

CLIFFWOOD COMMUNITY CHILD CARE

140 Cliffwood Road, Toronto, Ontario, M2H 2E4

<https://cliffwoodchildcare.ca>

June 2nd, 2020

Dear Parents:

This certainly has been a very different and challenging year for everyone. Due to the mandated closure of all child Care Centre's which has been ongoing since March 16th, we were unable to get the re-registration forms out as early as we usually do. As we anticipate our reopening, and returning in September we are asking that you will complete the re-registration forms if you intend your child to continue at Cliffwood in the fall. **All spaces are based on a first come first serve basis. If you do not get your forms in on time there is no guarantee that your child will have a spot for September, so it is crucial that you get your forms in early.**

In order to allow those on the waiting list a clear idea of the number of spaces available, it is necessary for us to know how many of the children presently enrolled plan on returning in September. **Due to the need for full-time spaces, priority placing will be given to those requiring full-time care (5 days per week) in all programs. We are currently not accepting part time enrolment.** However, it is imperative that we know what the part-time needs are in order to establish a waiting list for available spaces once full-time spaces have been filled.

Due to the fact that we have remained closed for the past three months, and you have pre-paid the June deposit, payments will be different this year. Please note that to simplify things the prepaid deposit that you paid towards June 2020 will be held over for June 2021. All postdated cheques will be required once we return to the Child Care and must be submitted no later than **August 28th, 2020**. At this time all that you will be required to pay is the \$50.00 registration fee per family which will be applied to your September fees. Please note that all forms should be returned to the centre electronically by sending **them** to info@cliffwoodchildcare.ca, no later than Friday June 26th, 2020.

After this date any available full-time spaces will be made available to those on the waiting list and there is no guarantee of a space for September. All those who hand in forms after the due date will be put on a waiting list. NO EXTENSIONS to the deadline for forms will be given.

When this has been completed any extra spaces will be given to those on the waiting list and those requiring part-time care. **Since our numbers will be reduced in each classroom due to new COVID 19 requirements, It is extremely important that you return your forms quickly.**

CLIFFWOOD COMMUNITY CHILDCARE - RE-REGISTRATION PROCEDURE

1. Fill out the re-registration forms and return them to Cliffwood Community Child Care with cheques as follows:
 - a) \$50.00 registration fee per family dated **June 1st, 2020** (Please deduct this from September fees if the child returns in September). This is non-refundable if the child does not return to Child Care in September. Please mail this cheque to the following address.
Cliffwood Community Child Care
140 Cliffwood Road, Toronto, Ontario, M2H 2E4
 - b) \$200.00 paid for the June 2020 fees will be forwarded to June 2021. **PLEASE NOTE THAT THIS ONLY REFUNDABLE WITH ONE FULL CALENDAR MONTH WRITTEN NOTICE. ***(Please refer to the Parent Handbook under Withdrawal Policy for a clear explanation of this) *****
 - c) A series of post-dated cheques dated September 1st, 2020 to December 1st, 2020 will be due once the Centre reopens. AS you are aware the school entry and departure hours have been changed this year to an earlier opening and closing daily. Therefore, the child care fees have been adjusted to reflect the new hours. A fee schedule has been included in your package.
 - d) This year, the Child Care Centre will be closed from **August 24th to August 28th** inclusive. Pending rules surrounding COVID 19 reopening, the Centre plans to be open for the week of August 31st to September 4th inclusive prior to school opening. If your child requires care for that week, please indicate that on the cover page of the registration form. PA day fees will apply to those days for Kindergarten and Schoolage children to cover the full day care with lunch and snacks. Fees are indicated on the fee schedule.
2. All those who require part-time spaces must follow the above procedure in order to be put on the waiting list with the following exception, (postdated cheques for September 1st to December 1st will not be required until availability of space is confirmed.) Part-time spaces will be determined according to availability. All forms for part-time spaces will be numbered according to the order in which they are received, and the children will be placed on a first come first served basis, so please do not delay in handing in your forms.
3. As stated above, all forms along with the registration fee, should be returned **NO LATER THAN June 26th, 2020 by 4:00 PM. CHEQUES MUST BE DATED THE 1ST OF EVERY MONTH, AND MUST BE SUBMITTED ONCE THE CENTRE REOPENS. FORMS RECEIVED AFTER June 26th, WILL BE PUT ON A WAITING LIST. TO ENSURE THAT YOUR CHILD HAS A CHILD CARE SPACE FOR SEPTEMBER 2020, IT IS VITAL THAT YOU GET YOUR FORMS IN EARLY. ALL SPACES ARE GIVEN ON A FIRST COME FIRST SERVE BASIS. PRESCHOOL AND KINDERGARTEN CHILDREN WHO HAVE NOT REGISTERED AND PAID FOR THEIR SUMMER FEES WILL NOT BE ALLOWED TO RE-REGISTER AND YOUR CHILD'S NAME WILL BE PUT ON A WAITING LIST FOR THE FIRST AVAILABLE SPACE.**
4. If your child will not be returning to Child Care in September, please fill out the form below and return it to the Centre June 26th.

Thank you for your cooperation in this matter. If you have any questions regarding re-registration, please email us at info@cliffwoodchildcare.ca

Sincerely,

Nancy Wilson
Executive Director

Ashlea Johansen
Assistant Director

WITHDRAWAL

My child will not be returning to Cliffwood Community Child Care in September, 2020. I understand that if this decision should change, he/she will be put on a waiting list for available space.

Child Name

DATE

Parent Name

I confirm withdrawal of my child

Signature

A signature is required.

You may sign this form electronically, or print the form once completed and sign manually

RE-REGISTRATION

I am re-registering my child in the following programme for the 2020/2021 Child Care year.

Child Name

DATE

Nursery

5 Days 3 Days 2 Days

PreSchool

Full-Time Part-time Days Required

Full Day Kindergarten

Before School After School Both

Schoolage

Before School After School Both Part-Time Days Required

Parent Name

Email Address

Signature

A signature is required.

You may sign this form digitally, or print the form once completed and sign manually

The email address provided should be one that is checked frequently. One email address per family will be used for communication from the centre.

For Office Use Only

Date Application Received

Date Withdrawn

Registration Fee Paid

Deposit Paid

Post Dated
Cheques
Received

Documents
Outstanding

CLIFFWOOD COMMUNITY CHILDCARE - EMERGENCY CONSENT FORM

THIS FORM MUST BE COMPLETED IN FULL

Child Name	<input type="text"/>	Date of Birth	<input type="text"/>	Gender	<input type="text"/>
Street Address	<input type="text"/>	City	<input type="text"/>	Postal Code	<input type="text"/>
Home Phone	<input type="text"/>				

Parent/Guardian	<input type="text"/>				
Home Phone	<input type="text"/>	Cell Phone	<input type="text"/>	Office Phone	<input type="text"/>
Parent/Guardian	<input type="text"/>				
Home Phone	<input type="text"/>	Cell Phone	<input type="text"/>	Office Phone	<input type="text"/>

Emergency Contact	<input type="text"/>	<i>Please note that the emergency contact should be someone other than the parents that we can call if we cannot reach the parents</i>			
Home Phone	<input type="text"/>	Cell Phone	<input type="text"/>	Office Phone	<input type="text"/>
Street Address	<input type="text"/>	City	<input type="text"/>	Postal Code	<input type="text"/>

Child's Doctor	<input type="text"/>	Office Phone	<input type="text"/>		
Street Address	<input type="text"/>	City	<input type="text"/>	Postal Code	<input type="text"/>

Please list any allergies, medications or health conditions we should be aware of.	<input type="text"/>
Date and name of most recent immunization	<input type="text"/>

It is the policy of CLIFFWOOD COMMUNITY CHILDCARE to notify a parent/guardian when a child is ill or needs medical attention. Occasionally, we cannot contact parents/guardians and we need to get immediate medical assistance for the child. Our procedure is to take the child to the nearest emergency service.

Please electronically confirm consent below so that we can take appropriate action on behalf of your child. If this form is not signed you will be required to physically sign this form. You can do this by clicking the print button at the bottom of this page. Return the signed consent to the facility immediately. We will take this consent with us to the emergency department. If you are unable to print, you will be asked to sign the forms on a future visit to the centre so that we can retain this in our records.

In the event that the staff at Cliffwood Community Child Care cannot reach me I acknowledge that they will take my child to the nearest hospital emergency department by ambulance.

I hereby give consent for my child to receive medical treatment when I cannot be contacted.. I confirm consent of the above

Child Name	<input type="text"/>		
Parent/Guardian Name	<input type="text"/>	Signature	<input type="text"/>
Childcare Director Name	<input type="text"/>	Signature	<input type="text"/>
Date Confirmed	<input type="text"/>		

*Signatures are required.
You may sign this form digitally, or print the form once completed and sign manually*

CLIFFWOOD PUBLIC SCHOOL
140 CLIFFWOOD RD., NORTH YORK, ONTARIO M2H 2E4
TELEPHONE 416-395-2230, FAX 416-395-3924
<http://schools.tdsb.on.ca/cliffwood>

Consent Form to obtain permission for the exchange of information between North York Board of Education staff and child care staff.

In the course of the school year, student progress is often discussed by members of school staff and the school team. the school team includes consultants who provide resources to the system, including psycho educational and multicultural consultants and program leaders in the areas of curriculum, program, speech and language.

For students who are also in child care, as is your child, it would be helpful to allow the child care staff to participate in these discussions. We would appreciate it if you would sign and return the following permission form allowing this exchange of information.

I/we give permission to the staff of **Cliffwood Public School** and the staff of **Cliffwood Community Child Care** for reciprocal exchange of information about my child.

Child Name

Date of Birth

Parent/Guardian Name

Signature

A signature is required.

You may sign this form digitally, or print the form once completed and sign manually

The Municipal Freedom of Information and Protection of Privacy Act, 1989, Subsection 32 (b) states: "An institution shall not disclose personal information in its custody or under its control except to the person to whom the information relates has identified that information in particular and consented to its disclosure". For further information please contact the Consultant - Child Care Programs, North York board of Education, 5050 Yonge Street, North York, Ontario, M2N 5N8 or telephone 416-395-8119.

CLIFFWOOD COMMUNITY CHILDCARE
140 CLIFFWOOD RD., NORTH YORK, ONTARIO M2H 2E4
TELEPHONE 416-490-8848, FAX 416-490-6696
<https://cliffwoodchildcare.ca>

Consent Form to be included in the Parent Contract of the Child Care Centre.

In order to best serve children's needs, it is helpful for the school and the child care centre to have opportunities to exchange information about your child from time to time..

We would appreciate it if you would complete and sign the following permission form allowing this exchange of information.

I/we give permission to the staff of **Cliffwood Public School** and the staff of **Cliffwood Community Child Care** for reciprocal exchange of information about my child.

Child Name

Date of Birth

Parent/Guardian Name

Signature

A signature is required.

You may sign this form digitally, or print the form once completed and sign manually

The Municipal Freedom of Information and Protection of Privacy Act, 1989, Subsection 32 (b) states: "An institution shall not disclose personal information in its custody or under its control except if the person to whom the information relates has identified that information in particular and consented to its disclosure". For further information please contact the Consultant - Child Care Programs, North York board of Education, 5050 Yonge Street, North York, Ontario, M2N 5N8 or telephone 416-395-8119.

AD15 (FOIPPA form)VS.978

CLIFFWOOD COMMUNITY CHILDCARE LATE FEE POLICY

Departure:

Parents must notify the Staff if their child will be picked up earlier or later than the usual time. Children must be picked up no later than 6:00PM, or late fees will be applied as follows:

Late fees are charged when your child is at the centre after 6:00PM, according to the designated clock in the room. The date, time of late pick up, parent and Staff signatures will be recorded in the late fee book.

It is not acceptable for parents to be repeatedly late, as it is not fair to the child nor to the Staff. The Executive Director will monitor frequent lates and further action may be taken to ensure that the child is picked up by the end of the program in the future. **Parents are allowed two lates per year maximum 15 minutes free of charge. If they are more than 15 minutes late, late fees will be applied.**

Procedure:

1. The centre closure time remains at 6:00 PM, however a 15 minute grace period until 6:15 PM will be allowed **TWICE A YEAR**. This will allow parents experiencing difficulties in transit an extra amount of time to arrive at the centre and pick up their children without incurring late charges. Parents arriving after the **6:15 PM** time will be charged a **\$15.00** penalty plus an additional **\$1.00** per minute per child late fee. This per minute fee may be **\$1.00, \$2.00 or \$5.00** per minute per child depending on the number of late occurrences. **Once the two grace periods have been used up, late fees will be charged after 6:00 pm, and the same graduated per minute fee applies.**
2. The childcare staff is only responsible for having a parent sign the late pickup form. No payments are to be given to staff directly but must be submitted directly to the child care office upon receiving an invoice for these charges. Late fees must be paid within 24 hours of receiving the bill by cheque or a further \$15.00 late fee penalty will be charged.
3. Parents must make every attempt to contact the centre if they are going to be late. At 6:30 PM, emergency contacts will be reached. If the child has not been picked up by 7:00 PM, Children's Aid will be contacted.
4. The centre administration continues to reserve the right to make decisions around the late policy due to unforeseen events such as inclement weather. These decisions will be final.
5. The same system of escalating fees for repeat occurrences will continue to be in force. In addition, if there are 3 unresolved late fee payments within a 1 month period, the issue will be reviewed by the Board of Directors to determine possible further actions.
6. Parents who resolve their late fees in a timely manner (within 24 hours of receiving their bill) will not be escalated to the next penalty level. If a family with recorded lateness(es) has no
7. Further late occurrences for a 2 month period, the late penalty will be scaled back one level. In other words if you are paying \$2.00 per minute per child, this would return to \$1.00 per minute per child.
8. Parents in disagreement with decisions made by the Executive Director regarding late fees may appeal the matter to the Board of Directors in writing. Upon receipt of the above letter, a member of the board will contact the parent to resolve the issue. Again these decisions are also final.
9. Payment for unresolved late fees will be taken from the security deposit in June and parents will be asked to pay the full amount for June fees.

We believe that the amended policies are generous and responsive and will all but eliminate the large number of late occurrences. Above all, we should be mindful of the welfare of our children. Some of them spend up to 10 hours at Cliffwood School and Childcare daily. It is imperative that they are picked up as early as possible at the end of the day for their own well being. We are confident that Cliffwood parents will make every effort to cooperate and abide within the new guidelines.

As a confirmation of having read and agreeing to the terms of this policy, please confirm acceptance of this policy by signing the form on the next page. This form will be kept on file as a record of your continuing complicity with the policy.

Cliffwood Community Childcare

**CLIFFWOOD COMMUNITY CHILDCARE LATE FEE POLICY
PARENT CONFIRMATION AGREEMENT**

I (we) confirm that I (we) have read the revised late fee policy and are in agreement with its terms and will endeavor to respect and abide by its conditions.

Child(ren) Name(s)

Signatures are required.

You may sign this form digitally, or print the form once completed and sign manually

Parent/Guardian Name

Date

Signature

Childcare Signatory Name & Position

Date

Signature

CLIFFWOOD COMMUNITY CHILD CARE - PARENT CONTRACT

The conditions of this agreement provide protection for our parents as well as our programme. In order to assure that we can provide the services that your children are entitled to, it is essential that the financial status of our programme be stable. The programme salaries and overhead expenses cannot be reduced because of absentee losses. In essence, this agreement is a parental guarantee that you will financially support the enrolment space guaranteed for your child.

AGREEMENT

I agree to:

1. Carry out the parent responsibilities under the Policies and Procedures of the Programme.

2. Submit post-dated cheques, dated the first of each month, the fee established for the services requested. A non-refundable fee of **\$50.00** per family will be taken upon initial registration. For families returning to the centre for subsequent years this fee will be applied to September fees upon return to the Centre. If your child does not return to the centre, the \$50.00 will be forfeited.

3. A Security deposit is required at the time of acceptance into the program. **The security deposit is \$200.00 per child.** This amount will be applied to your June childcare fees, provided appropriate written notice is given as outlined in the Parent Handbook. Signature

4. In case of withdrawal of my child from the programme, I agree to give one full calendar month's written notice prior to withdrawal as outlined in The Parent Handbook. This includes any changes from one programme to another. (ie: changing from AM/PM Schoolage to AM only). initials

5. I agree to notify the Centre by 8:00 am if my child will be absent that day.

6. I agree to submit a completed medical form and record of immunization on or before the **first** day of attendance. **I understand that my children will not be admitted to the centre without the immunization record**

7. I understand that if my child remains in the Centre past the scheduled closing time of 6:00 pm , that a late fee will be charged. I understand that there will be given a 15 minute grace period 2 times per year from 6:00 to 6:15 for parents experiencing difficulties in transit. **After 6:15 PM I will be charged a \$15.00 penalty plus an additional overtime charge of \$1.00 per minute for the first offense, \$2.00 per minute for the second offense, and \$5.00 per minute for the third and every offense thereafter. If I have not contacted, and the staff cannot contact me by 7:00 PM, I understand that the Police and Children's Aid Society will be contacted. I understand that payment of all late fees must be made within 24 hours of receiving my bill by cheque or a further \$15.00 late fee penalty will be charged.** Signature

8. If I fail to contact the Centre for one week, I understand that my child may be withdrawn from the programme without notice, and I will be responsible for paying fees in full for the remainder of the month.

9. I agree that only pre-authorized persons designated in writing on the pick-up form may pick up my child. If it is necessary to designate any additional persons, every effort will be made to introduce these people to the staff. I understand that anyone picking up my child for the first time will be asked to produce identification. Children will not be released to anyone whom a parent has not authorized. In the case of emergencies when I cannot come to get my child, I must email or fax the centre notification of the person authorized to pick up my child.

10. I understand and agree that for any late payments, NSF or returned cheque, a charge of \$30.00 will be charged automatically as a processing fee.

CLIFFWOOD COMMUNITY CHILD CARE - PARENT CONTRACT (continued)

11. If my child is involved in a custody dispute, I will inform the Executive Director in writing, and provide the necessary legal documents to be kept on file. I understand that without a court order on file, child care staff are required to release a child to either parent.

12. I understand that, for the benefit of all, sick children cannot be admitted to the Centre if they have a communicable disease (ie: measles, pink eye, lice, etc.), or show signs of fever, diarrhea or vomiting, runny nose or fever, or if I have given them a fever suppressing medication prior to leaving home. I understand that if my child is sick for 5 consecutive days or more, a doctor's note is required. I understand that if my child becomes sick during the day, I will be asked to pick him/ her up. **I must pick my child up within the hour of being called.**

initials

13. I understand that the programme will observe the following legal holidays during which the programme will not operate: Thanksgiving, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, and any other day when the school is closed and there are no caretakers in the building. The child Care is also closed for cleaning the last week of August.

14. I am aware that all children must be escorted into the child care centre at all times. Children cannot be left to walk into the child care on their own.

Signatures are required.

You may sign this form digitally, or print the form once completed and sign manually

Child(ren) Name(s)

Parent/Guardian Name

Date

Signature

Childcare Signatory
Name & Position

Date

Signature

CLIFFWOOD COMMUNITY CHILDCARE - PRIVACY & CONFIDENTIALITY POLICY

Cliffwood Community Child Care has provided this Privacy Policy to describe how we handle personal information, and to assure of our continuing commitment to protect all personal information in our custody and/or control.

Identified Purposes:

Cliffwood Community Child Care collects, uses and discloses personal information for purposes limited to those which are related to the provision of childcare services. Such purposes include the following:

- To meet legislative, regulatory and licensing requirements
- To process, track and maintain child enrolment and re-enrolments
- To process enrolment fees, subsidy and receipts for child tax credit purposes
- To record, process and collect outstanding enrolment fees
- To assess and implement centre policies, practices and programs
- To maintain up-to-date records
- To communicate with parents/guardians
- To meet and respond to daily care needs
- To respond to emergencies, including communication with emergency contacts, hospitals and/or medical practitioners
- To provide Cliffwood Community Child Care's Centre's personnel and third parties (where applicable) with necessary medical information (e.g. dietary restrictions, allergies)
- To provide financial institutions and/or third parties (where applicable) with the necessary information to process payments

Retention Policy:

Records containing personal information collected by Cliffwood Community Child Care may be retained indefinitely unless otherwise requested. In the event that you no longer wish the Centre to store your personal information, you may contact them and they will ensure that the records are destroyed, subject to retention periods required by law.

Safeguards:

Cliffwood Community Child Care will protect your personal information by security safeguards appropriate to the sensitivity of the information. Safeguards will vary depending on the sensitivity, format, location, and storage of the personal information.

Access and Accuracy:

Individuals have the right to access their personal information that is held by Cliffwood Community Child Care. All access requests must be made in writing. Cliffwood Community Child Care will respond to written requests within a reasonable time, generally within 30 days.

We will use our best efforts to ensure that personal information that is used on an ongoing basis is accurate, complete and up-to-date. If an individual successfully demonstrates the inaccuracy or incompleteness of Personal information, we will amend the information as required.

Transfers and Disclosure of Personal Information:

In order to meet the purposes set out above, Cliffwood Community Child Care may transfer or disclose your Personal information to:

- Service providers, including an organization or individual retained by Cliffwood Community Child Care to perform functions on its behalf, such as catering, administrative, and financial services
- An organization or individual engaged by Cliffwood Community Child Care to evaluate credit worthiness or to collect outstanding debts
- The school administration which provides services to Cliffwood Community Child Care
- Any third party or parties, including government agencies, where Cliffwood Community Child Care has received consent for such disclosure or where disclosure is required or permitted by law

When personal information is transferred by Cliffwood Community Child Care to third parties, contractual or other means will be used to ensure that the information is handled confidentially and in accordance with this policy and applicable privacy legislation.

CLIFFWOOD COMMUNITY CHILDCARE - PRIVACY & CONFIDENTIALITY POLICY (continued)

Consent:

By submitting personal information to Cliffwood Community Child Care you agree that the Centre may collect, use and disclose such personal information in accordance with the Privacy Policy and/or as required by law. Subject to legal or contractual requirements and reasonable notice, you may refuse or withdraw your consent to Cliffwood Community Child Care's use of your personal information for certain purposes at any time. However, if you refuse to consent or withdraw consent previously given, Cliffwood Community Child Care may be limited or unable to provide some or all of their services to your family.

The way in which Cliffwood Community Child Care seeks consent, including whether it is expressed or implied, may vary depending upon the sensitivity of the information. In addition, in certain circumstances as permitted or required by law, Cliffwood Community Child Care may collect, use or disclose personal information without the knowledge or consent of the individual. These circumstances include:

- Personal information which is subject to solicitor-client privilege or is publicly available
- Where collection or use is clearly in the interests of the individual and consent cannot be obtained in a timely way
- To investigate a breach of an agreement or a contravention of a law
- To act in respect to an emergency that threatens the life, health or security of an individual
- For debt collection
- To comply with a subpoena, warrant or court order

Changes to the Privacy Policy:

Cliffwood Community Child Care reserves the right to modify or supplement this Privacy Policy at any time. If Cliffwood Community Child Care makes a change to this policy, it will post such changes and make the revised policy and changes available upon request.

Inquiries or Further Information:

Any questions or concerns related to this Privacy Policy or the handling of personal information by Cliffwood Community Child Care should be directed to the Executive Director. If you are not satisfied with our response to a privacy related matter, you may contact the Office of the Privacy Commissioner of Canada at 1-800-282-1376 or at www.pricom.gc.ca

I have reviewed the contents of this Privacy Policy, which explains how Cliffwood Community Child Care handles my child's, and my own personal information, and how the information is protected. I agree that Cliffwood Community Child Care can collect, use and disclose all personal information provided as described above.

Child(ren) Name(s)

Signatures are required.

You may sign this form digitally, or print the form once completed and sign manually

Parent/Guardian Name

Date

Signature

Parent/Guardian Name

Date

Signature

CLIFFWOOD COMMUNITY CHILDCARE - PUBLICITY CONSENT

Photographs taken by a Staff member of Cliffwood Community Child Care, or contracted third party, on an authorized field trip or other events hosted or sponsored by the Centre may be published or displayed within Cliffwood Community Child Care for the yearbook, newsletters or information boards. Naturally, the use of photographs of your children by Cliffwood Community Child Care is entirely at the discretion of the parent(s). Please review the waivers below and sign if you **are in agreement** with your child's photograph used for display at the centre.

In signing below I am stating that I agree to having my child's photograph used for display purposes at Cliffwood Community Child Care.

Child(ren) Name(s)	<input type="text"/>			<i>Signatures are required.</i>
				<i>You may sign this form digitally, or print the form once completed and sign manually</i>
Parent/Guardian Name	<input type="text"/>	Date	<input type="text"/>	Signature <input type="text"/>

CLIFFWOOD COMMUNITY CHILDCARE - HAND SANITIZER CONSENT

CONSENT FORM TO USE HAND SANITIZER

I acknowledge that the health and safety of all children and staff of Cliffwood Community Child Care is always of utmost importance. I am aware that as part of the regular daily routine all children and staff will be engaged in regular hand, washing as well as the use of hand sanitizer.

By signing this form, I am giving permission for the staff to allow my child to use hand sanitizer in addition to washing his or her hands. I understand that this will be done under staff supervision.

Child(ren) Name(s)	<input type="text"/>			<i>Signatures are required.</i>
				<i>You may sign this form digitally, or print the form once completed and sign manually</i>
Parent/Guardian Name	<input type="text"/>	Date	<input type="text"/>	Signature <input type="text"/>

CLIFFWOOD COMMUNITY CHILDCARE - TERMINATION/SUSPENSION POLICY

Cliffwood Community Child Care Centre reserves the right to suspend or terminate centre services for cause in any of the following situations:

1) A child's:

1. persistent opposition to authority
2. willful destruction of school/centre property
3. use of profane or improper language
4. conduct that impairs the operation of Cliffwood Community Child Care or the physical or mental well-being of others in the centre

Procedure:

First Incident:

Staff will speak to the child and the parent(s) or guardian will be informed through daily verbal communication and discussions. Staff will keep a written record to indicate when the child and parent(s) or guardians was spoken to.

Second Incident:

Written warning will be delivered to the parent(s) or guardian. All written documentation will be signed by the parent(s) and returned to Cliffwood Community Child Care to be kept on file. The Board of Directors will be informed of the incident by the Executive Director.

Third Incident:

Suspension of up to five days which is at the discretion of the Executive Director and the Board of Directors will be implemented.

Fourth Incident:

The Board of Directors will notify the parent(s) or guardian in writing of termination of centre services.

2) A child's behaviour is dangerous or hazardous to the well-being of the other children and Staff and/or is deemed a "Serious Occurrence" as defined in the Policy and Procedure Manual of Cliffwood Community Child Care.

Procedure:

First Incident:

Documentation and reporting of the incident as a "Serious Occurrence" will be given to all the appropriate parties. Written notice will be given to the parent(s) or guardian to inform them that if a second incident of a serious nature should occur, centre services will be terminated.

Second Incident:

The Board of Directors will notify the parent(s) or guardian in writing of termination of centre services.

3) A parent(s) or guardian becomes verbally or physically abusive to administration, Staff, board members, students, or volunteers of Cliffwood Community Child Care.

Procedure:

Physical Abuse

First Incident:

The incident will be documented and the Board of Directors will be informed immediately. The parent(s) or guardian will be notified in writing, by the Executive Director, of automatic termination of services at Cliffwood Community Child Care.

Verbal Abuse

First Incident:

The incident will be documented by Staff and reported to the Executive Director. The parent(s) or guardian will be provided with a written warning specifying that a second occurrence will result in termination of services at Cliffwood Community Child Care.

Second Incident:

The Board of Directors will notify the parent(s) or guardian in writing of termination of centre services.

CLIFFWOOD COMMUNITY CHILDCARE - TERMINATION/SUSPENSION POLICY (continued)

4) If a parent(s) or guardian makes unrealistic demands and/or threats to the program and /or Staff, the Board of Directors reserves the right to terminate the enrolment of any child, if in the opinion of the Board of Directors, continued enrolment (in light of the parents demands) interferes with the smooth and safe operation of Cliffwood Community Child Care.

Procedure:

First Incident:

The incident will be documented by Staff and reported to the Board of Directors. The parent(s) or guardian will be provided with a written warning specifying that a second occurrence will result in termination of centre services. All written documentation will be signed by the parent(s) and returned to Cliffwood Community Child Care Centre to be kept on file.

Second Incident:

The parent(s) or guardian will be notified in writing of termination of services at Cliffwood Community Child Care.

5) A parent(s) or guardian fails to comply with policies set out in the Parent Handbook and/or Policies and Procedures Manual of Cliffwood Community Child Care and/or a parent fails to comply with program regulations and limits.

Procedure:

First Incident:

The Executive Director will meet with the parent(s) or guardian to discuss the issue. The Executive Director will keep a written record to indicate when the parent(s) or guardian was spoken to.

Second Incident:

Written warning will be delivered to the parent(s) or guardian specifying the next occurrence will result in termination of the services of Cliffwood Community Child Care.

Third Incident:

The parent(s) or guardian will be notified in writing by the Board of termination of centre services.

6) A parent(s) or guardian who is more than thirty days in arrears in their fees and has been notified of such arrears in writing. (The Board of Directors has the discretion to consider extenuating circumstances upon written application by the parent(s) or guardian.)

Procedure:

The parent(s) or guardian will be notified in writing of suspension or termination of services at Cliffwood Community Child Care.

Note: There will be no refund of fees upon termination of centre services for any of the above circumstances.

Notwithstanding the items listed in paragraph one through six, the Executive Director and the Board of Directors reserves the right to review and modify any disciplinary action if, in its opinion, it is in the best interest of the Centre.

Signatures are required.

You may sign this form digitally, or print the form once completed and sign manually

Child(ren) Name(s)	<input type="text"/>			
Parent/Guardian Name	<input type="text"/>	Date	<input type="text"/>	Signature <input type="text"/>
Witness Name	<input type="text"/>	Date	<input type="text"/>	Signature <input type="text"/>

CLIFFWOOD COMMUNITY CHILDCARE - SUNSCREEN POLICY

When the warm weather arrives it is very important that the children are dressed appropriately. They need a hat to protect their heads from the sun and cannot be dressed too warmly.

The children are very active outdoors and we must ensure they do not over heat. We also ask that parents check the set of clothes that each child has at child care in case they get wet or dirty to ensure they have spare clothing.

It is also very important that children wear sunscreen. We provide sunscreen and will apply it to the children when we go outdoors. The attached permission form must be signed to indicate if you would like your child to receive our sunscreen or if you would prefer to provide your own.. We will test the cream on a small part of your child's arm and you will be notified if they have an allergic reaction.

Also, just a reminder to label all clothes that your child brings to childcare so items do not get mixed up.

- I give permission for my child to use the Child Care sunscreen.
- I DO NOT give permission for my child to use the Child Care sunscreen.
- I will provide my child with sunscreen

Child(ren) Name(s)

Parent/Guardian Name

Date

Signature

Signatures are required.

You may sign this form digitally, or print the form once completed and sign manually

CLIFFWOOD COMMUNITY CHILDCARE - PICKUP FORM

PERMISSION FOR PICK-UP BY PERSONS OTHER THAN PARENTS OR GUARDIANS

I hereby authorize Cliffwood Child Care - North York and its staff to allow the following person(s) to remove my child(ren) from the premises on the date(s) or occasion(s) listed below

Note 1: If this permission form is general in its terms (for example "when I must work overtime") the parent of guardian is expected to notify Cliffwood Child Care on each specific occasion **IN WRITING**.

Note 2: This note will be kept in your child's personal file. Children will only be released to persons other than parents or guardians if this form is completed. Anyone who picks up a child must be age 12 or over.

Name of person	<input type="text"/>	relationship to child	<input type="text"/>
Date/ Circumstances of pickup	<input type="text"/>		
Name of person	<input type="text"/>	relationship to child	<input type="text"/>
Date/ Circumstances of pickup	<input type="text"/>		
Name of person	<input type="text"/>	relationship to child	<input type="text"/>
Date/ Circumstances of pickup	<input type="text"/>		

Child(ren) Name(s)

Signatures are required.

You may sign this form digitally, or print the form once completed and sign manually

Parent/Guardian Name

Date

Signature