

Parent Package

British Columbia

CEFA[®] - Core Education & Fine Arts

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Table of Contents

The CEFA Mission Statement	5
Our Core Values	5
The Heart of Our Schools: CEFA Founder and CEFA Educational Systems	5
The Core of Our Company: Our Philosophy	6
Our Thoughts on Behavioural Guidance	7
In Case of a Fire or other Emergency	8
The Map of our Facility	8
Your Child's Schedule	9
Drop in Days	9
You Asked, We Answer! – Frequently Asked Questions	12
How soon can our child start?	12
How do we know if our child has been admitted to CEFA?	12
What about the school uniform?	12
Where can I purchase the school uniform?	13
Do we pay extra for the extra-curricular activities?	13
Can we arrange for a gradual entry for our child?	14
How can we find out how our child is progressing?	14
How do parents meet with Teachers?	14
How can we give feedback?	14
How do we know what's happening in the classroom and the school?	14
What are our responsibilities as parents?	15
How do we participate as parents?	15
Do you have a Parent Committee?	15
What are CEFA's hours of operation?	16
Is the school open all year round and do you offer a Summer Program?	16
Emergency and unscheduled school closures	16
Snow closures	16
In the case of power outage during the school day	17
What are the rules for dropping off, or picking up our child?	17
Do you have a Late Policy? What happens if our child is picked up past closing hours?	17
Will our child get a chance to rest during the day?	18
Do we need to provide meals for our child?	18
What if my child has specific dietary restrictions?	18
Is the school a nut-restricted zone?	18
Can our child bring toys to CEFA?	19
What are the CEFA daily routines?	19
How does CEFA handle conflictive situations?	19
Can we visit our child in the classroom?	19
What other people could be present in the classroom at CEFA?	20
How do we know when our child goes on a field trip?	20
Can we celebrate our child's birthday at school?	20
What happens if our child needs to take medication?	20
With respect to allergies	20
What happens if our child gets sick while at school?	21
What happens if our child gets sick while at home?	22



What should we know about the Application Fee?	22
What should we know about the Security Deposit?	22
What should we know about payment of the monthly fees?	23
What should we know about subsidies?	23
Do we have to pay if our child is absent?	23
Do we have to pay for school holidays or professional days?	23
What else needs to be done before my child begins attending CEFA?	23
School Checklist.....	24
Which forms must we fill out for CEFA?.....	24
What should we bring for our child?	24
CEFA Parent Package Agreement Parent Copy	25
CEFA Parent Package Agreement School Copy.....	27



The CEFA Mission Statement

At CEFA Early Learning, we believe in helping children find their voice. We prepare children for school. We teach what matters most, when it matters most; and we inspire children to make a difference, and live their lives with purpose.

Our **MISSION** is to inspire children to:
Learn and be knowledgeable
Seek self-betterment
Contribute as individuals

The Heart of Our Schools: CEFA Founder and CEFA Educational Systems

The Founder of Core Education & Fine Arts (CEFA®)

The CEFA Program was created by **Natacha Veronika Beim**, an authority in education who began as an elementary school teacher with a European junior kindergarten specialization. Having seen first-hand the immense benefits of early stimulation in children, Ms. Beim decided, upon her return to Canada, to establish a Canadian junior kindergarten curriculum, which would be recognized world-wide for its innovative approach. Ms. Beim works at CEFA Educational Systems. She is committed to being at the forefront of early childhood education. She dedicates most of her time to research and development, in order to provide children with the very best environment and experience.

You can read more about our esteemed founder at www.cefa.ca.

The Work of CEFA Educational Systems

CEFA Educational Systems is very much the heart of our schools, connecting us all together, supporting our Teachers, our Principals, our Administrators and our Families.

In order to offer a program of the quality of CEFA, much work has to be done – in terms of research, curriculum development and implementation, administrative infrastructure, Teacher training and community involvement.

Our Core Values

All of us at CEFA share the same values that make us a strong culture:

We **MAKE A DIFFERENCE** in children's lives and inspire and educate children to do the same throughout their lives.

We **INSPIRE** magic and joy.

We **LEAD** by example.

We anticipate, plan and **DELIVER**.

We have a deep **RESPECT** for children, evident in all we do.

We believe in continuous **SELF-IMPROVEMENT**.



The Core of Our Company: Our Philosophy

Before the age of eight, the child's capacity to learn is at its highest level; by age two, the child's brain is as active as it will ever be. This means that your child will be attending CEFA Early Learning during life's most formative years. The environment, the experiences and the relationships your child will draw from CEFA mean much more than a handful of pleasant memories for the future: they are *the core of your child's character*.

The combination of the most recognized educational methods and of our own exclusive educational program is merely a fraction of what we judge is important in your child's development. These formative years with CEFA will allow your child to socialize and integrate into society in an inviting and non-threatening way. This process of learning to socialize with other children and other adults is an essential step for your child towards developing new and healthy relationships in the future. The type of interaction at our school is in many ways similar to what your child will experience in elementary school. Being exposed to a different social circle outside the family will allow your child to make the connection between home and elementary school very easily, without any unclear and abrupt changes. We find this middle step or link between home and school to be essential for a good comprehension of the existing school system.

We also value the individuality of the child immensely. By us discovering and recognizing the uniqueness of your child's character, your child's self-esteem, sense of pride and self-worth are affirmed: recognizing the self is the first layer of your child's character. This step in your child's development is more valuable than any other learning; it will give your child a point of reference for all future actions.

Our learning program is divided into two different, but very essential components. The first component is that your child will participate in learning activities in the classroom - presented as games and interesting experiences as well as learning: through these activities, your child will establish a positive relationship with the classroom Teacher. This memorable bonding experience with our Teachers at CEFA will set a pattern for future positive relationships with other Teachers. The second component of our learning program is to encourage your child to create projects alone or with a smaller group of children, and to use more creative skills to achieve goals. This constructivist view of learning preserves the boundless nature of the child, and is proven to be an extremely effective learning tool in many European schools: in this way, the child is motivated by its own desire to achieve a goal, and will learn in the process of exploring all the means available to complete a project.

The most important and distinct aspect of our educational program is that it is based, not on the idea of giving the child more information at an earlier stage of life, but on the concept of offering your child a learning system that can be used in the future, at school, university and professional life. This system is effective in all areas of learning; it offers your child a vast knowledge base and is presented in such a way to inspire your child to learn, and also nurtures an inquisitive, eager mind – always ready to learn!

Our classrooms are set up in such a way that during an activity, one Teacher is in charge of the more "traditional" learning program, while the other Teacher is dedicated to observing and encouraging each child. Our Teachers are trained in the different and complementary educational methods applied at the school, and work in collaboration with each other at all times.

CEFA Early Learning also encourages a child to play as much as the child desires. The classrooms are designed to allow your child to be autonomous, self-disciplined and inspired by the environment; even the learning activities are designed for your child to have fun all day and learn (*really* learn!). For your child, CEFA is a succession of games and discoveries.

For you? Well, we are sure to leave you wondering how your child can learn so much and be so fascinated about life!



Our Thoughts on Behavioural Guidance

At CEFA, behavioural guidance is not something that Teachers “implement” on children, but is an agreement made between Teachers and children to respect both one another and the social environment. CEFA Early Learning believes in giving the child the tools and the guidance to develop self-confidence and to recognize a simple system of essential values that will foster self-discipline.

Our children are given an active role in this process, and discuss issues that are of relevance in an effort to create solutions to a problem: Teachers help the children think through and work together to determine what constitutes appropriate or socially acceptable behavior. We find that since the children are given an active role in the process, they then work hard to respect what they themselves have established.

The objective is always to find the cause of a behavioral manifestation, rather than to hide it temporarily. Observing the child's behavioral pattern before taking any further steps is a way to achieve this; in many cases this is all that is needed, since observing gives the Teachers the key to the child's behavior.

Thus by establishing a warm, caring and relaxing environment with clear, consistent and simple expectations of behavior, a positive environment is maintained. In the event of a more acute behavioral problem, other techniques will be used, such as: reminding, diverting, redirecting and if needed, asking the child to take a few minutes to regain control of his or her body before joining an activity or a group (not as a punishment, but as a way of allowing the child to collect her thoughts first before joining in when ready).

Your child's Teachers will discuss their observations with each other and will come up with a support plan as to how to prevent the behavior from continuing, as well as help teach the child another way of resolving the problem or expressing a need. The Teachers will discuss their observations with you and ask for your feedback,

This support plan will continue for a few weeks to see if behaviours are diminishing or increasing. Keep in mind that this may take time as there are no quick fixes. During this time the Teachers will be communicating with you all the great things your child is doing and will describe objectively what behaviours they are observing and how they are teaching your child another way of dealing with the problem. If the behavior continues over a period of time, it will be evaluated in depth between the Teachers, the parents, and other qualified staff.

Our behavioural guidance guidelines are based on our Licensing requirements. At CEFA, we also keep in mind that every family is different. For that reason, we ask that you share with us, if you wish, your thoughts on behavioural guidance and other issues. As always, we welcome your input!

CEFA is an inclusive early learning program and recognises that some children may require support to ensure their day is successful. It is important that families disclose if their child has developmental disabilities during the registration process as some children may receive support to attend our program through the Supported Child Care Program. The program assists the family and childcare providers to develop and implement an individual plan to meet the child's needs. The government pays for the cost of support while the parents pay for the cost of tuition.

All CEFA Teachers have their training in First-Aid and hold a current First-Aid certificate.

There is no probationary period for the child since the child can be asked to leave at any time by CEFA, for different reasons, specified throughout this manual. If asked to withdraw from the program, the family will be given anywhere between 0 days and 30 days' notice, depending on the circumstances. Whether or not notice will be given, will be decided by the school Principal after consultation with the Franchise Partner, although the family's situation will always be taken into consideration. However, during the first month of the child attending the school, Teachers must observe the child closely and record any unusual behavior in the classroom log book. This will be discussed with the Principal.



In Case of a Fire or other Emergency

All CEFA schools have their own emergency plan and have it posted in every room of the school. This plan offers a map of the school and nearest safety exits, as well as brief reminder instructions.

CEFA Schools perform emergency fire drills every month in every classroom. During an emergency drill, the Teacher must take with them, the classroom First-Aid backpack, the days' sign in sheets, the student call list, and all other applicable documents and items. Attendance must be taken by each classroom Teacher to ensure all children are accounted for. All drills are recorded. If a Teacher and a group of children have left the classroom at the time the alarm sounds, they will use the nearest emergency exit, as indicated on the fire exit plan and meet the rest of the group in the designated meeting area.

CEFA's Emergency Preparedness Program requires that every child at school is provided with a **CEFA comfort kit**, designed to provide some short-term supplies and, more importantly, reassurance and comfort for your child in the event of an emergency. The purpose of the kit is to provide immediate and familiar care and comfort. Parents will need to provide a small family photo and a letter providing words of comfort. In addition to CEFA's ongoing Emergency Preparedness Program, involves issuing and maintaining **Personal Photo ID tags** that provide vital medical information as well as information assisting a safe and speedy communication and reunion with family. This tag is for each individual child that contains important information and is placed within their comfort kit.

A form for, and describing, comfort kits and photo ID tags will be provided to you from your school. Once complete, please hand into your Administrator.

The Map of our Facility

CEFA has given a great deal of thought to the physical aspect of the school: the objective being to create a magical feeling, and to create a space that allows your child to grow and explore.

CEFA Early Learning school locations may have similar physical components, with each school divided into several areas: fully equipped classrooms, a library, an outdoor playground area, a cinema, an art gallery, an *atelier* (art room), a kitchen, a research and development room (where Teachers work on new material), and other interesting corners such as the family room, which has been created for you, the parent, to take a few minutes to relax, or have a coffee after work before picking up your little one, or to chat with the Teachers or with other parents, away from the activity of the classrooms.



All toys, materials and set-ups within our facility have been carefully selected for their educational and developmental content, and are observed and reviewed on a continuous basis. Your child should find in CEFA something (well, *many* things) of interest, as well as other activities and materials that are new to him or her, and promote the exploration of new subjects, helping uncover other interests.

A map may be provided to you from your school that will also include all emergency exits.



Your Child's Schedule

During your school tour, you were provided with a schedule of the proposed weekly activities for your child's class. Participation by the child is not mandatory, although it is encouraged and recommended. If you don't have a schedule of proposed weekly activities or would like another copy, please let your school know and they will make sure you receive one immediately.

Throughout the first month following your child's admission, we will observe and evaluate how well that schedule is meeting your child's needs, and if necessary, set up another meeting to adjust the schedule to your child's individual interests and needs according to our observations, and your input. The activities included on the schedule are specifically designed to assist your child in developing in all areas.

Drop-off Cut Off Time: 10am

CEFA is an Early Learning facility that provides a structured schedule to implement our unique CEFA Curriculum. It is important for our students to have dedicated time with as few disruptions as possible, so they can focus on their learning.

As such we ask that all students be in attendance in their classrooms before 10 am. Any students that have not reported to their classrooms by 10 am will be marked absent for the day. If your child has an appointment and needs to arrive past 10 am, please inform your teachers ahead of time. This is so your child's teachers can account for this and ensure that a smooth transition can take place for not only your child but for the other students in your child's class as well.

Drop-in Days

Occasionally parents may request to bring their child on a day outside of that child's schedule. If there is space available in the classroom, the family would be invoiced the school drop in fee for that day. Please note that CEFA can only offer drop-in days to currently registered students.

The following activities are a part of our established core curriculum program:

Reading sessions are designed to encourage the child to develop the fundamental structures of the language, as well as to begin reading. These classes have been designed exclusively by and for our school, and are specialized for younger children. Parents are encouraged to support their children by reading at home, following the progress of our reading program, and participating in our "I Can Read" program. The class monthly newsletter will guide parents through this process. It is also during these sessions that the children are introduced to the letters of the alphabet (phonics and recognition), then to words and finally to sentences. As children progress from CEFA *Baby* or Junior Kindergarten *One* to Junior Kindergarten *Two* and finally complete Junior Kindergarten *Three*, they have the opportunity to go from recognizing letters to reading sentences and even books. Individual progress for each child will be influenced by the stage of the child's development, and how frequently the child attends each week.

Writing is designed to encourage development of the child's pre-writing skills, as well as fine motor skills and drawing skills in Junior Kindergarten *One*. By Junior Kindergarten *Two* fine motor skills may develop into the ability to write all the letters, and even words and sentences by Junior Kindergarten *Three*. Again, individual progress for each child will be influenced by the stage of the child's development, and how frequently the child attends each week.

Mathematics is designed to encourage development of concept-building skills such as classifying, ordering, determining direction and perceiving spatial relationships. By Junior Kindergarten *Three*, the child should be able to recognize all the numbers, understand and associate the concept of quantity, as well as count, add and subtract (best achieved with the platinum schedule). Problem solving and conceptualization are also a part of this curriculum.



Science consists of various projects and subjects, either presented by the Teachers or suggested by the children. This subject tends to be very experimental and is an excellent way to encourage development of the child's reasoning and conceptualization skills. The children have the opportunity to learn the scientific method, where they are presented with questions, hypothesize on the probabilities, test their hypothesis and draw a conclusion. **Natural Science** is for the observation of life through seed cycles, gardening, observation of insects, animals, and the human body. This class takes place in and outside the school for observational purposes. Children will study the various subjects, record their observations (with drawings, notes, pictures, tape recorders, film, etc.) watch documentaries and visit places such as museums, parks, etc. related to the subject.

At your scheduled family interview, you will tell us more about your child's interests and the activities that you think might interest your child more, and your preferred schedule. We will recommend a schedule for your child based on our experience and the information you provide.

The following activities are designed to introduce the child to a wide spectrum of activities, providing a well-rounded, all-encompassing education. Our co-curriculars include:

Culture Immersion is an opportunity for children to learn about people in other parts of the world, and discover the answers to: Where is their country? What kinds of food do they eat? What clothes do they wear? What language do they speak? What holidays do they celebrate? Being aware of other people around us and learning to appreciate their similarities and their differences is also learning new ways to contribute.

Dance encourages children to explore many forms of dance in a social context! It helps the children interpret the music with their body, recognize different rhythms and appreciate various styles of dance.

Drama helps children develop their self-awareness, improves thinking and problem solving skills, encourages imaginative play and creativity, and strengthens self-concept through co-operative interaction and turn taking. Some drama themes include: theatre games, choral poetry, focus and listening, vocal techniques, movement, creating characters and story telling.

I Contribute to the World does not have its own block of time on our schedule, but is woven throughout our entire curriculum. We feel that creating the habit of contribution is a healthy benefit to the child; the child who feels that he has something to give personally, is a child who has taken the time to explore his identity, his uniqueness and is proud of the person that he is. By looking within for something to give others, children learn social awareness: they realize that different people have different likes and needs at different times, and also learn how to meet others' needs.

Languages are known to stimulate your child's brain and increase learning capacity. The main vocabulary is introduced (greetings, familiar toys and objects, places, the neighborhood, food, fruits and vegetables, basic conversational vocabulary), as well as an immersion into a different culture, including its food (the children will be cooking traditional recipes), its traditions, its history and geography.

Music is taught with real instruments, such as bells and a variety of drums, shakers, and other percussion instruments. Children will have the opportunity to learn about rhythm, notes (full notes, half notes), tempos, music creation and music appreciation by playing and also by listening to different types of music. The music program is an essential component of our educational curriculum: music develops not only an appreciation for music itself, and the understanding, or assimilation of rhythm, it is also known to develop the brain - especially in certain types of reasoning skills (spatial reasoning) that strongly influence the learning of other skills and subjects, such as mathematics, physics, and problem-solving. The CEFA music curriculum is proud to incorporate the Award Winning *Fun with Composers* series. *Fun with Composers* sparks excitement and develops in children an appreciation for classical music.



Physical Education All of the exercises are specially designed to develop the muscles and gross motor skills of each child individually, and are presented in the form of a game in order to appeal to the children. As well as developing the child's gross motor skills, our physical education program introduces the child to a variety of sports every month, such as soccer, volleyball, basketball, tennis, t-ball, bowling, and other sports, as well as catching and throwing games.

Visual Arts is either taught in the classrooms or in the atelier, the dedicated art room of our school: colors, textures, materials, clays and other interesting options are studied and explored by Teachers and students. Children are exposed to art history as well, learning about various famous artists, as well as trends. The children will explore three-dimensional art, natural life art, light table work and many other exciting discoveries and techniques.

Yoga is also a part of your child's curriculum, teaching your child flexibility and breathing exercises, and more importantly, the control of the body and state of mind.

The following activities are designed to focus mostly on development, character, socializing and personal growth:

Open learning is a time set aside to welcome the children every day, ask them about their time out of school, sing songs, and spend quality-socializing time as a group. This important meeting time unites the group and differentiates it from a typical "classroom" environment where everyone is a student. At CEFA, another child is another friend to get to know. An essential part of this activity is the time children spend singing, which is, like music, a very important activity.

Relaxation and nap for some classes takes place in the Gross Motor Room*. The children have a relaxation session with natural sounds of the forest, of the sea, of the songs of the birds, where they relax their bodies and minds. Those children who do not wish to nap can still enjoy the yoga and relaxation sessions, and then return to their classrooms.
*Depending on the location, some classes nap in a separate nap room, while older students rest in class.

Socializing and play is for children to form their own groups and activities to play; explore or work on a project, inside the classroom, anywhere else in the facility, or outside in the outdoor playground. It is a very important component of our program. It allows children to understand the classroom and its material, and to better assimilate what was learned during lessons, by reviewing the same materials, which are made readily available to them. It is also a time that younger students and older students share together, which benefits both age groups. The younger children learn from observing the older children, and the older children learn by teaching the youngest what they have recently learned, reinforcing the concepts (it is known that when one can teach a concept to someone else then one has really assimilated it).

Active play is physical activity which includes moderate to vigorous bursts of high energy, raises children's heart rate and may make them 'huff and puff' such as running or jumping. For an infant or toddler, active play may include reaching out for a toy, rolling over, balancing in a sitting position and crawling/walking.

Active play helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and assists with the development of gross motor and fine motor skills. Active play also helps to promote children's confidence, improves concentration and thinking and learning skills and provides opportunities to develop social skills and make friends.

In compliance with the provincial regulations for active play and physical movement, please find the CEFA schedule for all programs detailed below:

- 60 minutes Open Learning (unfacilitated free play)
- 30 minutes Gross Motor Development (facilitated indoor play)
- 45 minutes Morning Outdoor Play (unfacilitated)
- 30 minutes Co-curricular (facilitated music, dance, drama, art, yoga)



- 45 minutes Afternoon Outdoor Play (unfacilitated) 30 minutes Open Learning (facilitated rhymes and dance)
Please be sure to send your child to school with appropriate outdoor clothing as children will play outside regardless of weather (unless the local health authority advises otherwise).

In addition to promoting active play, all CEFA schools limit screen time (TV, computer, electronic games) to 30 minutes or less a day and screen time is not offered to children under two years of age. For children under the age of two, prolonged sitting activities (stroller, high chair, table games) are limited to 30 minutes or less at any one time.

*Along with the Application for Admission, parents must pay the Application Fee (\$200) and include a copy of the child's birth certificate or passport. The Application Fee must be paid upon submission of your completed Admissions forms to CEFA Early Learning. (Please refer to "**What should we know about the Application Fee?**").*

You Asked, We Answer! – Frequently Asked Questions

How soon can our child start?

Children enter our CEFA *Baby* program in the year that they turn one year old. Children enter the Junior Kindergarten *One* program in the year that they turn two years old. The Junior Kindergarten *Two* program is designed for your three year old child and Junior Kindergarten *Three* is the final year your child will spend with us before they graduate to Kindergarten.

The CEFA Early Learning school year begins in September and continues to the end of August. Registration for the new school year for current families begins in early spring; registration for new families takes place when internal registration is complete. Where space permits, enrollment can happen at other times throughout the school year.

How do we know if our child has been admitted to CEFA?

Admittance to CEFA is only discussed once the family has had an initial interview to determine if CEFA is the option that is most suited for their child. Parents must submit an Application for Admission via CEFA's online system: www.cefa.ca.

Once the Application has been submitted, the school Principal will review it and then call the parents to come in for an admission interview. Once a space has been found for the child, parents will be called to set up an interview with the Classroom Teachers, Administrator and Principal. .

For the payment of the monthly fees, a series of post-dated cheques may be required, beginning on the first day of the month that your child is admitted to start attending and ending in August, the end of our school year. The cheques must be submitted when the online registration forms are completed. (Please refer to "**What should we know about monthly fees?**").

Once your child has begun attending our school, another interview may be set up between the parents and the school to determine whether or not CEFA is a suitable option for your child.

What about the school uniform?

The CEFA uniform reflects the school colours, being *Platinum for Excellence* and *Yellow for Creativity*. The use of the school uniform is **mandatory** all year round, when your child is attending CEFA and during field trips. Our uniforms have been designed for ease of wear, comfort and to nurture child self-help skills. The use of the uniform is strictly enforced in our school mainly for security reasons, but also to reinforce the sense of community identity. Unless otherwise

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specified, your child should wear a school uniform during school hours. You can choose from the selection of items on the list; which top or bottom you want your child to wear, keeping in mind that the child must feel warm and comfortable. Socks or tights should be solid white or solid grey (no patterns).

You are welcome to purchase as many pieces of the CEFA uniform as you would like. **The minimum required uniform items are:**

- One CEFA Top (T-Shirt or Long-Sleeve Shirt)
- One CEFA Bottom (Pants, Shorts, or Tunic),
- CEFA Rain Gear (Jacket and Pants)

Owl Logo:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Fleece Jacket • Fleece Pant • Fleece Tunic • Fleece Vest • Long Sleeve T- Shirt • Short Sleeve T- Shirt • Long Sleeve Polo Shirt • Short Sleeve Polo shirt | <ul style="list-style-type: none"> • Cotton Pants • Cotton Shorts • Cotton Tunic • Cotton Leggings • Rain Gear (Jacket and Pants) • Art/Paint Smock • Fleece Toque • and more... |
|---|--|

Please ensure that your child's uniform is clean, well maintained (as possible) and that all items are clearly labeled. It is recommended that you keep a spare change of clothes in your child's cubby: the spare set of clothing can be either uniform pieces (a top and bottom), or play clothes preferably in school colours.

Children who come to school without their uniform will receive 3 warnings. The first is a verbal warning, the second is a written warning and the third warning will result in a monetary fee. The warnings will be issued at the discretion of the Principal of each school.

Where can I purchase the school uniform?

You can purchase the CEFA uniform online at www.cefastore.com , in person at 3081 Grandview Hwy, Vancouver BC, or by calling 604.725.7414. The store hours are as posted on the website.



Most schools have uniform samples for you to size your child which will then allow you to place an order online.

Do we pay extra for the extra-curricular activities?

Not at all! At CEFA we believe that every child is entitled to a well-rounded education. For that reason, extra-curricular activities such as art, physical education, music, yoga and other activities that are not generally a part of a pre-elementary school program are provided at no extra cost to you!



Can we arrange for a gradual entry for our child?

A very smart question! We definitely recommend a gradual entry for every child. It helps to make the transition between being at home and being with us a much smoother one for the child. During your parent-teacher interview, the Teacher will set up a gradual entry plan that suits both your child and your needs as the parent.

How can we find out how our child is progressing?

The Teachers at CEFA document your child's social and educational development, which is then shared with you in a Progress Report during our **Parent-Teacher Conferences** held in November and April. It is also during these Parent-Teacher conferences that we ask you to share your observations and questions about your child with us; children sometimes show different behaviors at home with you, than those shown at school with other adults and children. This is very normal, although specifically for that reason we ask that you be prompt in pointing out those differences during your meeting with the Teachers: a child may have mastered a concept already and easily demonstrates it at home, but not show it at school, or vice-versa.

One of our core values at
CEFA is continuous
SELF-IMPROVEMENT.

Each child also has a binder at CEFA where writing worksheets and other work are stored. You are welcome to take it home in the evenings or on the weekend and share it with your child; we ask that you *please* remember to bring it back promptly as your child and our Teachers are constantly using it.

How do parents meet with Teachers?

You can schedule to meet with your child's Teacher at any time, by making an appointment. When you want to discuss something with your child's Teacher, simply call to arrange a suitable time for the meeting: our Teachers prefer to have some time exclusively for you!

How can we give feedback?

Your input is always welcome and your Principal is always ready to hear from you! Please feel free to email or telephone the Principal at any time to arrange an appointment to get together: your Principal loves the opportunity to meet with parents one-on-one. We also hold several school events each year, where the Principal and Teachers have the opportunity to spend time with families: for example, our Welcome Night, Parent-Teacher Conferences (twice-yearly), and our Winter Holiday Show! When a child graduates from our program, we ask that families take the time to let us know about their experience with us.

We welcome the opportunity to grow and always appreciate your feedback because it helps us make things better for everyone! To help make providing feedback easier, we have set up an email address feedback@cefa.ca. Please feel free to share your ideas with us – we want to make sure that CEFA continues to be the very best place it can be. We look forward to hearing from you at any time!

How do we know what's happening in the classroom and the school?

We want you to be involved in every aspect of your child's daily school life, and have many ways to stay in touch with you! Our preferred method of communicating with you is via **email** and we ask that you provide us with the email address you check most frequently, so that we can make sure our communication with you is timely. Email communication also helps us in our commitment to the environment, by cutting down on paper use!



When you enter the school, please stop by the **Parent Room** (or equivalent) to help yourself to coffee, tea or freshly baked treats and take some time to look at the **Parent Board** which has notices of upcoming school events posted, as well as interesting parent related articles for you to read. Your child's classroom also has a **parent board** with classroom specific information. As well, there is a **mailbox** in your child's classroom where you will find notes from your child's Teachers, internal correspondence that cannot be emailed, as well as pieces of your child's work, which is ready to come home!

What are our responsibilities as parents?

It is your responsibility to:

- Pay the tuition fees by the 1st day of the month
- Provide CEFA with post-dated cheques (or alternative) for the entire school year, every year that your child attends the school
- Keep your child at home if he is ill or contagious
- Communicate any concerns with your Teachers, or the school Principal
- Ensure your child is in CEFA school uniform every day they attend
- Maintain extra clothing and supplies as needed (diapers, water bottle, hat, sunscreen etc.)
- Take home your child's bedding each week, or as needed, to launder and return clean the following week
- Keep the school informed of changes in address, home or business telephone numbers, changes in your emergency contacts or any other applicable information in the online registration forms
- Give one complete calendar months' notice for withdrawal or schedule change request, as stipulated in this parent package
- Follow the school's policies as stipulated in this parent package

How do we participate as parents?

Every parent is very special to each child, and it is a wonderful experience for your child to be able to have a parent participate in a class activity. From time to time, your child's Teachers will organize an activity that includes you – a field trip or a class activity – and invite you to take part in it! We love it when parents can join us, especially during field trips! You can definitely help us at that time by being in charge of one or more children (with the help of the Teachers, of course).

Teachers also appreciate any material such as paper, cardboard, coffee sticks, containers, buttons or any other items that we may use for crafts. Many parents participate by bringing toys or children's furniture that they no longer need. Anything that you no longer use is perfect for us to experiment with, play or build with, or learn from; so please do not hesitate to bring in whatever it is you no longer have use for, because the more we have, the richer the program is! If you have something to share, please let your child's Teacher know!

Do you have a Parent Committee?

CEFA encourages parent input and participation: it is thanks to parents like you that our schools function as well as they do! We take each parent's input into consideration and do our best at CEFA to represent every parent and every child equally.

In several of our individual schools, parents have established a Parent Advisory Committee (PAC). A PAC provides parents with the opportunity to meet other parents, as well as to show support for the school and its program. PAC groups



are a great way for parents to connect and work cooperatively with and for the whole school community: children, parents, Principal, and Teachers. For those locations with a Parent Advisory Committee, you are encouraged to attend PAC meetings, and to volunteer to join the PAC group in one of the many capacities that are available.

To become involved in your school's PAC, please contact your school's PAC executive member.

What are CEFA's hours of operation?

As you can see, our hours of operation provide lots of opportunity to facilitate our program to family needs.

CEFA Early Learning places a high value on the importance of the child's needs and on quality family time; our primary focus is on the health of the child and family. As you know, our program is very stimulating and your child's daily schedule is filled with many exciting activities, and so for this reason we strongly recommend that parents not leave their child at school for a period longer than 8 hours a day.

CEFA is open from 7:30AM to 5:30PM from Monday to Friday, although some schools offer extended hours.

Is the school open all year round and do you offer a Summer Program?

Yes, CEFA Early Learning is open all year round – our school year runs from September to August.

Since our school structure is based on that of an elementary school, there are some closures throughout the year, like Spring Break, or our Teacher Professional days (two per year). The yearly school important dates calendar will be provided for you when your child starts. We also post a calendar with the holiday dates, as they come up, on the family room notice boards. Please be sure to check the notice boards on a weekly basis for that and other important information.

Please note, CEFA Early Learning observes all regular statutory holidays. Some of our school may offer drop in days during longer closures. Please check availability with your specific school.

Our CEFA curriculum is implemented during the ten-month period from September to June; our curriculum is very stimulating and your child's daily schedule is filled with many exciting activities. During the months of July and August, your child will participate in four out of six distinct summer classes selected by the school. CEFA's Summer Program offers children the opportunity to develop their creative and social skills through a variety of summer activities and projects. The program incorporates CEFA's unique methodology as well as our own CEFA games and curriculum related to Reading, Writing, and Math. The summer program allows your child to continue learning in a fun, relaxed and familiar environment. We also find that the summer program helps children transition between classrooms, since the "graduation" to the next classroom typically takes place during the summer months. The summer program also provides an easy transition for a new child joining our school.

Emergency and unscheduled school closures

In case of inclement weather conditions or power outages which prevent CEFA Early Learning from providing service to families, the school's Franchise Partner will make an early morning decision to close the school based on your School District. There are no refunds on tuition.

Snow closures – In the event of heavy snowfall, our first priority is the safety of our families and staff. We expect to be open every day throughout the winter. However, if the public schools in our School District have made the decision to not open schools because the roads are deemed too unsafe for travel, your CEFA school will also be closed.



In the case of power outage during the school day – If there is a power outage during the school day, the Administrator will call Hydro to check how long the outage is expected to last. If the power outage is going to be indefinite, or if your CEFA school is unable to provide adequate service because of no heat or light, families will be telephoned and asked to pick up their child. Teachers will remain until the last child leaves.

What are the rules for dropping off, or picking up our child?

Any person(s) may drop off the child at the school, but they must sign in the child on the classroom sign-in sheet.

Your child will only be accepted and released in the presence of your child's Teachers. You must notify CEFA **in writing** if your child is to be picked up by anyone other than you (the parent) or the alternate person(s) you have authorized on your form. Please ensure that when completing the registration forms, this very important information is filled out. In the event that neither you, nor your authorized person(s) is able to pick up your child, and therefore you need someone else to pick up your child, you need to please notify us immediately of the situation in writing. Please note, your child will not be released to anyone other than the person(s) authorized on your forms without your prior consent in writing.

In the event that another person comes to the school to pick up your child and no written consent has been received from you to advise us of this change, you will be contacted immediately. You must then send a written signed permission by fax or scanned copy before we can release your child. If you are not available and we do not have written consent, your child will not be released. For your own and your child's security, please ensure that you notify CEFA if anyone else will be picking up your child.

Please be aware: should a person arrive to pick up your child who in our opinion does not appear to be in a fit enough state to transport or take care of your child, we will not release your child to that person. After immediately contacting you, we will keep your child safe in our care until you, or another person from the list of those authorized to pick your child up is able to arrive. If no one has been able to pick up your child by 6:00 pm, then the Principal will call the Ministry of Children and Family services to collect your child.

Your child will only be released to you, your spouse or the parties you have specified on your registration forms. When asked, the person(s) responsible for picking up your child must present identification to the Administrator in order to enter the school, and show them to the Teacher in order to pick up the child.

Your child's well-being and safety are of the utmost importance to us!

Do you have a Late Policy? What happens if our child is picked up past closing hours?

When a parent picks up a child even one minute after 5:30 pm, the Teachers present must be asked to stay overtime, and paid accordingly. For that reason, and also because it is very difficult for a child to be left after all his or her friends have all gone home, we ask that all families arrive at the school a minimum of 5 minutes prior to closing. This allows for a relaxed departure and provides an opportunity for teachers and parents to exchange communication before the school closes.

We understand that anyone can have an emergency situation at some point. For that reason, we will pay for 5 minutes the first time it happens, and a reminder letter to be punctual will be placed in your child's mailbox. The fine is \$2 per minute for every minute after 5:35 pm. If it happens a second time, there will be a \$30 charge applied to your account plus a \$10 penalty for the first 5 minutes, plus \$2 every minute after that, every time that you are late.



If a child is not picked up by half an hour after closing, and a family member has not contacted the center, teachers must carry out the following procedure:

- At closing time, 5:30 pm a teacher will phone your home, cell and place of employment. If there is no answer, the alternate contacts listed will be telephoned.
- At one half hour after closing, 6:00 pm if no one can be contacted, the Ministry for Children and Family Development (MCFD) will be called to come and pick up your child. You may contact MCFD at 604-660-4927.
- Children will not be sent home in taxis, nor will staff drive them home.

If a family wishes to appeal a fine, they may discuss this with the school Principal. When there are two or more instances of late pick up in a four-month period, the Principal will contact the family. This telephone contact will be followed up with a letter that will clarify the circumstances, remind the family of the late pick-up policy, suggest options, and notify the family that a continued violation of the policy may jeopardize their enrolment at the school.

We reserve the right to ask a family to leave our school based on non-compliance with CEFA policies.

Will our child get a chance to rest during the day?

Yes. We have scheduled time for resting during the afternoon, for all children. The session begins with soothing music and some mild relaxation exercises, and ends with restful nap. CEFA provides a sleeping mat/cot and you are asked to provide a bed sheet and a blanket for your child for rest time. Those children who do not need to nap are encouraged to join the relaxation session and rest for 20 minutes, and then can enjoy some quiet table-top activities, or read books.

Do we need to provide meals for our child?

No, in fact we ask that you do not bring in any outside foods, since CEFA takes care of that for you!

The menus are created based on healthy nutrition guidelines as per our Licensing requirements, our own standards for CEFA menus, and the children's interests. Weekly menus are posted in each classroom and also in the family room. We invite you to take a peek to see what delicious and healthy foods your child will be eating each day!

We have an in-house Chef who designs a menu and cooks healthy, freshly-prepared meals daily for all children.

What if my child has specific dietary restrictions?

There is a section on your child's registration forms to indicate any specific dietary restrictions or food allergies. We also provide several opportunities during the enrolment process to discuss with you any dietary restrictions or food allergies your child may have, so that we can understand them fully and inform our Chef and Teachers about your child's specific dietary needs. Schools may provide a milk alternative for lactose intolerant children, and provide a vegetarian option each day. If your child has food allergies, or strict dietary requirements, we will endeavor to accommodate these needs within our menu.

Is the school a nut-restricted zone?



Since some children have severe allergies, CEFA strives to be a **nut-restricted zone**. We do not prepare any meals or serve any foods that contain nuts or nut products. For the safety of our children we request that no outside food, including nuts, be brought into the school.



Can our child bring toys to CEFA?

We recommend that children do not bring toys and personal belongings to school, but realize that sometimes a child might need to bring a special toy because of a particular emotional attachment with the toy. If this is the case, please talk with your child's Teacher to work out an appropriate solution that respects both your child's needs and the needs of the classroom. After your discussion, if you both then decide that it is appropriate for your child to bring something in, we will try to take extra good care of it; however, please understand that we cannot be responsible for any lost or damaged articles brought from home.

Sometimes children want to bring items to school, which although they may be harmless at home, would be inappropriate or too disturbing in the classroom. For that reason, we ask that you inform the Teacher if you plan on bringing an object or toy to school, and follow the Teacher's recommendation, if she asks that you bring it back home.

Please do not bring any guns or war toys to school.

What are the CEFA daily routines?

Please refer to your child's personalized schedule included with this package.

How does CEFA handle conflictive situations?

When you, as CEFA Parents, have any questions regarding your child's education in any way, the first step is to speak directly with their Teacher. Disrespectful or aggressive language is not acceptable between parents and Teachers, including email communication. Email communication should be respectful at all times.

If you wish to register a complaint, please give some initial consideration to how you regard the seriousness of the matter. If your complaint is of the more serious matter, please address your complaint in writing or in person to the Principal of the school.

In case of any misunderstanding or disagreement between parents and Teachers, parents and other parents, or any other situation that you may encounter, we ask that the person or persons meet with the Principal as soon as possible, to work together to find a solution to the problem. If you do not receive satisfactory resolution with your Principal, you may request to meet with the Franchise Partner of the school. You are very valuable to us. Your opinion and suggestions are extremely important and will be given priority and immediate attention.

Can we visit our child in the classroom?

At CEFA Early Learning we have established an open class day in honor of the parents – the CEFA fun day! On the CEFA fun day each month, we invite you to drop in as you wish and spend some time in the classroom to observe your child and interact during the activities. We ask that you please refrain from disciplining any child other than your own when you are in the classroom.

If you would like to spend time in the classroom on any other day, please arrange a suitable time with the Teachers beforehand, in case your visit interrupts the children's classroom routine.



What other people could be present in the classroom at CEFA?

Besides the Teachers, the following personnel may be present in the classroom on occasion:

- Student Teachers (practicum students) may be selected to observe and participate in order to gain valuable experience
- Substitute Teachers will be called to assist or take place of regular staff as needed
- And special guests will also be invited to contribute to our program

How do we know when our child goes on a field trip?

You will be advised ahead of time as to the time and place as well as any other necessary information and details (i.e. special clothing requirements, departure time etc). This information will be in your monthly newsletter and posted on your classroom's parent board, so please be sure to check the board regularly! You will also be invited to participate in most of these activities, although participation is by no means mandatory.

When the children do go on a field trip, CEFA pays for all expenses for those children who regularly attend on the day of the field trip, unless otherwise specified. If you would like to accompany your child, however, you will be required to pay for your own expenses.

Can we celebrate our child's birthday at school?

Of course! We love birthdays! If you would like to come to CEFA on the day of your child's birthday, or organize a little celebration, you are more than welcome to do so. We ask that you inform us of your plans at least two weeks in advance. If you would like to bring a cake or any food, please set up a time to meet with your Teacher to go over all the ingredients of all the food that you bring into the classroom to ensure that all ingredients are completely safe for any children with food sensitivities and/or allergies. As you know, we strive to always be a **nut-restricted zone** and for this reason, no food will be accepted in the classroom, if we are not absolutely sure of the ingredients. *Happy Birthday!*

What happens if our child needs to take medication?

Rest assured that we would not dispense any medication to a child, if there were no specific request in the child's medical file.

CEFA is not authorized to administer non-prescription medication to your child (i.e. Tylenol). If your child takes prescribed medication, temporarily or permanently, you will need to fill out an "administration of medicine" form for each course of medication to be administered to your child. We will be happy to provide you with as many of these forms as you require upon request. We suggest that you advise your pharmacist to divide the prescription into two containers, one to be held at school and one at home. This will ensure a regular course of treatment for your child. The Teacher will usually be responsible for administering that medication, as often as needed. We will make sure that the medication is taken on schedule and exactly as you asked us to. We can also follow your specific written instructions in case of an emergency, until the physician arrives.

With respect to allergies, we ask that you provide us with a complete list of allergies that your child suffers from, so that we can keep your child as healthy as possible. It is also essential for us to have that information in order to ensure that your child's diet does not contain any known allergens.

If your child has a diagnosed allergy which is not life-threatening and your doctor has prescribed Benadryl, then an "Administrator of Benadryl for Known Allergy" needs to be completed.



If your child does not have any known allergies, but you would like your child's Teachers to administer Benadryl in the case of a non-emergency allergic reaction while at school to an allergen (food, bee sting and so on), then you

should complete the "Administration of Benadryl for an Undiagnosed Allergy" form giving your permission. You will need to provide the Benadryl.

For more information or if you have any questions, please speak with your Principal or Administrator.

What happens if our child gets sick while at school?

If your child becomes ill while at school, we will call you immediately to let you know so that you should come and pick-up your child to rest and recuperate at home. We will also contact your physician if necessary. We will take very good care of your child until you arrive and, if need be, we can take a sick child to a quiet and restful area away from the class, or to a separate washroom.

We will ensure that there is always someone with your child. When you arrive, your child will probably be resting quietly, or sound asleep.

In case of any communicable disease, please have a physician's approval (indicated in a doctor's note) prior to returning to CEFA. The doctor's note should state that the child is not/no longer contagious and is able to participate fully in class activities.

When you arrive, your child's Teacher will describe the symptoms and the time when your child became ill, and will inform you when it is safe for your child to return to school – she will give you a signed form with this important information.

We ask you to ensure that your child be free of symptoms for 24 hours or have a physician's approval (indicated in a doctor's note) prior to returning to CEFA. Your child's teacher will give you a helpful note indicating your child's symptoms, when they were first noticed, as well as when we feel it safe for your child to return to school. If the child has been prescribed antibiotics, he/she may not return to school until 24 hours after he has taken the first dose of antibiotics.

If your child presents a more serious illness or injury, we will contact you or your physician immediately, take care of your child in a more comfortable and quiet place within our facility, administer first aid if necessary and call for emergency help. All our staff is trained in first aid, in order to help more efficiently if needed.

If a child is not able to participate in classroom activities, or whose symptoms indicate an illness that can be easily communicated to other children, or staff, then the school will ask you to pick up your child. Teachers will always put the children's health first, and are very respectful of your time: asking a parent to pick up their child if he/she appears ill is done only after careful observation of the child and any symptoms.

The school will post a notice on the parent board when a diagnosed case of a particular illness has appeared in your child's class or in the school to keep your family informed. Your child's teachers will have a copy of a symptom guide and treatment fact sheet for you to take home, if required.

Please refer to the attached CEFA Illness Policy, for a fuller description of our Illness Policy.



What happens if our child gets sick while at home?

The case is different when your child is already ill before coming to school. Since we cannot provide proper and exclusive all-day care for children that are ill, children will not be admitted to CEFA if they are suffering from an illness. **If your child is ill, the child must be kept at home.**

We also require that you please keep your child safe at home until 24 hours have passed from the time he exhibits any of the following symptoms:

- Fever, cold, cough or sore throat, pink eye.

Or is diagnosed as having any of the following illnesses:

- Measles; Chicken pox; Whooping cough; Flu; Fifth's Disease, Impetigo; Scabies; Lice or any other communicable disease.

We also require that you please keep your child safe at home until **48 hours** have passed from the last bout of vomiting or diarrhea. If the child has been prescribed antibiotics, she may not return to school until 24 hours after she has taken the first dose of antibiotics. For the protection of all other students and staff, it is also necessary for you to inform us within 24 hours of a diagnosis of a serious illness, or disease of a contagious nature in your family.

Please refer to our Illness Policy, for more information.

What should we know about the Application Fee?

When you apply to have your child on the waiting list at CEFA an Application Fee of \$200 must be submitted with your Application; there is a reduced fee of \$100 for each additional sibling. The Application Fee does not guarantee your admission to CEFA Early Learning.

If the school is not able to offer the Applicant admission after one year of the commencement date requested, 50% of the Application Fee will be refunded upon withdrawal from all locations' waiting lists. If the Applicant remains on the waiting list until they are no longer of age to attend the program, the Application Fee, minus a \$50 Administration Fee, will be refunded upon withdrawal.

What should we know about the Security Deposit?

A security deposit equal to the amount of your total monthly tuition is required at all times for your child to attend CEFA. If you upgrade or downgrade your program, you must also adjust the amount of the security deposit to equal your new monthly tuition amount. The security deposit is intended to cover your last month's tuition at CEFA. This means that upon receiving a one calendar month's written notice of your child's withdrawal or any change in schedule from CEFA this deposit will be used to cover your last month of tuition, and any post-dated cheques in your name will be returned to you at that time.

When you register your child for the upcoming school year and a space is confirmed by the school, your deposit will be used to reserve this space. Therefore, if you choose to withdraw your child after registering for the

For example, to let us know that your child's last day at CEFA will be April 30th, your written notice must be received by March 31st at the latest. If your notice is received April 1st your deposit will be applied to the following calendar month, May, therefore your child would have a reserved spot until May 31st. Unfortunately, we are not be able to apply your security deposit to your last month's tuition if you do not give CEFA written notice of withdrawal one full calendar month in advance.



upcoming school year, your security deposit will be applied to September; your child is welcome to attend this month as this spot is reserved for you!

The security deposit is non-refundable.

What should we know about payment of the monthly fees?

Monthly fees must be paid at the latest upon submission of your parent package forms, by way of post-dated (or alternative, depending on school) cheques. Please submit a series of post-dated cheques beginning on the first day of the month that your child is admitted to start attending and ending in August, the end of the school year. All cheques must be dated for the first day of every month, and made payable to “CEFA” or “Core Education & Fine Arts”. Any other fees incurred during the month, or any outstanding fees from the previous month will be invoiced to you at the end of every month and are payable upon receipt.

In the event that the monthly tuition fee is not fully paid by the fourth day of the month, there will be a \$25 penalty fee. In addition, 3% interest will be added to all outstanding amounts.

If the payment of fees continues to be late, a meeting is scheduled with CEFA which could result in the child having to withdraw from the school without any further notice. Also please note that there will be \$25 penalty for each returned cheque of any kind. Our monthly fees are subject to change as needed. You will receive a written notice prior to the change.

When you pay your monthly tuition, that space belongs to your child! Unfortunately we are not able to offer refunds for any unused portion of the monthly tuition. Tuition fees are subject to change.

What should we know about subsidies?

In the event that a parent is receiving any kind of subsidy, CEFA will require full payment of the fees by the first day of the month. The subsidy, when received, will either be reimbursed to the family or applied to the following month’s tuition fee.

Do we have to pay if our child is absent?

Yes. CEFA’s purpose is to deliver an excellent educational program without compromising on the number of children per room, facilities, material, etc. Your tuition payment is made to confirm your child’s spot in our program regardless of absences due to illness or vacation.

Do we have to pay for school holidays or professional days?

CEFA has divided its yearly fees into 12 equal monthly payments; therefore the tuition fees do take into consideration all closures, longer months, shorter months, and so on. With this method, each month costs the same - therefore, a little less on the busiest months and a little more on the months with more closures - so yes, school closures are accounted for in the 12 equal monthly payments.

What else needs to be done before my child begins attending CEFA?

- Meet with Administrator to go over the following:
 - All registration forms



- Provide post-dated cheques (dated the first of each month) to begin the first day of attendance until the end of the school year
- Obtain a security key (a refundable deposit of \$35.00 is required)
- Meet with your child's CEFA Teachers for your first parent-teacher interview
- Purchase CEFA school uniforms via www.cefastore.com

School Checklist

Which forms must we fill out for CEFA?

All registration forms must be filled out prior to your children attending. You will fill out the following forms during registration on CEFA Online:

- Student Information
- Parent/Guardian
- Illness policy
- Emergency Consent and Medical
- Health Immunization
- Pick-Up Authorization
- Parent Package Agreement

What should we bring for our child?

The following is a list of personal items your child should have at school at all times. In addition to these items, the Teachers of your child's particular classroom may give you a list of items specific to their classroom's needs.

- A crib-sized sheet, and a blanket for naptime** (which you are responsible for laundering each week)
- An extra change of clothes:** Including pants, a T-shirt, a sweater, socks and underwear. If your child borrows clothing from CEFA, we ask that you please return the articles the following day.
- A hat or baseball cap, as well as sunscreen:** For those sunny summer days! Please leave these at the school at all times during the summer.
- Rain gear:** Please bring and leave rain gear and boots at school to go outside in wet weather.
- A picture of your family.**
- An art smock:** For painting, to be worn over the child's clothes to protect them.
- Diapers (if needed):** Please bring diapers, baby wipes, and other products you may use when changing your child (such as ointment).
- Pull-ups:** if your child is in the process of potty training or in the final stages, please bring in pull-ups for your child to support the development.

Children have their own cubbies at school where you can store these articles. **Please label each article clearly with your child's name, especially your child's uniform and jacket.** We also ask that you keep in mind that the cubby space is limited. Do not bring things that are very dear to you or your child, for they may get lost or damaged. Any toys or belongings will be placed in the cubbies until the end of the day.



Parent Package Agreement

I, _____ the undersigned, have carefully read and understood the preceding document (parent Package Policy and Procedures) and agree to abide by its terms and conditions. I also understand that failure to comply with these terms could result in the withdrawal of my child for Core Education & Fine Arts™

Name of Child: _____

Parent's Name _____

Signature of Parent: _____

Date: _____
mm/dd/yyyy

School Name: _____

School Location/Address: _____

School Representative: _____

Date: _____
mm/dd/yyyy

Parent Copy





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School Copy

