



Welcome to TTELC Preschool Room!

At TTELC, our dedicated staff strive to establish a preschool classroom that offers care to your child in a safe, healthy, and nurturing environment. We have a phone line directly in the classroom so parents can call during the day and ask how their child is doing, and staff can also call the parent if they have any questions or concerns. TTELC also uses a web-based parent communication tool, Fastoche, which allows the staff to send email updates about your child's day along with photos.

A minimum of 2 days per week is required to attend the Preschool Room.

An update to date immunization record or a Statement of Medical Exemption Form or a Statement of Conscious or Religious Beliefs Form is required.

TEACHING STAFF – CHILD RATIOS

TTELC Preschool classrooms are limited in group size of 16 to 24 children, depending on the location, where the staff: child ratios of 1:8 are followed. Whether a teacher works alone with a group of children or the teaching team works in collaboration, the environment is designed to support children's positive learning and development across all areas.

MENU

A 4-week rotating menu can be viewed on our website or daily on Fastoche. The menu follows the recommendations of the Canada's Food Guide and offers a variety of nutritiously balanced meals and snacks that are vital to a child's health, growth and development. All food is prepared by a TTELC kitchen staff, in a TTELC kitchen, daily. Children in attendance will receive a morning snack, lunch and an afternoon snack. Each classroom is provided with open snack and water, which is made available to the children throughout the day.

Please be aware that TTELC is a nut aware environment and that there will be no peanuts, tree nuts, or products that may contain nuts brought into the centre.

CURRICULUM GOALS

The preschool children at TTELC are provided with goals that will help set the framework for building their self-esteem, improve their confidence and focus on their school readiness skills. The staff at TTELC stay current on research in child development and implements the pedagogical approach "How Learning Happen?" as mandated by the CCEYA. This highly researched document provides a foundation for educators to provide a safe and stimulating environment. The curriculum in the preschool program focuses on being responsive to the children's interests to create meaningful learning experiences. Sometimes, even on

the most carefully planned days, staff may need to make adjustments to their activities or schedule to meet the reactions and needs of the children.

Our classrooms are set up to create an environment that is safe, stimulating, educational, fun and developmentally appropriate. The following goals are incorporated into the preschool programs:

- Provide an atmosphere in which children have respect for others, equipment and materials
- Provide an environment where the child gains self-discipline from knowing the limits and expectations of the classroom
- Provide an enthusiastic, spontaneous and positive attitude
- Provide classroom areas, both indoors and out, with materials and activities at the child's level that supports and enhances their development, where children can discover and explore
- Provide care in small groups when teacher-child ratios allow to provide children with more freedom of choice, personal attention, prevent over/under stimulation and maintain a more relaxed environment
- Follow the child's lead and their interests during activities/play

CLOTHING & SUPPLIES

Your child should arrive to TTELC dressed to **play and get messy!** In order to maximize children's potential, in developing skills, TTELC believes that children need to engage in hands on activities that utilizes their senses. Please ensure that your child is dressed in comfortable casual, every day clothing so that he or she may be able to enjoy their day to the fullest.

Each child will have his or her own personal cubby space for belongings. Please label all items with your child's name. Items to supply for your child's day will be:

- Disposable diapers/Pull Ups/wipes (if applicable)
- Spill proof cup
- Inside shoes
- Sleep/rest time blanket (blanket will be sent home on Fridays to be laundered)
- Complete change of clothes
- Proper attire for the outdoor elements as we are outside for 1 hour in the morning and 1 hour in the afternoon

In order to maintain a healthy environment for the staff and children, soiled clothing is immediately placed in a plastic bag (without rinsing) and sent home that day for laundering.

PRESCHOOL DEVELOPMENT

At TTELC, children in the preschool room are learning to:

- Become independent in toileting
- Gain independence with self help skills such as getting dressed and undressed, using utensils and washing hands
- Use scissors properly / proper pencil grasp
- Share, be helpful and take turns
- Explore the environment in a positive way

OUTDOOR PLAY

Playing outside in a safe environment promotes active exploration, inquiry and active lifestyle. Living in a geographical area which can experience fluctuation in temperatures and weather conditions. Classroom teachers will monitor weather conditions at all times to ensure the health and safety of the children within Tilbury Tots Early Learning Centre program.

Under the CCEYA, preschool children are required to participate in outdoor play for a minimum of two (2) hours per day, one (1) hour in the morning and one (1) hour in the afternoon.

Rainy days are fun days. Children will participate in outdoor play when the weather is lightly raining (drizzling, misting etc.), appropriate clothing is desired.

Since we do not have additional staff to supervise children indoors, all children in attendance must be well enough to engage in outdoor play. Please ensure that your child is dressed appropriately for the season. **Example:** snow pants, winter coat, hat, mittens for the Winter and rain coat and/or a one-piece rain suit, rain boots in the Spring months.

Site Supervisors or Designate will give the final approval for the children to go outside along with the recommend length of time, taking in all weather conditions and warnings.

HEALTH

Toys and play areas in the room are sanitized on a daily basis or as needed. Staff will carry out daily health checks as well as document in Fastoche all accident and incident reports as well as children who are absent due to illness.

The teachers in the preschool classrooms want to stress the importance of daily communication between parents and teachers. Please feel free to discuss with us any concerns and we look forward to a fun filled experience together.



For Office Use Only

Date of Admission:

Date of Discharge:

Age Group Placement at Time of Enrolment: Infant Toddler Preschool JK/K School Age

Anticipated Elementary School: St. Joseph St. Francis TAPS WAPS MAPS Ste. Marie Other

Should you require guidance when filling out this registration form, please contact our front desk Receptionist at our Main Site location, located within St. Joseph School (519) 682-0804

Child Information

Full Name:	Date of Birth (dd/mm/yyyy):
Home Address:	
Child's Health Card Number:	
Doctor's Name, Address and Phone Number:	

Parent/Guardian Information

Do you require the use of an accessible entrance? Yes No

Should you require wheel chair accessibility, please reach out to your Site Supervisor for further details

Full Name:	Relationship to Child:
Primary Phone Number:	Email address:
Place and Address of Employment:	Employment Phone Number:
Home Address: <input type="checkbox"/> Same as Child	

Full Name:	Relationship to Child:
Primary Phone Number:	Email address:
Place and Address of Employment:	Employment Phone Number:
Home Address: <input type="checkbox"/> Same as Child	

Emergency Contacts

In the event of an emergency, if a parent/guardian cannot be reached, the following individual(s) may be contacted. Please list in order of preference.

Emergency Contact #1	Emergency Contact #2
Full Name:	Full Name:
Primary Phone Number:	Primary Phone Number:
Relationship to child:	Relationship to child:
<input type="checkbox"/> Authorized to pick-up child	<input type="checkbox"/> Authorized to pick-up child

Pick-Up Authorization

The following additional individuals are authorized to pick up (Photo ID and/or ID will be required to confirm identify before the child will be released. We will not release a child from TTELC to anyone, not authorized on the below list, without proper documentation such as email, Fastoche text/email).

Phone calls are not permitted.

Full Legal Name	Relationship to Child	Primary Phone

Custody Arrangements (if applicable)

Are there custody arrangements pertaining to legal right of access to your child? YES NO

If YES, please provide a copy of the appropriate legal documentation (e.g., court order)

Name(s) of custodial parent(s): _____

Name(s) of individuals prohibited from accessing/picking up your child: _____

Health Information

your child has had any history of communicable diseases (e.g., chicken pox, measles), please list them below:

Does your child have any medical need(s) that requires additional support (e.g., Diabetes, Asthma)?

YES NO

If yes, an individualized plan for children with medical needs must be developed between the parent and TTELC prior to your child's first day of care.

Immunization Records

Please provide a copy of your child's immunization record (yellow card) to TTELC prior to your child's first day of care.

If you have chosen not to immunize your child, a Statement of Medical Exemption form or a Statement of Conscious or Religious Belief form must be completed, notarized and provided to TTELC prior to your child's first day of care. (These forms can be obtained at any TTELC location)

Allergy Information

Does your child have a life-threatening allergy (e.g., anaphylactic to peanuts or bee stings)?

YES NO

ALLERGY TO: _____

If yes, an individualized plan for an anaphylactic allergy that includes emergency procedures must be developed between the parent and TTELC prior to the child's start date.

Does your child have any allergies that are not life-threatening (food or other substance [e.g., latex])?

YES NO

If YES, please provide relevant details, including what your child is allergic to, symptoms of reaction and treatment required:

Additional Emergency Information

Please provide any special medical or additional information about your child that could be helpful in an emergency (e.g., known medical conditions, skin conditions, vision or hearing difficulties):

Dietary and Feeding Arrangements

Does your child have any special dietary requirements or restrictions (e.g., vegetarian, kosher, halal)?

YES NO

If yes, please provide relevant details:

Physical Requirements

Does your child use diapers? YES NO Disposable Cloth

If no, my child:

Uses the washroom independently Requires some assistance Requires full support

Please provide relevant details:

Does your child require any additional support or accommodation with respect to physical activity?

YES NO

If yes, please provide relevant details:
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Please indicate any additional information that is relevant to the care of your child (e.g., prone to colds, frequent shoulder dislocation, etc.):
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Additional Information

Appendix B: Authorization for Non-Prescription Skin Products

Child's Full Name: _____

Date of Birth (dd/mm/yyyy): _____

The following **non-prescription** items may be applied to my child in accordance with the manufacturer's instructions on the original container (please check off):

Sunscreen Diaper Creams/Ointment Lip balm Hand sanitizers Lotions Insect repellent

Parent has agreed to provide:

Note: Consider adding the brand name of the non-prescription items for transparency.

Signature of Parent/Guardian

Date

CONSENT/ AGREEMENT FORM

Please read the following parental policies and initial your understanding and your willingness to abide.

Our Parent Handbook can be found on our website at www.tilburytots.com

	Please Initial
I have read and understand the policies of TTELC located on our website at www.tilburytots.com and I will follow the policies set out in it.	
I agree to bring our child(ren) into the classroom and greet the teacher at drop off and pick up times to exchange pertinent information.	
I will keep TTELC and/or program staff informed and up to date of changes in information relevant to my child, i.e., file information such as telephone numbers, unusual happenings at home etc.	
I will keep payments current and up to date. My account is required to be paid weekly or bi-weekly. My account will be paid in full by the 20 th of the current month. Non-payment will result in my childcare services being suspended until full payment is received and TTELC will not adjust billing for any unattended days due to non-payment	
I allow my child(ren) to use all the play equipment and participate in all of the activities of the program. I hereby grant permission for my child to leave the centre premises under the supervision of a staff member for neighbourhood walks.	
The Board of Directors reserves the right to review and adjust the current fees on a yearly basis and can be increased with one month notice to families.	
Depending on the site your child attends, closing times will vary. Failure to exit the TTELC site specific closure will result in a late pick-up charge of \$10.00 per child per 10 minutes. Any family with a record of being late three (3) or more times may be required to withdraw their child and or children from our program.	
TTELC reserves the unilateral right to cancel any arrangements, if policies of TTELC are not followed by a child or parent.	
I give consent for the appearance of my/our child to appear in any publicity arranged by TTELC through the various media, newspapers, radio, television, slide presentation and other publicity or educational purposes. This publicity may be in the form of photographs, video, writing pieces, and artwork with child's first name It is felt that it is important for the community to be kept informed of activities of the program.	<input type="checkbox"/> Yes, I agree <input type="checkbox"/> No, I do not agree
I am aware that as a 'Set Schedule', my child will be scheduled accordingly and I will be billed monthly. I will not deviate from set schedule unless I receive authorization and confirmation. A 'Flex /Varied Schedule' will require mandatory weekly or monthly booking calendars whether attending or not. It is my responsibility to submit hours and changes no later than NOON WEDNESDAY for the following week, failure could affect my child care space.	

I have read the above policies and fully understand all of the above information:

Signature of Parent/Guardian

Date



INFORMATION – SHARING CONSENT

Ongoing communication among professionals involved in your child’s day enhances your child’s educational and childcare experience. In order to best serve children’s needs, there are times when

it is appropriate for the school and child care centre as well as other agencies to exchange information about the children participating in all programs. (Public Health Unit, CTC, LINCK, Early ON, Municipality, Child Care Centre, School Board and other)

The kind of information shared may include, but is not limited to:

- Daily Progress
- Attendance/Illness
- Transportation
- Strategies to support child’s social emotional and / or learning
- Any school plan, or parts of a plan, that could provide information on your child’s well-being (where applicable)

Shared written information will be kept confidential and will be shared only during the time in which the child is enrolled in TTELC, or upon the request of the parent/guardian. Written information will be sorted securely and destroyed in a secure manner in accordance with the Child Care and Early Years Act.

Your consent will give permission for the exchange of information between the School Board staff, other agencies, and TTELC staff.

I give permission to Tilbury Tots Early Learning Centre, the school my child attends as well as services and agencies to share information pertaining to my child’s health, development and well-being.

Name of Child

Date of Birth (YYYY/MM/DD)

Name of Parent/Legal Guardian (Please Print)

Signature of Parent / Legal Guardian

Site Supervisor/TTELC Staff

Date

Authorization of Information – Sharing valid while child enrolled in program. It can be withdrawn at any time by notification in writing to TTELC.



Child Care Centre Entry Immunization Form

Chatham-Kent Public Health is required by law to keep up to date immunization records for every child attending a child care centre. The immunization records are monitored in order to protect your child in the event an outbreak of any vaccine preventable disease occurs. If you are unable to immunize your child for medical reasons, or choose not to have your child immunized, please contact the health unit at 519.355.1071 ext. 5900 to arrange for an exemption form for your child.

Please complete this form and attach a copy of your child's immunization record.

Please return these forms to your child care centre.

Date: _____

Name of Child: _____ Female Male
(First Name) (Last Name)

Date of Birth:
(year) (month) (day)

Ontario Health Card Number: ____
(Version Code)

Health Care Provider: _____

CHILD CARE CENTRE: _____ School: _____

SITE: _____

Legal Guardian Name: _____ (H) Phone: _____

Address: _____ PO Box: _____

City: _____ Postal Code: _____

It is important to update CK Public Health and your child care centre every time your child receives their shots.

You can report immunizations to CK Public Health at

www.chatham-kent.ca/vaccinations or

call our immunization team at 519.355.1071 ext. 5900.