

Parent Package

Alberta

CEFA[®] – Core Education & Fine Arts

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Welcome to CEFA!

Welcome to CEFA Early Learning. What an exciting time for you and your child! For many children, enrolment into a program during the early years often represents their first experience outside of the home. It can also mean their first time interacting with other children and learning from other adults. At CEFA Early Learning, we help make this transition a fun and comfortable one. Our highly trained and specialized Early Learning Teachers work directly with you to ensure your child experiences a smooth transition.

With a propriety and award-winning curriculum, the entire CEFA team is dedicated to ensuring the highest quality development of your child emotionally, socially, and physically. Your child's progress in these areas is shared daily from their teachers. In addition, CEFA parents, the school principal, and our Parenting with Natacha website are all resources available to you throughout your child's early years at CEFA.

You will find our CEFA guidelines and policies outlined in this handbook. These are reviewed annually to ensure our childcare standards meet or exceed the requirements set up by our licensing bodies. If any policies change before the annual review, we will provide you with enough notice of any modifications that would affect you or your child.

Delivering the highest quality early learning for our CEFA students is our top priority and we thank you for choosing CEFA Early Learning for your child's development in their beginning educational years.

Thank you for choosing CEFA.



CEFA Mission Statement and Core Values

At **Core Education & Fine Arts Early Learning Private Schools**, we believe in helping children find their voice. We prepare children for kindergarten—and *for life*. 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.

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 Heart of Our Schools: CEFA Founder and CEFA Curriculum

The Founder of Core Education & Fine Arts (CEFA)

The CEFA Curriculum was created by Natacha Veronika Beim, an authority in Early Childhood Education. Ms. Beim began her career as an elementary school teacher with a European junior kindergarten specialization and has seen first-hand the immense benefits of early stimulation in children. Upon her return to Canada, Ms. Beim decided to establish a Canadian junior kindergarten curriculum that would be recognized worldwide for its innovative approach to Early Learning. She is committed to being at the forefront of Early Learning. Ms. Beim dedicates most of her time to research and development to provide children with the very best environment and experience.

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



The CEFA Curriculum

The CEFA Curriculum is proprietary and award-winning. It is very much the heart of our schools, connecting us all together, supporting our Teachers, our Principals, our Administrators and our Families. The CEFA Curriculum is rooted in years of research, curriculum development and implementation, administrative infrastructure, Teacher training and community involvement. A program of this calibre requires not only hard work and a lot of it, but continual improvement to ensure it never becomes stagnant.

The Core of Our Company: Our Philosophy

The first five years of a child's life are the most formative years in terms of their intellectual, emotional, psychological, and social development. These are the years that can impact how they learn for life. These are also the years that can set them up for success in life. 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.

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.

At CEFA, we value the individuality of each child immensely. When we discover and recognize the uniqueness of your child's character, it impacts your child's self-esteem, their sense of pride and their self-worth. This is exciting because the first layer of your child's character is created when these are all affirmed. 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.

- 1) 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.
- 2) The second component of our learning program is that your child will be encouraged 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. The child is motivated by their own desire to achieve a goal and will learn in the process of exploring all the means available to complete a project.



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. CEFA students are always learning and playing—not just learning and not just playing.

For CEFA parents, 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 to create solutions to a problem: Teachers help the children think through and work together to determine what constitutes appropriate or socially acceptable behaviour. 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.

By establishing a warm, caring and relaxing environment with clear, consistent and simple expectations of behaviour, a positive environment is maintained. In the event of a more acute behavioural 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 their thoughts first before joining in when ready).

Your child’s Teachers will discuss their observations and will come up with a support plan as to how to prevent the behaviour 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. This may take time as there are no quick fixes. Teachers will be communicating with you during this time about 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 behaviour continues over a period, 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. Any type of disciplinary action used must be reasonable to the circumstances. A child will never be:

- punished
- mentally or physically made to feel shame/embarrassed/belittled
- unprotected when in need of protection or safety
- physically punished
- verbally or physically degraded or emotionally deprived
- denied or threatened to withhold any necessity
- subjected to physical restraints, confinement, or isolation

CEFA is an inclusive Early Learning program, and we recognize 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.

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 behaviour in the classroom logbook. This will be discussed with the Principal.



Our Facilities

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 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 will find in CEFA many things of interest, as well as other activities and materials that are new to him or her, that will promote the exploration of new subjects and learning.

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



Curriculum

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

CEFA INNOVATORS

Mathematics: Introducing mathematics in early childhood education is proven to promote language and literacy skills. We place a great emphasis on helping students gain reasoning skills, and apply mathematical concepts introduced in a practical way. Mathematics is not only a core subject but is incorporated into many other areas of our curriculum, including reading, music and science. CEFA's Math Program teaches children to quantify numbers and understand the fundamentals of addition, subtraction, division, and multiplication in upper-level classes. These strong concepts taught in the Junior Kindergarten programs leave students well-equipped for entrance into elementary school.

Science Program: The CEFA Science Program introduces students to the scientific method where they are presented with questions, probabilities, hypothesis testing and how to draw conclusions. Students are also exposed to natural science where they observe life through seed cycles, gardening, observation of insects, animals, and the human body. This program introduces the children to various subjects depending on interest and the season. Our science curriculum is strongly guided by students and follows a project-based approach, nurturing creative thinking, leadership skills and reasoning abilities.

Coding Program: Coding is quickly becoming a fundamental literacy required for the 21st century, with school-aged children learning computer science as part of their regular curriculum. At CEFA Early Learning, children learn the basic skills of coding, such as sequencing, pattern recognition, and if/then conditional logic, which are introduced not only during coding time, but also during reading, mathematics, science, and other disciplines. Learning to code is also an incredibly fun, engaging and hands-on activity with many game-like components. It draws many non-traditional learners into the program, which in turn helps engage them in other, more traditional activities in the CEFA curriculum.

Technology Program: CEFA Early Learning schools are very careful not to use technology to replace tangible experiences in the classrooms. Instead of teaching math or writing through apps, we provide games children can use with all of their senses and manipulate at will. The use of their hands, their senses, and the ability to hold and work with real objects, plays a very important role in childhood development. As an example, you can see on the computer the drawing of an apple, and the computer can explain what an apple is, but even the best drawing and the most thorough explanation does not compare to the learning experience of holding, smelling, tasting and describing a real apple.

With this in mind, CEFA introduces learning through real-life objects and opportunities. Technology can also serve as a valuable tool for documentation—children can make short videos or take photos of their learning experiences to help to re-live and re-explore, thus continuing the learning process.

CEFA MASTERMINDS

Literacy Program: The early learning of languages is known to stimulate children's cognitive capability and improve their ability to process information, including memory, speech and sensory perception.



Research shows that children who learn more than one language have advanced reading skills, are more socially aware, and have a better vocabulary in their native language.

The CEFA Language Program introduces students to basic vocabulary through songs, props and specialized CEFA games.

Reading Program: The CEFA Early Education Reading program was designed to teach children to read, not only phonetically, but also by developing the seven essential components of reading. Our program provides students with the tools to build upon their vocabulary and literacy skills. Teachers follow the progress of each child, and each year, parents are invited to learn the CEFA letter-by-letter method: a simple, playful and effective way to teach your child to read at home. Literacy is strongly encouraged at CEFA, as it is one of the most important skills a child requires to be successful at school, and in life. Research shows that learning to read at a young age is excellent for brain development and lifelong academic success.

Writing Program: Our exclusive writing program at CEFA was created to promote child development in the early years. It introduces students to essential pre-writing and fine motor exercises that train hand muscles to write, develop hand-eye coordination, and familiarize children with lines, curves, letters and words. Writing is introduced every day with a combination of fine motor, games and activities, sensory experiences, drawing, and one-to-one writing.

CEFA CREATORS

Visual Arts: Visual arts enables our students to explore colours, textures, materials, and other interesting, tactical items. Children are exposed to art history, learning about famous artists and artistic styles. They explore three-dimensional art, natural life art, light table work and many other exciting techniques. The process of exploring and nurturing creativity helps to provide a new language of expression. Art experiences are presented daily in the classroom, with CEFA trained art teachers working with children on a weekly basis.

Music Program: Learning and playing music at a young age significantly influences early childhood development including verbal communication, problem-solving, and sensory awareness. CEFA's Music Program is taught with a wide variety of musical instruments that assist children in learning how to creatively interpret the fundamentals of music such as notes, tempos and musical appreciation.

The CEFA music curriculum proudly incorporates the award-winning program Fun with Composers series, which helps develop an appreciation for classical music. Through the integration of children's literature, storytelling, drama, creative movement, song and instrumental play, classical music is taken from its sophisticated, mysterious realm to one that is completely child-centred and fascinating. Musical concepts and skills are creatively woven into the lessons, so the focus remains on imaginative fun.

Dramatic Arts Program: Our Dramatic Arts Program at CEFA develops creativity, imagination and teamwork in students and provides an avenue to help children express their feelings using the language of acting. Each classroom has a dramatic play area which is changed according to the students' projects and ideas. A CEFA trained drama teacher work with students weekly, nurturing their skills.



Creative Play: It is common knowledge that children learn through play. This is why our schools present every component of our academic curriculum in the form of games, fun projects, and engaging activities. In addition, CEFA Early Learning ensures that children have time to explore the classroom at their own pace while interacting with others and the classroom environment in their own creative way. By choosing how to play, whom to play with, and what to play, children further develop their creativity. At the same time, unstructured play gives children the opportunity to engage with others and learn how to socialize in the process. For many children, school is the first time they experience interacting with other children while learning to understand that others have needs that are different than their own. With creative play, children develop their social skills and their emotional intelligence.

CEFA *CHANGE-MAKERS*

Yoga Program: The CEFA Yoga Program teaches students breathing techniques and yoga poses that enhance concentration, increase flexibility and balance, boosts confidence and relax the mind. These crucial skills have been shown to effectively increase self-control, self-confidence, self-respect, positive communication and listening skills. Children learn to appreciate themselves and their peers, and show increased empathy and compassion for others.

P.E. Program: Our Physical Education Program is designed to develop muscles and gross motor skills, through games and outdoor play experiences. Children get outdoors twice daily and engage in games and materials designed to further their physical development. Students are also introduced to a variety of team sports, helping to develop cooperation, coordination and team-building skills.

Mindfulness Program: Mindfulness is the mental state achieved by focusing one's awareness on the present moment, while calmly acknowledging and accepting one's feelings, thoughts, and bodily sensations. It is used as a therapeutic technique and helps us focus on the present moment without worrying about the future or reliving the past. Meditation and yoga, both practised at CEFA Early Learning, help our students focus on the present. We also take the time to help our students understand and describe their feelings as they are experiencing them, as well as encourage them to be mindful of the feelings of others that may be influenced by their actions and behaviours. Through daily and constant practice of mindfulness, CEFA students get a better understanding of their own feelings and needs, which greatly helps in their emotional development.

CEFA Activities

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.



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 certain likes and needs at certain 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 introduced is greetings, familiar toys and objects, places, the neighbourhood, food, fruits and vegetables, and basic conversational vocabulary. There is also an immersion into a different culture, including its food, its traditions, its history and geography.

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 children have a relaxation session with natural sounds of the forest, the sea, and songs of birds, where they relax their bodies and minds. Those children who do not wish to nap can still enjoy the yoga and relaxation sessions or sit with a quiet activity. **Depending on the location, some children nap in the classroom and some in separate nap rooms.*

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.



Please find the CEFA schedule for all active play 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 educational programs only), 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, highchair, table games) are limited to 30 minutes or less at any one time.

Curriculum Schedule

CEFA Early Learning is open all year round—our school year runs from September to August. CEFA also has a summer program that runs in July and August.

- CEFA Early Learning observes all regular statutory holidays.

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 to you when your child starts. We also post a calendar with the holiday dates, as they come up, on the parent room notice boards. Notices will also be sent out on Kindertales. Please be sure to check the notice boards or review your Kindertales account on a weekly basis for any important information.

- Some of our schools 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.



Starting Your Journey At CEFA

Orientation and Transition

Purpose of the Class Schedules

CEFA offers a very specific educational program which includes various activities that are exclusive to our school and of our program. These activities are organized in a schedule of activities for each classroom. Each classroom has a specific schedule, with similar activities but different times and frequencies. Abiding by this schedule is important for the following reasons:

- To offer consistency and routine to the children,
- To ensure that Teachers can come to a classroom of children that are ready to begin the activity,
- To ensure that all activities offered are completed, as they are an integral part of our program,
- To ensure the CEFA core curriculum is offered between 9:00 am and 4:30 pm (approximately).

Posting and Distributing Class Schedules

Each family receives a schedule of activities for their child's classroom upon enrolment. The Principal will discuss the schedule with the new family to determine any customizations if needed.

Hours of Operation

CEFA is open from 7:30 am to 5:30 pm from Monday to Friday (some schools may offer alternative hours).

Drop-off Cut Off Time: 10 am

CEFA is an Early Learning Private School with a unique and proprietary curriculum requiring a structured schedule and minimal disruptions to help CEFA students be successful and focused. All students need to be in attendance in their classrooms before 10 am. Students who are not in class by 10 am will be marked absent for the day. In the event your child has an appointment and needs to arrive after 10 am, let your teachers know ahead of time so they can plan for it and create a smooth transition into the classroom when they do arrive.

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. Check with your school for their drop-in fee.

CEFA can only offer drop-in days to currently registered students.



Personal Items – What to Bring

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)
 - ☐ **An extra change of clothes:** Including pants, a T-shirt, a sweater, (in CEFA colours grey and white) socks and underwear.
 - ☐ **A hat or baseball cap, as well as sunscreen:** Please leave these at the school at all times during the summer.
 - ☐ **CEFA Rain Gear:** Please bring and leave rain gear and boots at school to go outside in wet weather.
 - ☐ **Winter Gear** – Winter coat, pants and warm waterproof shoes or boots as well as a toque and mittens. A neck warmer is approved. Please do not bring scarves. (Please leave these at school for the fall, winter and spring months).
 - ☐ **A picture of your family.**
 - ☐ **An art smock:** For painting, to be worn over the child's clothes to protect them.
 - ☐ **Water Bottle**
 - ☐ **Diapers (if needed):** Please bring diapers, baby wipes, and other products you may use when changing your child (such as ointment- form required).
 - ☐ **Pull-ups:** if your child is in the process of potty training or in the final stages and you are using pull-ups, please ensure there is ample supply at the school daily.
- 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.
 - Keep in mind that the cubby space is limited. Do not bring things that are very special to you or your child, as they may get lost or damaged
 - Your child's belongings will be placed in the cubbies until the end of the day.

Do NOT Bring:

- Toys from home
- Cell Phones and Electronic Devices
- Outside food—as we are a nut restricted zone, please do not put food in your child's backpack or any belongings as we provide all meals and snacks

Bringing Toys to School

We recommend that children **do not** bring toys and personal belongings to school (unless they are required for a special event). Sometimes a child might need to bring a specific toy based on a particular attachment to the toy. Our Teachers are highly skilled at helping to create solutions that are respectful of the children and their classroom environment in cases like this. Please note: CEFA **cannot** be responsible for any lost or damaged articles brought from home to school.

Sometimes children want to bring items from home but may be inappropriate for school 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, you may be asked to take it home.

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



Enrolment and Tuition Policies

Application Fee

When you apply to have your child on the waiting list at CEFA an Application Fee of \$100 must be submitted with your Application to each location that you're interested in. Applications are managed on a per location basis, therefore submitting an application at one location does not mean your application has been submitted across all locations. The Application Fee also does not guarantee your admission to CEFA Early Learning.

Along with the Application for Admission, parents must pay the Application Fee (\$100) and show a copy of the child's birth certificate or passport to verify the child's age on Kindertales. The Application Fee must be paid upon submission of your completed Admissions forms to CEFA Early Learning.

Registration

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, enrolment is ongoing and can occur in any month and at any time during the month.

Admittance

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 payment of monthly fees, your billing setup must be complete on Kindertales prior to your first day.

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.



Monthly Fees

Monthly fees must be paid prior to the first day of the month. Please check with your school for accepted payment methods.

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 any NSF fees. 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. We are not able to offer refunds for any unused portion of the monthly tuition. Tuition fees are subject to change.

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.

Withdrawal and Tuition 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 withdrawal notice as per our withdrawal policy or any change in schedule from CEFA this security deposit will be used to cover your last month of tuition.
- 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. If you choose to withdraw your child after registering for the upcoming school year, your deposit will be applied to that month; your child is welcome to attend this month as this spot will be reserved for you.
- *The last month tuition deposit is non-refundable.*
- *In order to withdraw your child or make any changes in scheduled, you must submit a written notice to your Principal 45 days prior. Please refer to the table below, for dates when Notice Is Required by:*



Notice is Required by:	For Withdrawal on:	For a Schedule Change beginning:
15-Dec	31-Jan	01-Feb
15-Jan	28-Feb	01-Mar
15-Feb	31-Mar	01-Apr
15-Mar	30-Apr	01-May
15-Apr	31-May	01-Jun
15-May	30-Jun	01-Jul
15-Jun	31-Jul	01-Aug
15-Jul	31-Aug	01-Sep
15-Aug	30-Sep	01-Oct
15-Sep	31-Oct	01-Nov
15-Oct	30-Nov	01-Dec
15-Nov	31-Dec	01-Jan

Waitlist Protocols:

- When a space becomes available, the principal or administrator will call and/or email families in order of the date they first went on the waitlist.
- If the month you specified has already passed, you will still be offered a space, if your child is still eligible for that age group.
- When a family is contacted from the waiting list, they are given a specified time frame (typically 24 hours) to return the call or email and express interest in the space available.
- If you are contacted for a space and do not wish to take it at the time, your place/seniority on the waiting list remains the same.
- You will remain on the school's waiting list until you request to be removed, or until such a time that you have not responded to a call or email offering a spot or asking if you wish to remain on the waiting list.

Absent Policy

Your tuition payment is made to confirm your child's spot in our program. In the event of any absences, you will not be given a refund on your tuition. For example, due to illness or vacation.

School Holidays and 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 and shorter months.
- Each month costs the same—therefore, a little less on the busiest months and a little more on the months with more closures—any school closures are accounted for in the 12 equal monthly payments.



Transfer Policy

In order to transfer to another CEFA location, you must submit a new application at the location that you're interested in. Application fees are non-refundable or transferable as each location manages their own waitlist, independent of other locations. Once you've been accepted at the new location, you will still need to follow our standard withdrawal policy and serve proper written notice to your current location.

Prerequisites for Entry

Meet with Administrator to go over the following:

- ☐ All registration forms
 - ☐ Pay security deposit via accepted payment method
 - ☐ Obtain a key fob, a refundable deposit of \$35.00 is required (not all schools may offer key fobs)
 - ☐ Purchase an Emergency Kit for your child - kit provided by the school
 - ☐ Meet with your child's CEFA Teachers for your first parent-teacher interview (may be through video conference, phone or in person)
 - ☐ Purchase CEFA school uniforms via www.cefastore.com
-

School Checklist

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

- ☐ Enrolment Form
- ☐ Additional Enrolment Information
- ☐ CEFA Important Calendar Dates
- ☐ Child Immunization Status
- ☐ Emergency Consent Card
- ☐ Emergency Preparedness Comfort Kit
- ☐ Gradual Entry
- ☐ Illness Policy
- ☐ Image and Video Consent – Social Media
- ☐ Immunization Waiver
- ☐ Permission to Release Images
- ☐ Student Photo ID Tag
- ☐ Student Registration Checklist
- ☐ Parent Package Agreement

IMPORTANT: it is pertinent that these forms are filled out and completed prior to your child starting as they are required by licensing and for your child's health and safety. Please ensure that you plan time to complete these forms to ensure your child can start their CEFA journey.



General Policies

8 Hour Policy

- The CEFA Early Learning program is very stimulating, and your child's daily schedule is filled with many exciting activities. For this reason, we strongly recommend that parents not leave their child at school for a period longer than 8 hours a day.
 - Please ensure that you review drop off and pick up times with the school Administrator and Principal to ensure your child is not at the school over the 8-hour time period.
 - CEFA Early Learning also places a high value on the importance of the child's needs and on quality family time and our primary focus is on the health of the child and family.
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Late Policy

When a parent picks up a child even one minute after closing time, the Teachers present must be asked to stay overtime, and paid accordingly. It can also be distressing to a child when left at the center after hours. 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.

In the case of an emergency, during the 1st occurrence after 5 minutes a reminder will be sent to you in Kindertales. Each subsequent time a fine of \$2 for every minute after the first 5 minutes will be charged to your account.

If a child is not picked up 30 minutes after closing, and a family member has not contacted the school, teachers must carry out the following procedure:

- At closing time, a teacher will phone your home, cell and place of employment. If there is no answer, the alternate contacts listed will be telephoned.
- At 30 minutes after closing, if no one can be contacted, Children's Services will be called to come and pick up your child. Children's Services can be contacted toll free 310-0000.
- 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.



Gradual Entry

Please plan for a gradual entry for your 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 your teacher will set up a gradual entry plan that will help your child adjust to our program and form bonds with their teachers and peers.

Uniforms Policy

- The CEFA uniform reflects the school colours, being Platinum for Excellence and Yellow for Creativity.
- The school uniform is **mandatory** on a daily basis including any field trips.
- Our uniforms have been designed for ease of wear, comfort and to nurture child self-help skills.
- The use of the uniform shows our CEFA pride and provides a sense of community identity.
- 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.
- You can purchase as many uniform pieces as you like for your child.
- Tights should be solid white or solid grey.

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)
- Children's uniforms should be clean and well maintained and that all items are clearly labeled.
- A spare change of clothes should be kept in your child's cubby: the spare set of clothing can be either uniform pieces (a top and bottom) or play clothes 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.

Purchasing Your CEFA Uniforms

You can purchase the CEFA uniform online at www.cefastore.com. Your school will have a uniform sizing kit along with samples for you to find the perfect fit for your child. You can then place an order online at the CEFA store. There is also a uniform sizing chart on the online store to help with sizing for your child.

Activities

Unique from other early childhood education programs, at CEFA we believe that every child is entitled to a well-rounded education with extra-curricular activities such as art, physical education, music, yoga, drama, visual arts, dance and other activities (are included in the program). These are a part of our CEFA curriculum that are included in tuition costs.



Birthday Celebrations

Birthday Celebrations are an important part of a child's social development. They are a way to mark special occasions, appreciate other cultures, and children look forward to a fun change in routine.

We provide mini cupcakes once a month on one day (typically the CEFA fun day) to celebrate all the children that have a birthday in the month. By celebrating on one day for all it will be a special celebration with a cupcake day and reduces the amount of sugar intake for your child as we always strive to follow the Canada Food Guide.

If you wish to have us share special celebrations with your child at the School, please remember that outside food is not permitted, and talk to your Principal about ways the special occasion can be recognized with your child.

Parent Responsibilities:

- ☐ Pay the tuition fees by the 1st day of the month
- ☐ Provide CEFA with an accepted payment method. Please check with your school as these will vary depending on 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 45 days notice for withdrawal or schedule change request, as stipulated in this parent package
- ☐ Follow the school's policies as stipulated in this parent package

Drop off and Pick Up

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

- 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.



- All individuals authorized to pick up must be added to your Kindertales account
- 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.

**Your child will only be released to you, your spouse
or the parties you have specified on your registration forms.**

- The person(s) responsible for picking up your child must present identification to the Administrator in order to enter the school and present it to the Teacher in order to pick up the 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 within 30 minutes of the school closing, then the Principal will call the Ministry of Children and Family services to collect your child.

Nap and Rest Time

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.



Parent Communication

Progress Report

- 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**. Please refer to your important dates calendar for the Parent-Teacher Conference dates.
- 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.

Each child also has a binder at CEFA where writing worksheets and other work are stored. At any time, you can request to review your child's binder. Requests can be made to your teacher to review your child's binder.

Teacher Meetings

- Meetings can be scheduled with your classroom teacher by appointment, via telephone, in person or web conference at any time. When you want to discuss something with your child's Teacher, simply contact the school to arrange a suitable time for the meeting.
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Feedback

Your input is always welcome and important to us. You can contact the Principal at any time by email or telephone or in person to schedule an appointment. You are also welcome to send your feedback to feedback@cefa.ca.

Updating Your Contact Information

It is the responsibility of the parent/guardian to ensure the School has correct contact information on file. Please keepus updated on Kindertales with changes to your contact information, emergency contacts, mailing addresses (even if you leave CEFA, specifically for your tax receipts), anything regarding custody or access to the child(ren), etc.

Open Door Policy

CEFA Early Learning has an "open door policy". Should you have questions, comments or concerns regarding the program, environment, or staff members, you are encouraged to speak to your child's teachers initially. Upon unsuccessful conflict resolution, please speak to the Principal, or in certain



circumstances, you may feel more comfortable sending an email. All staff members will aim to positively solve the conflict or issue and in turn we love hearing the positives!

PARENT CODE OF CONDUCT

CEFA recognizes the important role parents play in helping us maintain a safe, nurturing, and community-focused environment in which all children can learn, play, and thrive. **All parents, caregivers, and visitors of CEFA collectively agree to act in a manner that emphasizes mutual respect, fairness, and equality.** Individual needs and differences are recognized as being part of this collective process and all individuals are required to work out all concerns and differences in a clear and reasonable manner. **CEFA will not tolerate incidents of expressed bias, discrimination, prejudice, or harassment.**

All parents, guardians, caregivers, and visitors must agree to abide by the following Code of Conduct:

- We ask for open and clear lines of communication in a non-confrontational manner, maintaining positive communication during interactions.
- We ask you to voice concerns in a professional and polite manner, as soon as they arise.
- We ask that you not get involved in other parents' concerns unless they directly involve you or your child.
- We ask you support a friendly and nurturing environment.
- We ask that you follow the recommended procedures of addressing concerns (bullets 1-3).
- We ask you refrain from gossip and public criticism of CEFA's employees, the children in CEFA's care and CEFA families.

If any parent, guardian, or visitor fails to abide by the Code of Conduct and a breach of the Code of Conduct is verified, **the Principal has the right to terminate care immediately.**

- We have a zero-tolerance policy regarding threats or threatening behaviour in our Schools. This includes, but is not limited to, threats to do physical harm to someone or threats to retaliate in any way. Violation of this policy may result in immediate withdrawal from the School.
- We do not allow parents/guardians to use any type of corporal punishment on any child, whether enrolled in our program or not, while on School property.
- We ask our employees to maintain professional relationships at all times with families, even in their personal lives.

Conflict 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.

School Updates

It is important to be involved in your child's daily school life. Our preferred method of communicating with you is via *Kindertales* 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. Digital 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 the menu, schedule, newsletter.
 - Your child's classroom also has a *Parent Board* with classroom specific information.
-

Relationships with families

CEFA encourages regular and open communication with families. *Kindertales*, our parent engagement tool, allows our staff to provide detailed reports about the children's day regarding meals, rest, bathroom and activities. Newsletters are provided once per month to families to keep them updated with up-coming events and other information pertaining to the schools operations. Regular special events, for example, Mother's and Father's Day Celebrations and Holiday Celebrations provide our parents the opportunity to spend time with their children at the school (dependent on circumstances), connecting with our Teachers and other families.

Professional Relationships:

We ask our employees to maintain professional relationships at all times with families, even in their personal lives. Due to the professional conflict of interest created, CEFA employees are:

- not permitted to communicate or socialize with parents/guardians through social media outlets, such as Facebook, Instagram and Twitter.
- not permitted to solicit or accept offers of personal childcare services (babysitting, nanny services etc.) with parents of the school.
- not permitted to accept employment by CEFA school families (either current or not current) for a period of twelve months following the end date of the employee's employment. This provision may be waived only with prior written consent of CEFA.



Health & Safety

Fire or Emergencies

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, (includes *water, food bar, poncho, emergency blanket and light stick*) designed to provide 72 hours of supplies and, 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, this protocol 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 need to be completed on Kindertales.

- Monthly Fire Drills ensure the children and teachers are familiar with emergency procedures. Our teachers are all trained in Standard First Aid and Infant Child CPR. As a company, we meet and exceed the requirements of all regulatory agencies.

Emergency and unscheduled school closures – Emergency Policies

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 and will follow any safety advisories. The school will contact you to inform you of any closures. There are no refunds on tuition.

Severe Weather (Snow or Heat): In the event of heavy snowfall or high heat, our first priority is the safety of our families and staff. If the public schools in our School District have made the decision close schools CEFA schools will also be closed (dependent on circumstances).

In the case of power outage during the school day: If there is a power outage during the school day, the Administrator will call the hydro provider 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.

Winter Weather (including wind chill) – with proper winter outdoor clothing		
Age Group	Temperature	Duration of each Outdoor Playtime
Infants – CEFA Baby	-5 degrees Celsius or warmer	Full hour
	-5 to -10 degrees Celsius	Reduced outdoor time
	Below -10 degrees Celsius	No outside time
JK1, JK2, JK3	-10 degrees Celsius or warmer	Full Hour
	-10 to -15 degrees Celsius	Reduced outdoor time
	Below -15 degrees Celsius	No outside time

Summer Weather (including humidex) – Air Quality higher than '6' children will not go outside UV higher than '5' children will not go outside		
Age Group	Temperature	Duration of each Outdoor Playtime
All Ages	30 °Celsius or below	1 hour
	30 to 40 ° Celsius	Reduced time
	40 ° Celsius or above	No outdoor time

Security Threats and Lockdowns

In the event there is a potential security threat in our school or in close proximity to our school, CEFA policy is to go into Hold and Secure or lockdown the location, following the advice of the local authorities. This includes, but is not limited to, locking all external entry points such as doors and windows and no one will be permitted to enter or exit the building under any circumstance. Should there be a lockdown at a CEFA school, the personnel member will await the school's lockdown to be lifted and children will be picked up once authorization has been provided. Please note that our first concern is the children's safety. No cell phone use unless necessary by staff to communicate regarding the incident. Cell phones should be shut off or put on vibrate and we ask that you refrain from calling the school as they may need to keep their main phone lines open.

Nutrition

- At CEFA, nutrition is a top priority. We have an in-house Chef who makes freshly-prepared meals daily for all children based on a healthy menu that's been created specifically for CEFA students.
- The menus are created based on healthy nutrition guidelines, Health Canada guidelines our own standards for CEFA menus, licensing and the children's interests. Weekly menus are posted on the parent board in each classroom and also in the family room.



Specific Dietary Restrictions and Food from Home

- There is a section on your child's registration forms to indicate any specific dietary restrictions or food allergies that you can discuss with the Principal. During the enrollment process, we will also discuss any dietary restrictions or food allergies your child may have.
- Allergy, Food Restrictions and Special Dietary Requirements forms must be completed in full prior to your child commencing enrollment.
- We need to inform our Chef and Teachers about your child's specific dietary needs. The school will work with you to accommodate the best that they can.
- Except for infants, and children with severe allergies or food restrictions, outside food is not permitted. This includes all homemade goods, as well as store-bought food.
- 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 endeavour to accommodate these needs within our menu.

Nut Restricted Zone

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.

CEFA cannot guarantee that all products in the School are free of all traces of any nuts or other allergens. When available our Schools choose "nut free" items to purchase. We can neither be responsible for children or families who may bring any nuts to our School or for any residue that may remain on surfaces.

We strive to be nut restricted, however some products that we carry from our suppliers are made in a facility that uses peanuts and nuts.

Medication

- 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 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.



Allergies and Medical Conditions

- We ask that you provide us with a complete list of allergies that your child suffers from, to ensure the health of your child. It is also essential for us to have this information in order to ensure that your child's diet does not contain any known allergens.
- For life threatening allergies we will require information to complete an individualized care plan.
- Emergency procedures will be developed for each child in consultation and collaboration with the child's parent and any regulated health professional who is involved in the child's care.
- The plan will be in accordance with licensing regulations for the health and safety of your child.
- The plan will also be reviewed and be readily accessible to the Teachers.
- For more information or if you have any questions, please speak with your Principal or Administrator.

Illness – Health and Safety

Daily Health Checks: Our schools must complete a daily health check of all children upon arrival to the school to identify any possible contagious symptoms. Staff members will not admit any children showing signs of illness or communicable disease upon arrival at the 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 take very good care of your child until you arrive and, 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'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 – they will give you a signed form with this important information.

We require 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 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 immediately, take care of your child in a more comfortable and quieter place within our facility, administer first aid if necessary and call 811 for health support or 911 for emergency help. All our staff is trained in first aid, in order to help more efficiently if needed.

We would not dispense any medication to a child unless there was a specific request in the child's medical file.

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.

If your child is symptomatic, please notify the school immediately as such cases may need to be recorded on our reports for Environmental Health and Childcare Licensing.

If there is a confirmed diagnosis related to the outbreak, we require you to ensure that your child be free of symptoms for 48 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 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 48 hours after he has taken the first dose of antibiotics.

Please refer to our Illness Policy, and the form on Kindertales for a full description.

Illness – Illness 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 they exhibit 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 contagious illness.

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, they may not return to school until 24 hours after they have 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 illness of a contagious nature in your family.

In case of any contagious illness, 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.



Public Health – Government Mandated Closures:

In the event the local Public Health Department, Childcare Licensing and/or other government mandated health related closures are enforced, tuition fees will not be refunded.

In the event your child is absent due to illness, a failed screening for Covid-19, self isolation or quarantine related to travel, tuition will be charged if the school is operating, and your child cannot attend. Full written notice will be required if you make the decision to end enrolment.

In the event of a **functional closure** (closure due to insufficient staff for a specific classroom, grade, or the entire school) where there would be a disruption to the ability to deliver educational programming due a lack of staffing, you will receive notification from the school based on the circumstances.

Important Policies

Smoking, Vaping and Cannabis

Smoking, Cannabis and vaping are prohibited on all school premises, including parking lots and playgrounds. No one is permitted to smoke, vape or use cannabis anytime with or in the presence of a child or in view of the School.

Other Staff and Volunteers

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

- All guests of our school have had criminal record checks to ensure the safety of our children and staff.
 - 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 or volunteers will also be invited to contribute to our program
-

Field Trips

You will be advised ahead of time and day when a field trip has been planned 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, and through Kindertales. You will also be invited to participate in most of these activities—dependent on circumstances (i.e., pandemic guidelines), 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. Parents take their children to the location or the field trip. If you would like to escort your child, you will be required to pay for your own expenses.



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



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