

# Parent Package

*Alberta*

CEFA<sup>®</sup> – 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**.

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## ***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](http://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 caliber 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/guardians, we are sure to leave you wondering how your child can learn so much and be so fascinated about life!

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### ***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 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.

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 their 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 with and will come up with a Care and 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 Care and 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 behavior continues over a period, it will be evaluated in depth between the Teachers, the parents/guardians, 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 and challenges during the registration process as some children may receive support to attend our program through local child resource programs. These programs assist 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/guardians 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 45 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 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/guardian, 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 families, 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 them, 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:*

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## **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 their senses and manipulate at will. The use of their hands, their senses, and the ability to hold and work with a real object, 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.



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## **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 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/guardians 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, develops hand-eye coordination, and familiarizes 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.

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## **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-centered 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, who 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.

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## **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 relaxes the minds. 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.

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## **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 their identity, their uniqueness and is proud of the person that they are. By looking within for something to give others, children learn social awareness: they realize that different people have diverse likes and needs at certain times, and 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 neighborhood, 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.

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 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.

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## **Curriculum Schedule**

CEFA Early Learning is open all year round—our school year runs from September to August. CEFA 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. 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 Boards and 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

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## ***Hours of Operation***

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

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## ***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. Class schedules are also posted year-round on the Parent Boards.

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## ***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/Guardian-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. These plans may be different for each School and each family, please check with your specific CEFA School for their procedure.

Parents/Guardians are not permitted to take photos or video of their child at the School during Gradual Entry. This No Photo/Video policy is to protect the image(s) of the other children.

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## ***Uniform Policy***

The CEFA Uniform reflects the school colours: Platinum for Excellence and Yellow for Creativity. The use of the uniform shows CEFA pride and provides a sense of community identity. The school uniform is **mandatory** daily and during any field trips.

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Our CEFA Uniforms have been designed for ease of wear, comfort and to nurture child self-help skills. 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, and adhering to the required minimum uniform items:

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

#### *Uniform Guidelines*

- Children's uniforms should be clean and well maintained.
- All uniform items must be clearly labelled with your child's name.
- If wearing Tights, they should be solid white or solid grey.
- 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 plain (no logos) play clothes in the school colours.

#### *Purchasing Your CEFA Uniforms*

CEFA uniforms are purchased online at [www.cefastore.com](http://www.cefastore.com). The online store has a uniform sizing chart while your school will have a uniform sizing kit along with samples for you to find the perfect fit for your child. Parent(s)/Guardians are required to place an order online at the CEFA store *at the time of enrolment* to ensure timely delivery prior to the child's first day of school. There is no physical CEFA store location, all uniforms must be purchased online from [www.cefastore.com](http://www.cefastore.com).

#### *Grace Period for New Students*

If uniforms have not yet arrived at the time the child starts, they are given a 3-week grace period wherein children must wear a white top (without any logos or patterns) and grey bottoms (as close to the CEFA grey as possible). After the 3 weeks, children will be expected to comply with the uniform policy.

#### *Non-Compliance of Uniform Policy*

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 (current amount of a CEFA top and CEFA bottom). The warnings will be issued at the discretion of the Principal of each School.

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## ***Personal Items – What to Bring***

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

- A crib-sized sheet and a child size blanket for naptime in a small reusable bag** – bedding will be sent home which you are responsible for laundering and return to the classroom. Check with your specific School for laundering procedures/timelines. Considering that our classrooms have limited storage space and are required to follow health and safety protocols (minimizing



lice/bug outbreaks, overflowing bedding is a tripping hazard in the classroom, etc), refrain from sending big bags with big comforters/pillows.

- An extra change of clothes** including pants, a T-shirt, a sweater (in CEFA colours grey and white), socks and underwear.
- Summer Gear** - hat/baseball cap/sunhat and sunscreen within the expiry date. Please always leave these at the school during the summer.
- Rain Gear** – CEFA rain pants/jacket and rain boots. Please bring and leave these at School to go outside in wet weather. Depending on the season, the Teachers will let you know if they can be brought home.
- Winter Gear** – toque, waterproof mittens, neck warmers (no scarves as these are a strangulation hazard), insulated snow boots, and snow suits or snow pants/snow jacket. Please leave these at the School during winter months.
- A picture of your family** for the Classroom Family Tree.
- Water Bottle** for use throughout the day and will be sent home daily.
- Inside Shoes** Must be closed toe and no open back shoes, to be left in their cubbies.
- Diapers (Baby and JK1)** Please bring diapers, baby wipes and other products you may use when changing your child (such as ointment, rash cream). Your Child’s Teacher will let you know if your child needs more throughout the school year.
- Pull-ups (if needed)** If your child is in the process of or in the final stages of potty training, please ensure there is ample supply at the School daily. Your Child’s Teacher will let you know if your child needs more throughout the school year.

- 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 uniforms 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.
- A signed Applying Non-Medicated Cream form is required for sunscreen, diaper rash cream and any other non-medicated topical products (found on Kindertales).

#### **Do NOT Bring:**

- Toys from home
- Cell Phones and Electronic Devices
- Outside food — As we are a *nut restricted zone*, do not put food in your child’s backpack or any belongings as we provide all meals and snacks. Check with your School for other food allergy restrictions specific to your School.

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### **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.

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### ***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 and if Teachers have not heard from the families by then, the Principal or Administrator will phone the family to confirm the child's absence 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.

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### ***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.

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### ***Make Up Days***

Children who are enrolled on a part time basis are not offered make up days (due to illness, vacation, etc.). Families incurring extra days out of their schedule are subject to the Drop-In fees and availability.



# Enrolment and Tuition Policies

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## **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* School location that you're interested in. Applications are managed on a per School location basis, therefore, submitting an application at one School location does not mean your application has been submitted across all Schools. The Application Fee also does not guarantee your admission to CEFA Early Learning.

**Application fees are non-refundable and non-transferable as each School location manages their own waitlist, independent of other School locations.**

*The Application Fee must be paid upon submission of your completed Admissions forms to CEFA Early Learning.*

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## **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 Elementary School.

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.

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## **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/Guardians must submit an Application for Admission via CEFA's online system: [www.cefa.ca](http://www.cefa.ca).

Once the Application has been submitted, the School Principal will review it and then call the Parents/Guardians to come in for an admission interview. Once a space has been found for the child, Parents/Guardians 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/Guardians and the school to determine whether CEFA is a suitable option for your child.

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## **Prerequisites for Entry**

Meet with Administrator to go over the following:

- All registration forms must be completed prior to child's first day (on Kindertales)
- Pay Last Month's Tuition deposit via accepted payment method
- Obtain a key fob, a refundable deposit is required (not all schools may offer key fobs, check with your School for deposit amount)
- Emergency Kit for your child – check with your School for pricing
- Meet with your child's CEFA Teachers for your first Parent/Guardian-Teacher interview (may be through video conference, phone or in person)
- Purchase CEFA school uniforms via [www.cefastore.com](http://www.cefastore.com)

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## **School Checklist – Kindertales Forms**

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

- Enrolment Form
- Additional Enrolment Information
- Emergency Consent and Preparedness
- Gradual Entry
- Illness Policy
- Immunization Status Declaration / Immunization Waiver
- Non-refundable Last Month's Tuition Deposit Acknowledgment
- Parent Package Acknowledgment
- Permission to Release Images
- Person NOT Authorized to pick up
- CEFA Important Calendar Dates
- CEFA Early Learning Key FOB Return

**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.

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## **Monthly Fees**

Monthly fees must be paid prior to the first day of the month via a Bank Account (debit) pre-authorization on Kindertales.

If the monthly tuition fee is *not fully paid by the fourth day of the month*, there will be a \$25 late 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 the School Principal which could result in the child having to withdraw from the School without any further notice.



An NSF fee of \$25 is applied for a defaulted monthly tuition payment, with the maximum number of tries at 1, after which the charge will be marked as failed and the family will automatically be notified by Kindertales. Before attempting another charge, the school will follow up with the family to confirm second try. Additionally, an NSF penalty of \$25 to the payer of each NSF will be charged going forward.

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.**

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### ***Subsidies***

If a Parent/Guardian is receiving any kind of subsidy, your CEFA School 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.

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### ***School Closures – Holidays, Professional Days and Emergency Closures***

- 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.
  - Any emergency school closures that are beyond the control of CEFA (inclement weather, emergency evacuations) will be subject to the same monthly fee. Your CEFA School may have an alternate policy, please reach out to your school Principal.
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### ***Absent Policy***

Your tuition payment is made to confirm your child's spot in our program. In the event of any absences (including but not limited to illness, injury, communicable disease outbreaks, vacation, days off), you will not be given a refund on your tuition.

Please be aware that if you choose to withdraw your child from the program for an extended period of time (for example, vacation, illness, or injury etc.), we cannot guarantee that their spot will be available upon your return. Additionally, if you opt to downgrade your program days (2 or 3 days a week) during your absence, an upgrade to a greater program (5 days a week) upon your return may not be available. We strongly encourage you to maintain the program days that you would like your child to return to. To ensure your child's spot during any absences, it is necessary to continue paying the monthly tuition as if your child were attending regularly. This arrangement will guarantee that your child's spot and program is reserved and waiting for their return.





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## **Withdrawal and Tuition Deposit**

- A Last Month's Tuition Deposit equal to the amount of your total monthly tuition (*not including any government subsidies or grants*) 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 Last Month's Tuition Deposit to equal your new monthly tuition amount.
- Upon receiving a withdrawal notice per our withdrawal policy or any change in schedule from your CEFA School, this Last Month's Tuition Deposit will be used to cover your last full calendar month of tuition.
- *The Last Month's Tuition deposit is non-refundable and non-transferable.*
- Check with your specific school as they may have alternate Withdrawal Policies.

**To withdraw your child or make any changes in schedule, you must submit a written notice to your School Principal 45 days prior. Please refer to the table below, for dates when Notice Is Required by:**

<b>Notice is Required by:</b>	<b>For Child's LAST FULL month:</b>	<b>For Child's LAST DAY</b>	<b>Last Month's Tuition Deposit applied for:</b>
15-Dec	Jan	Jan 31	Jan
15-Jan	Feb	Feb 28	Feb
15-Feb	Mar	Mar 31	Mar
15-Mar	Apr	Apr 30	Apr
15-Apr	May	May 31	May
15-May	Jun	Jun 30	June
15-Jun	Jul	Jul 31	July
15-Jul	Aug	Aug 31	Aug
15-Aug	Sep	Sept 30	Sept
15-Sep	Oct	Oct 31	Oct
15-Oct	Nov	Nov 30	Nov
15-Nov	Dec	Dec 31	Dec

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## **Increase in Fees**

- CEFA Schools reserve the right to adjust School tuition fees. Families will be informed with at least 45 days written notice of tuition increases.

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## **Waitlist Protocols**

- When a space becomes available, the Principal or Administrator will call and/or email families-following the Waitlist guidelines:
  - In order of the date they went on the Waitlist taking start dates into consideration
  - Days available are aligned with the family's requested days



- 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.

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### ***Transfer Policy***

To transfer to another CEFA School location, you must submit a new application at the other School 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 School location, you will still need to follow our standard withdrawal policy and serve proper written notice to your current School location.

We encourage and recommend letting your current CEFA school management know of the transfer intent before official withdrawal notice is provided. In some cases, your current CEFA school may be able to assist you or provide greater insight with your transfer request and procedures related to a school transfer.



# General Policies

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## **8 Hour Policy**

- The CEFA Early Learning Program is very stimulating, and your child's daily schedule is filled with many exciting activities. CEFA Early Learning also 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. For these reasons, children will not be at school for a period longer than 8 hours a day.
  - During the Enrolment Interview, the Principal or Administrator will confirm family's compliance.
  - When there are two or more instances within a 3-month period of a parent/guardian picking their child up later than the 8 hours, the Principal will call for a meeting to discuss your family's needs and the suitability of your CEFA School.
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## **Late Policy**

All Parent(s)/Guardian(s) should arrive at the School a minimum of 5 minutes prior to closing as picking a child up even one minute after closing time, can be distressing to a child. This also allows for a relaxed departure and provides an opportunity for teachers and parents/guardians to exchange communication before the School closes. The Teachers present must also be asked to stay overtime and paid accordingly.

To enable the School to plan for staffing as ratios still need to be maintained, in the case of an emergency and the Parents/Guardians will not be able to get to School for pick up before the closing time, as soon as they know they will be late are:

- Required to call their child's classroom to inform them of their situation
- To provide an estimated time of arrival

If no Parent/Guardian arrives at closing time, a Teacher will call your home, cell phone and place of employment. If there is no answer, the Alternate Contacts listed will be contacted.

If a child is not picked up 30 minutes after closing and the Parents/Guardians and Alternate Contact have not contacted the School, Teachers must carry out the following procedure:

- Teacher will contact the Ministry of Children's Services to come and pick up your child. You may contact MCS at 310-0000 in AB, (780) 427-2711 (outside AB).
- Children will not be sent home in taxis or ride shares, nor will staff drive them home.

## **Late Fee**

At the 1<sup>st</sup> occurrence and each subsequent time, a fine of \$2 for every minute after the first 5 minutes will be charged to your account.



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 for a meeting. This meeting 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.

Your CEFA School may have alternative late fee practices in place, contact your CEFA School for more information.

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## **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 a birthday treat once a month on one day (typically the CEFA Theme Day) to celebrate all the children that have a birthday for that month. By celebrating on one day for all, this helps reduce 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 School Principal about ways the special occasion can be recognized with your child.

### ***Field Trips and Neighbourhood Walks/ Local Park Visits***

You will be advised ahead of the 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, posted on the Parent Board and through Kindertales. You will also be invited to participate in most of these activities—dependant on circumstances (i.e., pandemic guidelines), although participation is by no means mandatory.

When the children do go on a field trip, check with your CEFA School for guidelines including any expenses and transportation.

*If you would like to accompany your child, you will be required to pay for your own expenses.*



CEFA children participate in daily Active Play that can include daily neighbourhood walks and visits to the local parks. This builds a sense of community and appreciation of nature.

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## ***Drop off and Pick Up***

### *Drop Off*

- Any person(s) may drop the child off at the School and must confirm with a Teacher that the child is checked in for the day.
- Confirmation of Sign In must be recorded by the Teacher on the Classroom Sign In Sheet/electronic device for Kindertales.

### *Pick Up*

**ONLY persons listed as Parent(s)/Guardian(s) and 'Additional Person(s) who can pick up my Child' on your enrolment form may collect the child at the School and must confirm with a Teacher that the child is checked out for the day.**

- If neither you, nor your authorized person(s) can pick your child up, and therefore you need someone else (not on the list) to pick your child up, you **MUST** notify your CEFA School immediately of the situation **in writing**. This is for your own and your child's security.
- Any person(s) responsible for picking your child up, whether on the Authorized to Pick up list or not, who the School has not met previously, families must provide via email the person(s) legal name and a photo image that will be used for verification purposes. The Person(s) must present photo identification to School Management to enter the School and present it to the Teacher to pick the child up.
- If another person comes to the School to pick your child up and no written consent has been received from you to advise the School of this change, the Parent/Guardian will be contacted immediately. Your child will be kept safe in our care until you confirm pick up of this new person in writing or, you or another person from the authorized list arrives.
- If you are not available and we do not have written consent, your child will not be released.

It is your CEFA School's legal responsibility to ensure that children are released to person(s) that can care for the child. Be aware that should a person (including Parent/Guardian, Authorized to Pick Up or Emergency Contacts) arrive to pick the child up who in our opinion does not appear to be in a fit enough state to transport or take care of the child (including but not limited to appear to be having a medical episode or being under the influence of drugs or alcohol), we will NOT release the child to that person. The School will call another person authorized to pick up or the emergency contact for pick up. If the individual creates a harmful environment (including but not limited to threats, aggressive behaviour), the police will be notified immediately.

If no one has been able to pick the child up within 30 minutes of the school closing, then the Principal will call the Ministry of Children's Services to collect your child per the Late Policy.



For the families who are in the process of legalizing custody agreements, your CEFA School will defer to the signing parent for decisions regarding the Authorized to Pick up list. If anything should happen to the signing parent, the School will contact the Ministry of Children's Services and the RCMP for guidance. It is the signing parent/guardian's responsibility to have any and all legal custody documents kept on file and current at the School.

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### ***Nap and Rest Period***

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. Your CEFA School provides a sleeping mat/cot, and you are required to provide a crib size bed sheet and a small blanket for your child for rest time. Check with your CEFA School for laundering guidelines.

Those children who do not need to nap are encouraged to rest stay on their mats where they can enjoy some quiet activities or read books.

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### ***Parent Responsibilities:***

- Pay the tuition fees by the 1<sup>st</sup> 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 they are ill or contagious.
- Communicate any concerns with your Teachers or the School Principal.
- Ensure your child is in full CEFA school uniform every day they attend.
- Maintain extra clothing and supplies as needed (diapers, water bottle, hat, sunscreen etc.).
- Take your child's bedding home each week, or as needed, to launder and return clean the following week. Check with your CEFA School for their laundering guidelines.
- 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.



# Family Relationships and Communication

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## **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 *Family Room* (or equivalent) to help yourself to coffee or tea and take some time to look at the *Parent Board* which has notices of the menu, schedule, newsletter, and Important Dates Calendar.
  - Your child's classroom also has a *Parent Board* with classroom specific information.
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## **Communication with Families**

CEFA encourages regular and open communication with families. *Kindertales*, our Parent/Guardian 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 upcoming events and other information pertaining to the Schools' operations. Regular special events, for example Mother's, Father's Day and Holiday Celebrations provide our families the opportunity to spend time with their children at the School (dependant on circumstances), connecting with the School, our Teachers and other families.

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## **Progress Report**

- The Teachers at CEFA document your child's social and educational development, which is then shared with you in a Progress Report twice a year. Please refer to your Important Dates Calendar for the once-a-year Parent-Teacher Conference date.
- During the Parent-Teacher Conferences, we ask you to share your observations and questions about your child with us as 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 as 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 your CEFA School where Writing Practice Sheets and other work are stored. At any time, a Parent/Guardian can request to review the child's binder via the Classroom Teacher.



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## ***Parent/Guardian - Teacher Meetings***

Throughout the School Year, Parent/Guardian – Teacher Meetings can be scheduled with your Classroom Teacher(s) when you have concerns or items for discussion. Simply contact the School to arrange a suitable time and day for an appointment via telephone, in person or web conference.

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## ***Feedback***

Your input is always welcome and important to us. You can contact the Principal at any time by email, telephone or in person to schedule an appointment. You are also welcomed to send your feedback to [info@cefa.ca](mailto:info@cefa.ca).

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## ***Updating Your Contact Information***

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

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## ***Parent/Guardian 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, guardians, 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/guardians' 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 (Conflict Situations below)
- We ask you refrain from gossip and public criticism of CEFA's employees, the children in CEFA's care and CEFA families.





- We ask that families refrain from having personal relationships with any CEFA employee(s) while their child(ren) attend a CEFA school.

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 always and only maintain professional relationships with families, even in their personal lives.

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### ***Conflict Situations***

When CEFA Parents/Guardians 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/Guardians and Teachers either in person, on the phone, on a web call or email. Any and all 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/Guardians and Teachers, Parents/Guardians and other Parents/Guardians, 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.

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### ***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!

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### ***Professional Teacher/Guardian – Family Relationships***

We ask our employees to always maintain professional relationships 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 current 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 current families of the School.
  - refrain from having personal relationships with current families of the School.
- 

### ***Kindertales Communication***

Kindertales is used daily by our Teachers to communicate day to day information about your child's time at CEFA. Teachers will include information about:

- Nap or Rest time
- Meals
- Toileting and Diapering
- My Day
  - A picture/video of your child doing an activity within the classroom/outdoors and/or
  - A picture/video of your child as part of the classroom community doing an activity

Any other information will be shared with families at pick up time to elaborate on Kindertales posts throughout the day.



# Health & Safety

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## ***Fire or Emergencies – Drills and Evacuation***

### *Drills*

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. Emergency lockdown drills will be performed once a year. All drills are recorded.

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

- During an emergency drill, the Teacher must take with them the classroom Emergency backpack with First Aid, the day's sign in sheets, the Emergency Contact list, and all other applicable documents and items including medication.
- Attendance must be taken by each classroom Teacher to ensure all children are accounted for.
- 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.

### *Emergency Preparedness Program*

- Parent(s)/Guardians are required to complete the Emergency Consent and Preparedness Form on Kindertales prior to the child's first day (during enrolment) and to keep information current throughout your child's time at the School.

### *Evacuation*

In the event of an actual Emergency and the School requires evacuation, families will be notified as soon as the building has been successfully evacuated and Pick Up Instructions will be relayed. Please inform yourself of your School's Evacuation Safe Zones/Muster Points.

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## ***Emergency and Unscheduled School Closures***

In case of extreme inclement weather conditions or power outages which prevent your CEFA School from providing service to families, the school's Franchise Partner will make an early morning decision (by 7am) 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 via Kindertales and emails. There are no refunds on tuition for emergency closures.

**Severe Weather (Snow or Heat) before the start of the School Day:** 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, your CEFA School will also be closed (dependant on circumstances).



**Severe Weather (Snow or Heat) during the School Day:** In case of a heavy snowfall or other inclement weather during the day while the children are already at the School, your CEFA School will follow the local area School District. If the School Districts announce an early dismissal, your CEFA School will also be directing families for an early pick up. Principals are able to make individual decisions for their own Schools if it is deemed unsafe for normal hours pick up to take place due to high levels of snow.

**Power outage during the School Day:** If there is a power outage during the school day, the Administrator will call the local Electric Utility Company 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, AC or light for more than 2 hours, families will be telephoned and asked to pick their child up. Teachers will remain until the last child leaves.

### **Outdoor Play Time Guidelines**

<b>Winter Weather</b>		
(including wind chill) – with proper winter outdoor clothing Principal will have discretion to limit or cancel Outdoor time depending on their local geographical area and wind chill factors.		
<b>Age Group</b>	<b>Temperature</b>	<b>Duration of each Outdoor Playtime</b>
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

<b>Summer Weather</b>		
Principal will have discretion to limit or cancel Outdoor time when the Air Quality and UV Index are High.		
<b>Age Group</b>	<b>Temperature</b>	<b>Duration of each Outdoor Playtime</b>
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 near your CEFA School, the School will go into Hold and Secure or Lockdown, 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 your CEFA School, the Staff member(s) will await the School's lockdown to be lifted and children



will be picked up once authorization has been provided. Note that our first concern is the children's safety and there will be no cell phone use unless necessary by Staff to communicate regarding the incident. Cell phones should be shut off or put on vibrate and CEFA asks that you refrain from calling the School as they may need to keep their main phone lines open.

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## **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 the Canada Food Guide, CEFA standards, Licensing guidelines and the children's interests. Weekly menus are posted on the Parent Board, Kindertales and in the Family Room.
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## **Specific Dietary Restrictions and Food from Home**

- Parent(s)/Guardian(s) must indicate any specific dietary restrictions or food allergies on the Enrolment Forms and discuss these with the Principal.
- Allergy, Food Restrictions and Special Dietary Requirements form must be *completed in full prior* to your child commencing enrollment.
- Your CEFA School Chef and Teachers need to know about your child's specific dietary needs. The School will work with you to accommodate the best that they can. Schools may provide a milk alternative for lactose intolerant children and provide a vegetarian option each day.
- It is the Parent(s)/Guardian(s) responsibility to keep the School updated with any new or potential list of allergies that your child may acquire during their enrolment with your CEFA School. Medical forms to support your child while at School are required to be completed, reviewed and revised when new medical information is shared.
- Except for children with severe allergies or food restrictions, outside food is not permitted. This includes all homemade goods, as well as store bought food. Discuss your options with the School Principal.

## **Nut Restricted Zone**

As 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 product(s). CEFA Schools cannot guarantee that all products in the School are free of all traces of any nuts or other allergens. When available, your CEFA School chooses "nut free" items to purchase, however some products that we carry from our suppliers are made in a facility that uses peanuts and nuts.

For the safety of our children, we request that no outside food including nuts, be brought into the School. The CEFA School 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.



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## **Medication**

### *Over the Counter Medication*

- Your CEFA School is **NOT** authorized to administer non-prescription/ over the counter medication to your child (i.e., Tylenol, Advil, etc.).
- Your CEFA School can follow your specific written instructions in case of an emergency on the Medical Care and Support Plan, supported by a physician's note.

### *Prescription Medication*

- 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.
- The School requires the medication to have the Pharmacy sticker with the child's name and medication information (dosage and frequency) on the original bottle. This will ensure a regular course of treatment for your child.
- The Teacher will be responsible for administering that medication, following the stated instructions for dosage and timing on the pharmacy sticker.

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## **Allergies, Anaphylaxis, Asthma and other Medical Conditions**

### *Allergies and Anaphylaxis*

- Parents/Guardians are required to provide your CEFA School with a complete list of allergies that the child suffers from to ensure the health of your child *prior to their first day* at CEFA. It is also essential for us to have this information to ensure that your child's diet does not contain any known allergens.
- For both Allergies and Anaphylaxis (Life Threatening Allergies), it is mandatory for the Parents/Guardians to complete an individualized Medical Care and Support Plan(s) which will include emergency procedures developed for each child in consultation and collaboration with the Parent(s)/Guardian(s) and any regulated health professional who is involved in the child's care *prior to the child's first day* at CEFA. The plan and medications will be required to be in place for the child to attend school and reviewed annually or when changes are needed to be made.
- Providing Medications (Epinephrine Auto-Injectors) within the expiry date are the responsibility of the Parent(s)/Guardians to be made available for the School *prior to the child's first day*, to use in an emergency. Note that CEFA will not administer any antihistamines (ie Benadryl, etc.) to any child that has an Anaphylaxis diagnosis.
- An Anaphylaxis Letter to Parents/Guardians is shared and acknowledged by each family at Enrolment on Kindertales.

### *Asthma and Other Medical Conditions*

- Parents/Guardians are required to provide your CEFA School with a complete list of medical conditions that the child suffers from to ensure the health of your child *prior to their first day* at CEFA. It is also essential for the School to have this information to ensure that the Teachers are aware of symptoms and signs to look out for to properly support the child through an episode or attack.



- For any and each medical condition, the School will require Parents/Guardians to complete an individualized Medical Care and Support Plan(s) which will include emergency procedures developed for each child in consultation and collaboration with the Parent(s)/Guardian(s) and any regulated health professional who is involved in the child's care *prior to the child's first day* at CEFA. The plan and medications will be required to be in place for the child to attend school and reviewed annually or when changes are needed to be made.
- Providing Medications (Asthma Inhalers and others) within the expiry date are the responsibility of the Parent(s)/Guardians to be made available for the School *prior to the child's first day*, to use in an emergency.

All plans will be in accordance with licensing regulations for the health and safety of your child, will be reviewed annually and be readily accessible to the Teachers.

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

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## ***Illness and Injury – At School***

### *Daily Health Checks*

Parents/Guardians and our Schools must complete a daily health check of all children to identify any contagious symptoms. Staff members will not admit any children showing signs of illness or communicable disease upon arrival at the school.

### *If a Child becomes ill or injured while at School*

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

When a child shows emergency signs and symptoms per the Illness Policy, Parents/Guardians will receive a call immediately to let you know that you should come and pick your child up in a timely manner (within the first hour of the initial contact) to rest and recuperate at home. We will take very good care of your child until you arrive; ensuring they are comfortable in a quiet and restful area away from the class while always having a Teacher or Management Member with your child.

Teachers will use all recorded contact information for the Parents/Guardians however, if they cannot be reached, the Emergency Contacts and other Authorized Persons will be contacted for pick up.

CEFA Schools will not dispense any medication to a child unless there was a specific request in the child's medical file.

When you arrive, your child's Teacher will, along with a Child Sent Home due to Illness note, describe the symptoms, the time when your child became ill as well as when it is safe for your child to return to school.



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 are trained in Emergency Child First Aid and CPR, to help more efficiently if needed.

### *Coming Back to School*

Per our Illness Policy, your CEFA School requires you to ensure that your child be free of symptoms for 24 hours (fever) and 48 hours (nausea, diarrhea and vomiting) and without the aid of medication or have a physician's approval (indicated in a doctor's note) prior to returning to School.

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. Remember that an Administration of Medication form will need to be completed for administering prescribed medication at School.

If returning from an injury, the Parents/Guardians and School will work on a Medical Care and Support Plan to ensure that the classroom can support the child's needs within their injury recovery period. Note that all children in our care are *required to be well enough to participate in all scheduled routines and activities throughout the day.*

### *Illness and Outbreak Notices*

The School will post a notice on the Parent Board when a diagnosed case of a particular (communicable) 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 School. If your child turns ill while at School, 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 at pick up.

For a full description, please refer to the CEFA Illness Policy.

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## ***Illness and Injury - At Home***

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

Your CEFA School requires that you please keep your child safe at home, to only return to School when not exhibiting any symptoms **without the aid of medication:**

- 24 hours – fever, cold, cough, sore throat, pink eye





- 48 hours – diarrhea, vomiting, nausea

Children diagnosed as having any of the following illnesses will require staying at home:

- Covid-19, Measles, Chicken Pox, Whooping Cough, Flu, Fifth's Disease, Impetigo, Scabies, Lice or any other contagious illness.

For the protection of all other students and staff, it is necessary for Parents/Guardians 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, your CEFA School may ask for a physician's approval (indicated in a doctor's note) prior to returning to School. The doctor's note should state that the child is not or no longer contagious and is able to participate fully in class activities.*

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## **Immunization**

CEFA Schools are required to keep a record of the Immunization Status for each registered child. The *Child Immunization Status Declaration / Immunization Waiver* can be found on Kindertales and is a requirement at enrolment.

During an outbreak of a vaccine-preventable disease, as children and adults at the School who are not immune to the disease are unprotected, at high risk of getting sick and can pose as a threat to others who can't be immunized for medical and other reasons, an unimmunized child will be asked to stay home until the outbreak is over. Note that an outbreak can last for a few days, weeks or even months.

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

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## **Child Abuse Reporting**

CEFA Teachers and Staff are required by law to report any suspected abuse and neglect toward children in our care to the local Child and Family Services Ministry. Our Teachers are trained to recognize the signs of physical, emotional, and sexual abuse and neglect.

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## **Threats and Threatening Behaviours**

CEFA has a responsibility to provide a safe School for the children and families we serve and the Staff we employ. Regardless of who the target of the threat is, Threats or Threatening Behaviours coming from a child or an adult, are not tolerated at our Schools. This zero-tolerance policy includes but is not limited to, threats or behaviours of physical harm or retaliations in any way. Parties who do not abide by this are subject to immediate termination of care at the discretion of the School Principal.



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## ***Smoking, Vaping, Cannabis, Drugs and Alcohol***

Smoking, Vaping, Cannabis, Drugs and Alcohol are prohibited on all School premises, including parking lots and playgrounds. No one is permitted to smoke, vape, use cannabis, consume drugs and alcohol anytime with or in the presence of a child or on school property.

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## ***Other Staff and Volunteers***

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 to gain valuable experience required for completion of studies.
- Substitute Teachers - will be called to assist or take place of regular staff as needed.

All Student and Substitute Teachers of our School have the appropriate documentation as required by Licensing, including criminal record checks, to ensure the safety of our children and staff. Special guests or volunteers can also be invited to contribute to our program.

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## ***Photos and Videos***

CEFA Schools take photos and videos of students involved in various activities throughout the school year. Parents/Guardians need to give consent for the CEFA School to take, use and share photos/videos of your child on their behalf.

### *Kindertales and School Displays*

CEFA Schools provide some group photos/videos via the Kindertales app. Schools also print photos for display within the School. *Permission to Release Images* form can be found on Kindertales.

### *Social Media*

CEFA Schools publish photos and videos on Social Media (including open Facebook, Instagram accounts and other social media groups) which may be viewable to members of the public. *Image and Video Consent – Social Media* form can be found on Kindertales.

### *Sharing of photos and videos from CEFA accounts (Kindertales and Social Media)*

Parents/Guardians are not permitted to share or use photos or videos of any child, other than your own, outside the School without permission.



# Parent Package Agreement

I, \_\_\_\_\_ the undersigned, have carefully read and understood the preceding document (Parent Package) 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)/ Guardian(s) Name(s): \_\_\_\_\_

Signature of Parent(s)/Guardian(s): \_\_\_\_\_

Date: \_\_\_\_\_  
mm/dd/yyyy

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School Representative – Printed Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
mm/dd/yyyy



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Date: \_\_\_\_\_  
mm/dd/yyyy

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School Representative – Printed Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
mm/dd/yyyy

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Office Use - Signed Copy filed

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(printed name, signature, position)

