



## **Welcome to TTELC School age 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. 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.

### **No minimum days required to attend the school age Room.**

Preference will be given to children registered as full-time.

### **REGISTRATION – 6 YEARS TO 12 YEARS**

Upon registration of your child/ren, you will be registering based on the school year, September to June. Parents will need to apply for a school-age space each year, by completing a Contract for Care Application in the spring and return it to their preferred site by the due date. This program will only run from the first day of school in September to the last day of school in June. (See Registration/Contract for Care for further details)

TTELC will run a summer program for children 4-12 years of age (depending on site license), who are currently registered with TTELC in kindergarten and older grades, separate from the School Year Program. Summer program for current school-age children, parents are required to apply for a space for the summer months yearly, per month for July and August. (See Registration Contract for Summer Care)

### **TEACHING STAFF – CHILD RATIOS**

TTELC School age classrooms are limited in group size of 26 to 30 children, depending on the location, where the staff: child ratios of 1:13 or 1:15 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 instructional days will receive a morning snack and an afternoon snack. On non-instructional days, children in attendance will receive a morning snack and an afternoon snack, lunch will be provided by TTELC for children under 6 years of age. Children over 6 years of age will require a lunch provided by the parents. Lunches must be ready to eat and be peanut free. 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 school age children at TTELC are provided with goals that will help set the framework for improving their confidence, properly and respectfully articulating their feelings and problem solving through dialogue and promoted collaboration while creating respectful relationships. The staff at TTELC stay current on research in child development and implements the pedagogical approach “How Dow Learning Happen”? as mandated by the CCEYA. This highly researched document provides a foundation for educators to provide a safe and simulating environment. The curriculum in the school age 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 school age 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 hook for belongings. Please label all items with your child’s name. Items to supply for your child’s day will be:

- Refillable water bottle
- Inside shoes
- Complete change of clothing
- Proper attire for the outdoor elements as we are outside in the morning and 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.

## SCHOOL AGE DEVELOPMENT

At TTELC, children in the school age room are learning to:

- Interact and socialize with others
- Concentrate on a task for at least 15minutes
- Respect and listen to others in the room (peers, teachers)
- Engage in hands on activities to allow them to develop their own interests and skills
- 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**, school age children on non-instructional days 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.

On instructional days, for before and after school, children are required to participate in outdoor play for a minimum of 30 minutes. This time may be divided to meet the needs of the children.

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 in the Winter and rain boots, rain coat, one piece rain coat in the Spring months.

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

## HEALTH

Materials 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 school age 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**

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

**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

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

<b>Full Name:</b>	<b>Relationship to Child:</b>
<b>Primary Phone Number:</b>	<b>Email address:</b>
<b>Place and Address of Employment:</b>	<b>Employment Phone Number:</b>
<b>Home Address:</b> <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**

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

**Additional Information**

Please indicate any additional information that is relevant to the care of your child (e.g., prone to colds, frequent shoulder dislocation, etc.):

**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](http://www.tilburytots.com)

	Please Initial
I have read and understand the policies of TTELC located on our website at <a href="http://www.tilburytots.com">www.tilburytots.com</a> 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 <sup>th</sup> 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 <b>NOON WEDNESDAY</b> 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.*

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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](http://www.chatham-kent.ca/vaccinations) or**

**call our immunization team at 519.355.1071 ext. 5900.**