



PETER PAN CHILD CARE CENTRE AND OUT OF SCHOOL CARE TOWER 1

September 1st , 2017

Dear Parents and Guardians,

We here at Peter Pan Child Care and Out of School Care (OSC) want to thank the Children, Parents and Guardians for a wonderful year. With the new semester starting, we have new children starting with us and we want to Welcome them to Peter Pan Child Care and OSC.

With the new semester starting, we have some important notes:

- We do walk the children to and from school (Lee Ridge, Grace Martin and St. Elizabeth), please make sure your child is dressed appropriately for the weather including footwear, hat/toque, gloves, etc. As a reminder, we are not responsible for lost or stolen items. It is always best to label your children's clothes and items.
- Children who are taking the bus. Please provide the bus schedule to the staff or Sam. We need to confirm the bus stop, pickup and drop off times.
- Please provide a lunch for your child/ren. We are a Peanut Free Zone. We do have children with allergies, please be aware.
- We do provide an early morning snack and an afternoon snack. It is only a snack, we recommend that all children arrive here, already eaten breakfast, but if they are still hungry we can provide them with something to eat.
- Please update your contact information, release policy and emergency contact. If your information has changed, there is a form to fill out. It is important that we get this information updated, just in case we need to contact you, or your emergency contacts.

- If your child is ill or sick, do not bring them to the daycare centre. We do not want to spread the illness to other children, staff or the parents. This includes fever, runny nose, diarrhea, vomiting, etc. If they are here and they are ill or sick we will call you to pick them up.
- If you are curious as to what the children are up to for the day or for the week. Our Program Plans are posted in each room. Please ask the staff.

CLEANLINESS AND HYGIENE

This is a time for children to catch lice, during the next few weeks, I would advise to check your children's hair. If your child has contracted lice, **please do not send them to the daycare** until they have been treated. All household members should also be checked and treated, if necessary. All household items should also be washed and disinfected. There are brochures in the Main Lobby for more information.

RESOURCES

Parents can find lots of useful tips under the following web page: www.myhealth.alberta.ca such as Adjusting to your child Starting School; Help make first day of school a happy one; Back to School health checklist. If you would like a copy of any of these items, please talk to Sam.

ENTRANCES

We ask all Parents and Guardians to take off their shoes or boots prior to entering a room. We do not want dirty stairs and carpets. The children play on the carpets, we do not want them stepping on small pebbles or dirt. We appreciate your co-operation.

POLICIES

We are in the process of updating our policies. Our current Parent Handbook is available online on our website peterpanchildcarecentres.ca. You can also ask Sam for a paper copy. Once the updates have been completed, we will notify you via newsletter.

FEES

Fees are due at the beginning of the month. We accept, cash, debit and cheques. Parents/ Guardians wishing to pay with a credit card will be charged an extra 2% fee. The interact company charges us, so we have to charge you.

You can also send us an e-transfer to: peterpanosctower1@gmail.com

If fees are 30 days late. Meaning fees are due on the 1st of the month. If fees are not paid on time, you will receive a warning letter, if no payment is received within 12 days of the date when the letter was written, you will be sent to collections.

It is your responsibility to collect the receipts after you have paid. This is the only proof you will have.

If you pay via e-transfer and you would like a receipt, please ask Sam.

SUBSIDY

Parents and Guardians, you are responsible for applying, renewing and sending the necessary documents to subsidy office. We will send you a friendly reminder to renew your subsidy. If you decide to continue child care without Subsidy, then you will be responsible for the full fee.

DATES TO REMEMBER

September 5th, 2017-
CLOSED - Labour Day Centre will be

Monday, October 9th, 2017 -
CLOSED Thanksgiving Day Centre will be

Monday November 13th, 2017
CLOSED Remembrance Day Centre will be

DAYCARE HOURS

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

Late fees will be charged for late pick-up. We charge \$1.00 per minute after 6:00 pm. Please ensure that you give the late charges to the staff. 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.**

NEWSLETTER

Newsletters are also available on our website:

<http://www.peterpanchildcarecentres.ca/>.

Our newsletters are created every quarter. The next one will be created in December.

EMAILS

Parents wishing to communicate with via email are more than welcome to do so.

My e-mail address is peterpanosctower1@gmail.com

Alternatively, you can leave me with your e-mail address.

Sam