

April 2017

# NEWSLETTER

Dear Parents and Guardians,

Summer will be upon us soon. Please inform your child's teacher, if your child/ren will be away due to vacation. This will help us to plan the summer programming.

Regarding vacation time, we are always asked this question, "am I charged for my daycare space, if my child/ren on vacation?"

The answer is – Yes. The monthly fees still apply. We still have expenses and in fact they do go up, because we have to hire more staff and staff do work more hours due to regulation requirements.

If fees are not paid for July and August, especially if your child is not here for these months. I will have to assume, that you have pulled your child/ren out of our daycare and I will not be reserving any spots. If you and your child/ren are going to be away for these months, please have the fees paid before you leave for vacation.

Lastly, parents/ guardians do ask us. "Why do I pay an extra for July and August? I am already paying you." The additional fee is to cover additional expenses like buses, field trip admission fees, additional materials, additional supplies and our annual parent/ guardian appreciation day. We will, as always, be maxing out the budget for the summer months and the additional fee goes directly to the children's activities. We are still in the initial stages of planning these activities, once the field trips dates and times are confirmed. It will be posted in all the rooms.

We appreciate your co-operation and understanding. If you have any questions, please speak to Sam. There will be no exceptions to our policies.

## **EMERGENCY CONTACT INFO**

Forms will be distributed to all parents/ guardians to update your contact info and emergency contact information. If your information has not changed, we still need the forms filled out in full including addresses, phone numbers and names. This is a requirement from Licensing and it's vital that we keep the information up to date, just in case there was an emergency. You can imagine the panic on a staff face, if we cannot get hold of you or your contacts because the numbers have changed or there not in service. Your emergency contact needs to be in Edmonton or surrounding area like Sherwood Park, St. Albert, etc. Your co-operation is greatly appreciated.

## **PARENT/GUARDIAN INVOLVMENT**

With the summer months approaching, we do require volunteers. If you know of anyone or if you are interested, please let us know. Volunteers will need to be 18 years or older, with a clear police record check and First Aid.

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## **SUBSIDY**

Any Parents and/or Guardians on subsidy, if your child is in the Castle or Kinder Room, please make sure your child/ren are here for a minimum of **100 hours per month** and if your child is in the Tiger or VIP Rooms, please make sure they are here for a minimum of **50 hours per month**. Anything less than these hours could result in your child/ren not being qualified for subsidy. It would be then your responsibility to pay the remaining amount.

It is also your responsibility that you re-apply for subsidy before it expires. You may receive a friendly reminder to re-apply, please do so as soon as you can.

If you have any questions about your subsidy, please call 780-644-9992 option 2 or speak with Sam.

Please be aware subsidy will not pay for the additional Summer fee, however if you are on Alberta Works, please inform you Social Worker.

## **INDOOR SHOES:**

Reminder to all parents. Crocs, sandals, slippers are not appropriate to be wearing at daycare. It's dangerous, because a child can roll their ankle and slippers, sandals can break easily. Please have your child/ren wear proper indoor shoes that are made for running, but are also comfortable. We would also like to ask for your child/ren, not have shoes with laces. The laces usually come un-done and a child may trip and fall. Plus, most younger children do not know how to tie their shoes. Your co-operation is much appreciated. Our primary responsibility, is the safety of your child/ren.

## **OUTDOOR PLAY**

With the warmer weather, the children and staff are eager to go outside and play. The times we go outside do vary. If your wondering where your child is, please look at the entrance door. We will have a sign posted as to where we are and what time we are planning on coming back to the Centre.

If your child is arriving after the room has left, **it is your responsibility to drop off your child/ren to the park or to the field**. It's very difficult for the staff to come back to the Centre, pick up your child and then head back. Other staff members in other rooms, cannot drop off your child. This is because they are signed in to their own rooms and they cannot leave, especially if they have other children in the room. We appreciate your co-operation and understanding. If you have any questions about this, please ask Sam.

## **DATES TO REMEMBER**

April 14<sup>th</sup> – Good Friday. Centre is **CLOSED**

April 17<sup>th</sup> – Easter Monday. Centre is **CLOSED**

## **DAYCARE HOURS**

7:00 AM to 5:45 PM – Monday thru Friday

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Late fees will be charged. We also ask that you arrive at a reasonable time so that your child can enjoy morning activities.

### **ILLNESS**

If your child is ill or has an appointment, please contact our Centre at 780-463-2004. This helps us to schedule our staff. Please note **sick children must be kept at home**, if they come to the center with a fever, vomiting and/or diarrhea, you will be called to pick up your child. If you cannot or do not answer your phone, we are required to call you Emergency Contact. The reason for this, is because we do not want to spread the illness to the children and to the staff. We appreciate your co-operation.

### **MEDICATION**

Please note that **all medication must be labelled and in its original pharmacy container.**

### **EMAILS**

Parents wishing to communicate with via email are more than welcome to do so. My e-mail address is [peterpanosctower1@gmail.com](mailto:peterpanosctower1@gmail.com) Alternatively, you can leave me with your e-mail address.

### **PAYMENTS**

Payments can also be made **via e-transfer**. You can send it to the email listed above. If you have any questions, please ask Sam in the office.

### **POLICIES**

Our policies have been updated. If you have a suggestion on a policy we can add, please let us know.

*Sam*