby give permission to the staff of Merry Pop-Ins Childcare Centre to take my child, _____, on an outing off the premises either by foot or any other means of transportation (car, bus etc.).

I will not hold the Centre or the employees liable for any accident that may occur to my child while in the Centre or off the premises on an outing.

Date

Signature of Parent or Guardian

ALLERGY INFORMATION FORM

If your child had any identified allergies, please specify these below, along with the allergy's severity, any signs of a reaction and any medication or response that should occur following exposure to the allergen. You may be required to provide more detailed information for your child's file so that the staff are properly informed and prepared to manage your child's allergies.

Allergen	Severity	Signs of a reaction	Medication or response required