

The Children's Centre
Preschool
St. Mary's Church, Craigmiller Avenue
St. John's, NL
(709) 579-9053



Registration for September 2010

Welcome to The Children's Centre, a non-profit pre-school. We have a comprehensive package of information for you. But first, I want to highlight some unique features of The Centre:

- We have long-term staff, with extremely low turnover, and a low teacher-child ratio. Our teachers provide consistent, child-focused care because they love working with children. They provide a safe, warm, and stimulating environment for our children.
- Who is the "we"? The Children's Centre Association was founded 40 years ago by parents who wanted a high-quality preschool experience for their kids. It is still run by a volunteer parent Board of Directors, and parent participation plays a big role in our school. It works much like a cooperative; when your child is enrolled in The Children's Centre, your family owns it too!
- We are non-profit; so, all monies and efforts are directed into sustaining a wonderful environment and a quality program for our young children.

For more information about our school and registration procedures, please see our:

- Parent Handbook
- Registration Package 2010
- Fee Policy Regarding Withdrawal

Registration for returning families will begin on Thursday, April 01, 2010. Registration for new families will start Monday, May 03, 2010 and it is first come, first serve! Completed registration forms can be dropped off at The Children's Centre on Craigmiller Avenue, at St. Mary's Church. This must include all required documents including post dated cheques (along with the one-time registration fee of \$25.00) and participation forms. This will hold your child's spot for September (September fees and registration fees are non-refundable). Incomplete packages will not hold a spot for your child. If you have any questions, please feel free to contact me.

Regards,

Lynette Lawlor
Enrollment Coordinator
738-1422
netty@nf.sympatico.ca

REGISTRATION PACKAGE



The Children's Centre

St. Mary's Church, Craigmiller Avenue

St. John's, NL

Telephone: (709) 579-9053

www.thechildrenscentre.com

thechildrenscentre@yahoo.ca

"We take children seriously"

The Children's Centre is a small, non-profit preschool offering child-oriented programs. The Centre was founded in 1968 by a group of dedicated parents who wanted an alternative to existing preschool programs. The Centre has continued because of parents who believe that children should have full and stimulating childhoods in order that they may be fulfilled and productive people all their lives.

Registration for the 2010/2011 school year will be open in April for The Children's Centre. All classes have developmentally-appropriate programming. Our seven staff members are dedicated early childhood educators. They bring experience and enjoyment of children to our programs, as well as clearly defined goals and philosophy, and an enthusiasm and warmth that can be felt by children and parents alike.

PARENT-RUN

The Children's Centre is a preschool run by its parents. It is designed to allow parents the opportunity to be actively involved in their children's early learning experiences. Parents participate in all aspects of The Centre's operations, including selection of staff, programming ideas, fundraising, and administration. Parents are always welcome in the playroom. Parental involvement is important and vital, and helps maintain high standards of programming.

The fee structure is designed to basically meet our financial obligations, but we rely on the participation of parents in a variety of roles. The involvement of parents and families is required to help The Centre to provide an enriched program and environment for our children, while also reducing fees for everyone and creating a sense of community. Some examples of the roles and responsibilities that need to be fulfilled include: board positions (such as chairperson, fundraising coordinator, or communications coordinator) or other, more concrete tasks (such as special events, clean-up or building maintenance). There is plenty of variety to suit all parents' skills and abilities.

THE PROGRAMS

The main initiative of The Centre is to provide children with a positive learning experience. The programs are designed to encourage exploration, interaction, and self and group awareness in a stimulating environment. Children learn best and are happiest in small groups, where relationships can be developed more readily - confidence and enthusiasm result! Each class is provided with a healthy snack, with parents taking turns in its provision.

The Preschool 1 Program: Preschool 1 classes are for children between the ages of two and three years. Play materials and activities are introduced gradually and progressively with respect for each child's level of activity and readiness. Group size is kept at a maximum of ten children per group. The program is for three hours, and is offered both mornings and afternoons.

Preschool 2 Program: Preschool 2 classes are for children between the ages of three and five. A wide variety of play/learning stations are set up throughout the course of the year; there is small-group involvement, and time for outdoor activities and self-selected play. The program is for three hours, and is offered both mornings and afternoons.

Times: Option A: Five mornings a week (9 a.m. to 12 a.m.)

Option B: Monday, Wednesday and Friday mornings (9-12 a.m.)

Option C: Tuesday and Thursday mornings (9-12 a.m.)

Option D: Monday and Wednesday afternoon (1:30 p.m. – 4:30 p.m.)

Option E: Tuesday and Thursday afternoon (1:30 p.m. – 4:30 p.m.)

To register, please complete the enclosed forms and return these to The Children's Centre to the attention of our *Enrollment Coordinator*, with the registration fee, and monthly postdated tuition cheques for the school year.

**To obtain further details on registration, program planning, or
for an answer to any other question, please contact:**

**Sandra Mercer, Staff Coordinator,
The Children's Centre at 579-9053**

THE CHILDREN'S CENTRE

REGISTRATION FORM

Child's Name: _____

Date of Birth: _____

Address: _____

Mother's Name: _____ Signature: _____

Home Tel: _____ Work Tel: _____

Email Address: _____

Father's Name: _____ Signature: _____

Home Tel: _____ Work Tel: _____

Email Address: _____

| Program | Child's Name | Program Fee |
|---|---------------------|--------------------|
| Five mornings a week (9-12 a.m.) | | \$ 412 |
| Monday, Wednesday and Friday mornings (9-12 a.m.) | | \$ 247 |
| Tuesday, Thursday mornings (9-12 a.m.) | | \$165 |
| Monday, Wednesday afternoons (1:30 - 4:30 p.m.) | | \$165 |
| Tuesday, Thursday afternoons (1:30 - 4:30 p.m.) | | \$165 |
| Registration fee | \$25 per child | |
| <p><i>*The registration fee of \$25 (non-refundable) is per child, when they are first enrolled at The Centre. Postdated cheques for the first day of each month of your child's enrollment are required. September's cheque should be dated 01 July 2010. We require one month's notice for leaving a program. Please note that September's fees are non-refundable.</i></p> <p><i>There have been changes in the age ranges for our Preschool 1 and 2 programs and there is overlap between programs. Please choose which time you want your child to attend and staff will place your child in the most appropriate program.</i></p> | | |

THE CHILDREN'S CENTRE

BACKGROUND & FAMILY INFORMATION

Name of Child _____

Address _____

Postal Code _____

Telephone (home) _____ (cell) _____

Date of Birth _____ **Age** _____

M.C.P. No. _____

| | MOTHER | FATHER |
|--------------------------|---------------|---------------|
| Name: | | |
| Address: | | |
| Home Telephone#: | | |
| Work Telephone #: | | |
| Place of Work: | | |
| Hours of Work: | | |

Emergency Contact Person _____

Relationship _____

Telephone _____

Family Physician _____

Telephone _____

(Work)

Address _____

Name(s) of Sibling(s)

Age(s)

School Grade(s)

Background & Family Information, page 2

Describe specific techniques used to settle/calm your child. _____

Any particular fears? (the dark, thunder, animals, etc.) _____

How far has your child progressed in toilet training? _____

Any nervous habits? _____

Child's word for urination _____

Child's word for bowel movement _____

What is your child's typical reaction to stress? _____

Child's favourite activities (playing in sand, water, building blocks, TV, etc.)

Does your child favour the use of the right or left hand? _____

Does your child have any speech problems? _____

Does your child have any other problems that the staff should know about?

We would appreciate your views on guiding children's behaviour and setting limits.

Previous school experience? _____

If yes, please describe _____

Comments: General behaviour and disposition, play habits, etc.

MEDICAL INFORMATION FORM

Name of Child _____

Date of Birth _____

Address _____

Telephone _____

Mother / Guardian _____

Father / Guardian _____

Family Physician _____ **Telephone** _____

Is your child subject to convulsions? _____

Has your child had all immunizations? _____

To your knowledge, does your child have any allergies? (Food, drugs, etc.) _____

If yes, please specify: _____

Is your child on a special diet? Yes _____ No _____

If yes, please describe _____

Is your child under any medical treatment at present? (Orthopedic, psychiatric, medication, etc.) _____

If yes, please give details

2004 update: Please note that new provincial regulations require parents to provide preschools and daycares with a copy of the blue immunization card distributed by Public Health for your child.

THE CHILDREN'S CENTRE

HEALTH HISTORY FORM
(To Be Filled-in by Parents/Guardian)

Child's Name _____
Date of Birth _____
Telephone Number _____
M.C.P. Number _____
Family Physician _____
Physician's Telephone Number _____

Has your child had the following illnesses? If so, at what age?

| | | | |
|-----------------|-------|----------------|-------|
| Measles | _____ | German Measles | _____ |
| Diphtheria | _____ | Eczema | _____ |
| Chicken Pox | _____ | Strep Throat | _____ |
| Rheumatic Fever | _____ | Mumps | _____ |
| Scarlet Fever | _____ | Whooping Cough | _____ |

Please answer *yes* or *no* concerning your child:

| | | | |
|--------------------------|-------|---------------------------|-------|
| Hearing checked | _____ | Dental Check-up | _____ |
| Contact with T.B | _____ | Eyes tested | _____ |
| Nightmares or bad dreams | _____ | Well baby/child check-ups | _____ |

Please list accidents, congenital defects, surgeries, traumatic experiences, or any other special problems your child has experienced:

Does your child *often* have any of the following?

| | | | | | |
|----------------|-------|------------------------------|-------|--------------|-------|
| Swollen glands | _____ | Ear infections | _____ | Stomachaches | _____ |
| Colds | _____ | Kidney or bladder infections | _____ | | |

Does your child have allergies? _____

If so, please give details (e.g. type of allergy, cause, reaction, etc.)

Is your child taking any medication? If so, what is it and what is it for:

MEDICATION CONSENT AND RECORD SHEET

Name of Child _____ Date of Birth _____

Part 1: Information (to be completed by parents)

Date medication prescribed: _____ for how long: _____

Name of prescribing physician: _____

Physician's telephone: _____

Reason for medication: _____

Name of medication: _____ Dose: _____

How is it given? _____

Time(s) to give medication: _____

The child received _____ (number) of doses at home.

Did the child have any reaction to the medication? Yes _____ No _____

If yes describe: _____

Special consideration for this medication, e.g., taken with meals, taken 1 hr. before meals:

I, _____ (parent) give permission for my child _____

_____ (child's name) to be given _____ (medication) according to the instructions stated above. I have explained when and how to give this medication and understand that I will be contacted if my child shows any unusual symptoms.

Parent's signature

Date

THE CHILDREN'S CENTRE

ASTHMA/ALLERGIES HISTORY FORM
(To be completed by physician)

Name of Child: _____ Date of Birth: _____
(yy/mm/dd)

| Allergies/Triggers | Type* | Reactions/Symptoms | Prevention and/or treatment |
|--------------------|-------|--------------------|-----------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

* food , drug , environmental

Medication:

Name of medication: _____ Dose: _____

Frequency (e.g., daily; as needed): _____

What to do if a severe reaction occurs: _____

Adrenalin kit required: Yes _____ No _____

Other information: _____

Physician signature: _____ Telephone: _____

Physician name: _____
(please Print)

Review Date: _____

THE CHILDREN'S CENTRE

CONSENT FOR EMERGENCY CARE AND TRANSPORTATION

Name of Child: _____

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

If, due to such circumstances as injury or sudden illness, medical treatment is necessary, I authorize the childcare service provider to take whatever emergency measures s/he deems necessary for the protection of this child while in her/his care.

I understand that this may involve calling a physician, interpreting and carrying out his or her instructions, and transporting my child to a hospital, including the possible use of an ambulance.

This could also include emergency transportation required as a result of fire or other environmental emergencies.

I understand that this may be done prior to contacting me, and that any expense incurred for such treatment, including ambulance fees, is my responsibility.

Parent's signature

Date

Parent's name (please Print)

Operator's/Provider's Signature

THE CHILDREN'S CENTRE

RELEASE OF CHILD FORM

Who will be picking up your child?

Name

Address

Telephone

We/I _____ *and/or* _____
(mother) (father)

hereby authorize the release of our/my child _____
(name of child)

by the staff of The Children's Centre to any of the above named persons.

Mother's signature

Date

Telephone number

Father's signature

Date

Telephone number

THE CHILDREN'S CENTRE

PARTICIPATION AGREEMENT

I (we) understand that by registering my (our) child for a preschool program at The Children's Centre, I (we) commit to contributing to The Children's Centre as a volunteer.

| | |
|--------------------------------------|--------------------------------------|
| <hr/> Signature Parent 1 | <hr/> Signature Parent 2 |
| Parent 1 Name: | Parent 2 Name: |
| Email address: | Email address: |
| Phone number: | Phone number: |
| Preferred Volunteer Position: | Preferred Volunteer Position: |
| Second Choice: | Second Choice: |

PARTICIPATION OPTIONS

LIST A

CHAIRPERSON - Board Position

- organizes and coordinates Board of Directors monthly meetings
- receives and responds to all Centre correspondence
- ensures that Articles of Association are observed
- is instrumental in applying for funding, and lobbying governmental agencies on behalf of the Centre
- facilitates operation of Centre through strategic planning
- is responsible for ensuring continuity of Board of Directors
- exercises sound fiscal management of all Centre operations
- ensures that the Centre remains in good standing with the Registry of Deeds and Companies by filing application annually, & that the Centre is adequately insured
- ensures regular elections are held. Organizes Annual Meetings by announcing date of meeting, preparing agenda, calling for reports from committees, and chairing meeting
- responsible for maintaining accurate files and records, and organizing of such information in Centre files, and for passing on pertinent information to succeeding Chair

VICE CHAIRPERSON - Board Position

- assists Chair at monthly meetings/replaces absent Chair
- assumes some Chair responsibilities, as determined by the Board
- acts as an assistant/support for the Chair's position

TREASURER - Board Position

- maintains general book-keeping and payment of accounts
- coordinates receipts for tax purposes
- files necessary forms with appropriate agencies, and maintains communications with auditor to ensure all paperwork is current
- attends regular Board meetings and presents monthly accounts
- assists in sound fiscal planning

ASSISTANT TREASURER –Board Position

- responsible for monthly deposit of fees and other income
- assists in preparing receipts for tax purposes
- provides information required for the preparation of monthly financial statements
- works with Treasurer to collect accounts payable

ACCOUNTS MANAGER

- works with the treasurer and assistant treasurer and is responsible for managing the bills for the centre
- responsible for ensuring that rent and utility payments are made on time and kept up to

date

- responsible for reimbursing parents and staff for expenses incurred on behalf of the centre
- responsible for handling of payroll and the related CRA remittances
- Responsible for the preparation of T4s
- Responsible for updating this information in Simply Accounting

SECRETARY - Board Position

- records and transcribes monthly meeting and Annual Meeting minutes
- maintains a task list of jobs from each Board meeting
- distributes minutes to Board members and posts same at CC
- issues notices of meetings and other events
- arranges for photocopying of necessary information
- assists Chair in maintaining accurate records in Centre files, and keeps minute book
- assists in completion of forms and applications if necessary

ENROLMENT COORDINATOR - Board Position

- develops and implements promotional plan for Centre, including placement of advertisements, distribution of brochures and posters, etc., in conjunction with Communications Officer
- coordinates Centre visits for prospective families, and other promotional events
- responds to inquiries from prospective families, provides information regarding philosophy, program, fee options, and volunteer positions
- distributes information and registration packages. Coordinates registration process with new and returning families, and ensures proper completion of all registration forms
- disseminates information from registration forms to appropriate Board members, e.g. Treasurer, Volunteer Coordinator, etc, and teachers
- maintains a current enrolment list for distribution to Board members and parents
- advises enrolment status at Board meetings

VOLUNTEER COORDINATOR - Board Position

- gathers information from Enrolment Coordinator and matches volunteers to jobs to ensure that all volunteers have jobs, and that all positions are filled. Recruits volunteers for vacant positions if necessary
- once all volunteers have been matched to jobs, circulates a current volunteer job list to all parents
- provides information on job descriptions
- provides committee chairs with list of committee members
- in conjunction with Enrolment Coordinator, maintains an up-to-date volunteer list with contact information
- maintains contact with volunteers to ensure that all jobs are being performed. Provides any support as necessary
- coordinates volunteer activities, eg special clean-up, special events, etc.
- attends monthly board meetings

COMMUNICATIONS OFFICER - Board Position

- ensures that parents are informed of all activities and events within the Centre by posting notices

- assists in production of newsletter
- provides input about communication within the Centre
- maintains current membership list with contact information, in coordination with enrolment officer and volunteer coordinator
- informs parents of all meetings, special events, fundraising activities via email or pouch notices
- completes photocopying as required
- any other duties as assigned by the Board

FUNDRAISING COORDINATOR - Board Position

- meets with Fundraising Committee at beginning of year to inform, plan and strategize about fundraising events
- maintains communication with members, and ensures all members of committee are informed/involved with planning
- meets with Fundraising Committee on a consistent basis
- coordinates the Annual Auction
- will recruit/appoint 1 or 2 co-chairs for the Annual Auction as necessary

NEWSLETTER MANAGER

- work with communications officer to assemble and produce Children's Centre newsletter, approx. 4 per year
- responsible for ensuring committee entries are submitted by specific deadlines

SPECIAL EVENTS COORDINATOR

- coordinates and plans social events, walks, field trips and other special events (e.g. for Hallowe'en, solstice, Valentine's Day, Easter, etc.) for children and families.
- works with Communications Officer, Volunteer Coordinator and Newsletter Editor to ensure that information is made known to parents and teachers
- organizes workshops, lectures, etc. of special interest to parents

MAINTENANCE MANAGER

- works with the board and staff to ensure that maintenance jobs not covered by our landlord are carried out. All major maintenance including repairs and upgrades to the facility and snowclearing are the responsibility of the landlord. Jobs assigned to the maintenance manger will generally be minor in nature (for example repairs to equipment owned by the centre).
- will have the support of the maintenance committee and will call upon them as needed to complete tasks.

CLEANING MANAGER

- Responsible for weekly cleaning of the centre
- Responsible for coordinating special, thorough cleanings of the centre (2 times per year) with the support of the special clean-up committee
- This position is compensated. The parent who accepts this role will receive a tuition discount which is equivalent to a 2 half-day program.

LIST B

SPECIAL EVENTS COMMITTEE – 5 committee members

- works with coordinator to plan social events, walks, field trips and other special events (e.g. for Hallowe'en, solstice, Valentine's Day, Easter, etc.) for children and families.
- works with Communications Officer, Volunteer Coordinator and Newsletter Editor to ensure that information is made known to parents and teachers
- organizes workshops, lectures, etc. of special interest to parents

FUNDRAISING COMMITTEE - 5 committee members

- works with Fundraising Coordinator to plan and carry out fundraising activities as deemed necessary by the Board. The main fundraising event is the Annual Auction, usually held in the spring, and requires a concerted effort by all involved

SCHOLARSHIP COMMITTEE - 1 parent, 1 staff person

- together with teachers and Chairperson, ensures that guidelines are adhered to/ in place for any families applying for scholarship positions
- works to solicit donations for the Fund from businesses, alumni, etc.

WEB PAGE MANAGEMENT - 1 parent

- responsible for maintaining the Centre's webpage and updating information as necessary in conjunction with Communications Officer

LEGAL ADVISOR - 1 parent

- provides legal advice and follow-up on legal issues as necessary

ALUMNI & INFORMATION MANAGER - 1 parent

- maintains an annually updated alumni list for purposes of contact for fundraising activities, special events, etc.
- creates a mailing, e-mail and phone list
- assists Chair with Centre files and information
- contacts and communicates with Alumni regarding fundraising and special events

SEAMSTRESS – 1 parent

- responsible for maintaining and repairing all cushions, curtains and other fabric products used in the Centre
- responsible for creating new fabric products as requested by the staff

LIBRARY RESOURCE PERSON – 1 parent for preschool 1, 1 parent for preschool 2

- responsible for borrowing and returning public library books, for temporary use in the Centre
- coordinates with staff to ensure books are appropriate to the present theme (eg. fall, pet store, castle, performance)
- books are to be exchanged every two weeks

SCHOLASTIC BOOK ORDER – 1 parent

- responsible for distributing the Scholastic catalogues to all parents, collecting orders from parents, submitting the order to Scholastic, and distributing the books when they arrive

LAUNDRY – 1 parent (child must be enrolled in a Mon-Fri or M-W-F program)

- pick-up laundry at noon Friday and return it by 9:00 am Monday

Maintenance Committee – 5 parents

- work under the direction of the maintenance manager to complete minor maintenance and repair projects as required.

Special Clean-up Committee – 5 parents

- work under the direction of the cleaning manger to conduct thorough cleaning of the center at the request of the board and staff.

Newsletter Committee – 2 parents

- work with the newsletter manager to prepare and distribute the newsletter

Green Committee – 3 parents

- responsible for introducing green initiatives to the board and staff in an effort to make the centre more environmentally friendly and eco-aware.
- Implementing these initiatives once they have been approved by the board and staff

REGISTRATION 2010/2011 CHECKLIST

Please check that you are returning one of each of the following items, for each registered child:

- Registration Form
- Participation Agreement Form
- Background & Family Information
- Medical Information Form
- Immunization card (photocopy)
- Health History Form
- Medication Consent and Record Sheet
- Asthma/Allergies History Form
- Consent for Emergency Care and Transportation
- Release of Child Form
- Registration Fee (\$25 per child)
- Cheque for September fees, dated July 1st, 2010
- Postdated cheques for remaining 9 months of school year

All registration items noted above must be included in your child's package and should be returned to The Children's Centre. Children whose registration packages are incomplete will not have a place reserved until all forms/cheques are delivered to the Centre.

Thank you!