



Nurturing **SUCCESS**
in the **EARLY YEARS**
through **PLAY** and **IMAGINATION**
toward the **ACHIEVEMENT** of
children's **HOLISTIC** development and
a **HAPPILY EVER AFTER**

PARENTS' HANDBOOK OF POLICIES & PROCEDURES

PHILOSOPHY

A Gym Tale is devoted to children. We want your children to be happy, healthy, and social. We want them to develop a foundation on which to grow into their potential. These early years will determine the success with which your children are able to reach that potential in the future. They are eager at this stage to play, learn, and interact with other children.

We believe in the importance of nurturing success at a young age and we aspire to provide the services, tools, and coaching that will endow in your children the physical, social, emotional, and intellectual growth necessary in achieving a happily ever after.

PROGRAMMING

Our programming is planned carefully in accordance with the Ontario curriculum for kindergarten and maintains a focus on the holistic development of our guests with the goal of enhancing their self-image and confidence.

Students are exposed to educational materials in various Learning Centres, including Language and Reading, Math, Science and Discovery, Geography, Drama, Music, Art, and in Gross Motor Play.

Students grow and develop successfully as they engage in cooperative activities that focus on play as paramount in learning. Through quality play programming, children learn responsibility, self-discipline, respect for others, problem solving, decision making, logical reasoning, creating, exploring, discovering, manipulating, self expression and more.

LICENSE

A Gym Tale is licensed and inspected under the Day Nurseries Act, administered under the Ontario Ministry of Community & Social Services. We are also subject to public health and fire inspections.

We are licensed to serve children between the ages of 2 ½ years and 5 years.

ADMISSION

All admission forms must be completed and post-dated cheques delivered before your child is enrolled. He/she will only be admitted to the session registered for. You must enroll your child for a minimum of three months. The following forms are required, and must be completed prior to enrollment: A Gym Tale Nursery Enrolment Form, Consent Form, and Good Beginnings Questionnaire.

SCHEDULE

A Gym Tale's Nursery Program runs Monday, Wednesday and Friday mornings and afternoons, on a 10-month basis from September to June. We follow the public school board's schedule and are therefore closed on statutory holidays, professional development days, on the Christmas and New Year break, and on March Break. We regret that no make-up days will be granted for these closures.

HOURS OF OPERATION

The Nursery School Program takes place from 9:00 AM to 11:30 AM for the morning session and from 12:30 PM to 3:00 PM for the afternoon sessions. As a convenience to parents, children may be dropped off up to 15-minutes before the beginning of class and must be picked up no later than 15-minutes after class. After this grace period, a fee of \$5.00 will be applied and a further \$5.00 will be charged every 10 minutes thereafter.

We ask that children arrive no later than 9:15^{AM} for the morning session and 12:45^{PM} for the afternoon session. Late arrival results in confusion for your child and in interruption for those already settled in circle.

A TYPICAL DAY

08:45 – 09:00 or 12:15 – 12:30	Arrival and Sign-In. Removal of coats and shoes.
09:00 – 09:10 or 12:30 – 12:40	Settling in. Exploring floor toys, books and puzzles.
09:10 – 09:30 or 12:40 – 01:00	Opening Circle. Group time including introduction of theme, songs, calendar, weather, and explanation of the Learning Centres.
09:30 – 10:30 or 01:00 – 02:00	Free choice of Learning Centres and planned art or music activities.
10:30 – 10:50 or 02:00 – 02:20	Wash hands and then Snack Time.
10:50 – 11:25 or 02:20 – 02:55	Large muscle gym activities on A Gym Tale's standard gymnastic and play equipment. Group games using parachutes, large soft foam building blocks, and other props are organized during this period.
11:25 – 11:30 or 02:55 – 03:00	Cool down, stretching, and goodbye ritual.

SIGNING IN & OUT

We are required to maintain a record in which children are signed in and out. Please be sure to notify our staff when you drop off and pick up your child.

TOILETING

All children enrolled in the program are required to be toilet trained as we do not have any diapering facilities. It is important that children be able to toilet themselves. Students who prove unable to toilet themselves can have their enrolment terminated without reimbursement of the initial deposit.

WHAT TO WEAR

Your child should be dressed in appropriate clothing for playroom and gymnasium activities. The clothes should also be free of complicated fastening for washroom routines. Children are welcome to wear socks or slippers at the Nursery School. Running shoes are not permitted.

We also require your child to carry a labeled school bag for belongings. Inside the school bag, children should carry a change of clothes for toilet accidents or paint/water spills; a complete set should be carried back and forth from school.

STAFFING

Lindsay Wyllie,
Nursery School Supervisor

Lindsay's qualifications include a Bachelor of Applied Sciences, majoring in Child and Youth Studies, an Early Childhood Education certification, Master's candidate in Developmental Psychology, current First Aid, and CPR and bilingual (English and French) certificates.

Lindsay has experience as a Head Teacher in a child care centre, as a French early childhood instructor, and as a one-to-one support worker for children with special needs in a community health clinic.

Nursery School Teacher

Our other head teacher is a qualified Early Childhood Educator with current First Aid and CPR certification. An assistant teacher is also present in all programming.

PARENT / TEACHER MEETINGS

If you have any concerns regarding your child at any time please do not hesitate to ask to speak to the Supervisor. This can be an informal or formally scheduled meeting as you wish.

PROGRESS REPORTS

Children will be assessed on a daily basis in order to set goals for individual learning. Daily communication between educators and parents is encouraged.

A formal, detailed assessment of your child's progress will be issued at the holiday concert before the Winter Break and then revised and re-issued at the end of the school year.

BEHAVIOUR MANAGEMENT

At A Gym Tale, we promote freedom of choice and self-responsibility wherever it is possible and practical, without adversely affecting the safety of the children, the rights of others, or the learning environment. If a child's behaviour crosses those boundaries, we use positive guidance techniques to discipline.

Children are disciplined in a positive manner at a level that is appropriate to their age and according to their actions. Children at times need to have their behaviour redirected into socially acceptable activities. The teacher may forbid a particular way of acting, but not the emotional feelings or ideas behind it.

By suggesting alternative ways of expressing those feelings or ideas, the teacher is guiding the child towards self-discipline and self-control while ensuring the health, safety and respect of every one. Although a child may need a few minutes to regain control before resuming play, his/her self-esteem is never compromised.

FEE SCHEDULE

The fee schedule is based on a full year, divided into ten (10) equal payments. You must enroll your child for a minimum of three (3) months.

One month's advance payment is held (without interest) in lieu of your final month's dues and is non-refundable should you choose to withdraw from the program before its start date.

In addition to this advance payment, monthly payments are due in advance with nine (9) post-dated cheques, dated for the first day of every month from September 1 through May 1, and payable at the front desk. There will be no fee increases during the current school year.

A late pick-up charge may be assessed if parents are late to pick up their child. An initial late pick-up charge of \$5 will be applied and a further \$5.00 will be charged every 10 minutes thereafter, and is due upon pick-up. To avoid these charges, the child must be picked up from the premises before 11:45 for the morning session or before 3:15 for the afternoon session.

A charge of \$25 will be assessed for any returned cheque.

There is no reduction of fees for statutory holidays, professional development days, Christmas Break, March Break, or for school closures due to extreme weather conditions.

WITHDRAWAL

Notice of withdrawal must be given in writing one calendar month in advance of the termination of your contract. If the child is withdrawn from the program without due notice, the advance fee (deposit) will not be refunded, whether or not the child attends during the notice period. Any advance payments in excess of one month will be refunded. Withdrawals from the program are not permitted during the last 3 months of the program (April – June) as we are not able to fill those spaces with such limited time remaining in the program. If a child does not attend during these times, fees will not be returned.

DISCHARGE

It should be noted that not all children are suited for group care. We will endeavour to do everything possible to help each child adapt and integrate into our program – including communication between parents and teachers over strategies to work with child; and subsequently parent meetings with the Supervisor. If, despite everyone's best efforts, the difficulties appear to be more than we can manage, the director may require that the child be discharged. A Gym Tale will give the parents a minimum of two weeks notice that the child will be discharged.

Some possible reasons for ineligibility to remain in the program could be:

- Parent does not abide by Policies and Procedures or has demonstrated abusive, harassing or inappropriate behaviors towards a staff member.
- The program cannot or does not meet the needs of the child and or the child consistently requires one on one attention in the program to the detriment of other children's learning.

In the case of discharge of a child, the final decision will be made in writing. The decision is not subject to appeal.

SAFETY AND SECURITY

We require staff to maintain a current CPR and First Aid certificate at all times.

Children will not be released to anyone except their parent or guardian, or other persons specifically authorized by their parent or guardian. Identification will be required of those authorized to pick up children who are unfamiliar to staff.

If you wish to have another adult pick up your child, then you must provide written permission in advance, or a phone call, to verify the arrangement. Otherwise, the child will not be permitted to leave.

Staff, students, and volunteers who work in the Nursery School are required to provide references and to undergo a police check to assure that they are suitable to work with young children.

Please inform the Director of any change of address at home or work. An up-to-date telephone number, where you can be reached in an emergency is essential.

CONFIDENTIALITY

All information regarding a child and/or his family is confidential and must not be released to or discussed with anyone or agency unless a consent for release of information is signed by the parent or guardian of the child.

STUDENTS AND VOLUNTEERS

We serve the community by providing a training facility for local high schools, colleges, and universities. We are also fortunate to have volunteers from the community.

It is our pleasure to provide guidance and training to these students and volunteers because their assistance provides extra guidance and stimulation for our students. A police record check is required of all volunteers and co-op students.

MEDICAL EMERGENCIES

In the event of a medical emergency, we will first call 911 (if appropriate) and then the parent/guardian will be contacted as soon as possible. If they cannot be reached, we will attempt to reach the alternative emergency contacts listed on the Enrolment Form.

ALLERGIES

If a child has an allergy or a food restriction this should be clearly documented in written form by doctor/parent and submitted to the Director. All food allergies will be dealt with appropriately. Please note that A Gym Tale is a NUT FREE centre. Please refer to the Anaphylaxis Policy.

ILLNESSES

A child is to remain at home if he/she has a fever, intestinal infection (diarrhea and/or vomiting), a communicable disease (such as pink eye, impetigo, strep throat, measles, chicken pox, and mumps), cold with severe cough, sneezing or thick nasal discharge, or if the child is unable to participate in regular nursery school activities.

If the child is taking antibiotics, the child should not return to nursery school until he/she has been on the medication for at least 24 hours.

A child who has been vomiting or suffering from diarrhea should not return to Nursery School until 48 hours after the last occurrence.

Children with generalized rash should stay home until it has been verified that they do not have a communicable disease.

If a child becomes ill and needs to be picked up, the child will be separated from the other children until a parent arrives.

MEDICAL ADMINISTRATION

We do not administer medication at A Gym Tale. Please try to arrange the dosage schedule so that medication can be given at home.

SNACKS

We have time allotted in our schedule for snacks in both the morning and afternoon programs. We ask that children are sent with nutritious snacks and drinks each day in a lunch bag labeled with the child's name.

These can be deposited in our Snack Bin upon arrival so that the teacher can easily distribute them at snack time.

As an increasing number of children have life-threatening allergies to **peanuts** (even in trace amounts), **no peanut products may enter the nursery school premises**. If your child has eaten any peanut product before coming to nursery school, please ensure that their hands and face are washed thoroughly, and that no traces remain on their clothes, etc.

CLEANLINESS

Toys, dress-up clothes, etc. are washed and disinfected regularly. Staff and children wash their hands before and after eating, after toileting, blowing noses, etc.

FIRE DRILLS

We conduct "mini fire drills" once a month. This procedure does not involve the fire department alarm system.

TOYS FROM HOME

We prefer that children do not bring toys from home to the Nursery School as they can be broken or misplaced.

PARENT PARTICIPATION

Feel free to be a part of your child's Nursery School, offering suggestions and comments. We welcome you as partners in the enrichment and care of your child and as members of A Gym Tale's Nursery School.

We would sincerely appreciate any donations of dress-up clothes and can always use good scrap materials for our program.