



# PARENT HANDBOOK

6950 Nashville Road  
Kleinburg, ON, L0J 1C0  
Ph: 905-893-7277 (Reception)  
Email: [info@kleinburearlylearning.ca](mailto:info@kleinburearlylearning.ca)  
Website: [www.kleinburearlylearning.ca](http://www.kleinburearlylearning.ca)



## Welcome to Kleinburg Early Learning Centre

Thank you for your interest in **Kleinburg Early Learning Centre (KELC)**, a licensed preschool dedicated to nurturing and educating children in their early years. We opened our preschool in September 2010 and received our license from the Ministry of Youth & Children, now under the director of the Ministry of Education, in January 2011.

Enclosed you will find information about our preschool, our teaching philosophy, as well as our policies and procedures. We trust this package is helpful, but encourage you to contact the director or supervisor should you have additional questions.

**Kleinburg Early Learning Centre** is located on 20 acres of beautiful green space in Kleinburg. Our outdoor facility allows ample room for exploring and outdoor fun. An enclosed indoor play area, as well as a fenced outdoor play area, allow ample space for students to exercise and develop their gross motor skills. Hot, nutritious lunches are catered by *Food For Tots*, and our fully equipped kitchen allows for the preparation of healthy snacks. Classrooms are decorated and furnished with stimulating learning activities to enhance our students' learning experience.

Our teaching staff of dedicated teachers carefully creates a language and experience-rich environment for their students. Our Preschool Supervisor, Amy Major, augments the teaching team with her experience and close attention to student needs.

**Kleinburg Early Learning Centre** is closely affiliated with Kleinburg Christian Academy, a private elementary school opened in 1981, educating students from JK to Grade Eight. Both Kleinburg Early Learning Centre and Kleinburg Christian Academy are ministries of Nashville Road Community Church.

As the director of Kleinburg Early Learning Centre, it is my privilege to support our teaching team, communicate with the Ministry of Education, and liaise with parents. I have a long standing "open door" policy, so welcome all questions and concerns.

Again, thank you for your interest in **Kleinburg Early Learning Centre (KELC)**. I look forward to speaking with you further about enrolling your child.

Sincerely,

LeeAnn Major  
Director/Kleinburg Early Learning Centre  
Principal/Kleinburg Christian Academy

[amy.major@kleinburearlylearning.ca](mailto:amy.major@kleinburearlylearning.ca)  
[leeann.major@kleinburgchristian.ca](mailto:leeann.major@kleinburgchristian.ca)



## General Information

**Address:**

Kleinburg Early Learning Centre  
6950 Nashville Road  
Kleinburg, ON  
L0J 1C0

**Hours of Operation:**

**Open:** 7:00am

**Closed:** 6:00pm

**Teaching Hours:**

9:00am-3:30pm

**Contact Information:**

**Website:** [www.kleinburgearlylearning.ca](http://www.kleinburgearlylearning.ca)

**Phone:** 905-893-7211 or 7277

**Fax:** 905-893-7377

**Director:** LeeAnn Major

**Email:** [leeann.major@kleinburgchristian.ca](mailto:leeann.major@kleinburgchristian.ca)

**Supervisor:** Amy Major

**Email:** [amy.major@kleinburgearlylearning.ca](mailto:amy.major@kleinburgearlylearning.ca)

**Centre Closures:**

New Years Day

Family Day

March Break (one week)

Good Friday

Easter Monday

Victoria Day

Canada Day

August Civic Holiday

Prep/Turn Around Week (week prior to Labour Day)

Labour Day Monday

Thanksgiving Monday

Christmas Break

<b>Program</b>	<b>Age of Child</b>	<b>Ratio</b>
Junior Preschool (Toddler) Program	18 months to 30 months	1:5
Senior Preschool Program	30 months to 4 years	1:8
JK/SK to Grade 8	Available through <i>Kleinburg Christian Academy</i>	

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6950 Nashville Rd., Kleinburg ON. L0J 1C0 Tel (905) 893-7277 or 7211

Website: [www.kleinburgearlylearning.ca](http://www.kleinburgearlylearning.ca)



## Tuition Fees

# of Days a Week	TODDLER (18-30 months)	PRESCHOOL (30 months- 4 years)
5	\$1200/mth	\$1150/mth
4*	\$1055/mth	\$1010/mth
3*	\$840/mth	\$800/mth
2*	\$600/mth	\$575/mth

\*as space allows

### **Please Note:**

- 10% discount for siblings enrolled in **Kleinburg Early Learning Centre** or **Kleinburg Christian Academy**
- Academic year runs from September to June
- July and August: relaxed, non-uniform summer-themed activities



## Program Statement

Kleinburg Early Learning Centre is committed to providing a safe, nurturing and engaging learning environment where children can grow and thrive. We recognize that as Early Childhood Educators, we play an important role partnering with parents to teach, train, and equip children for future learning. We value our students and their families, and pride ourselves on our commitment to working in partnership with parents. We are a part of a non-profit organization and a ministry of Nashville Road Community Church, and as a result, we welcome involvement from parents and our surrounding community. Our staff are always happy to speak to parents regarding their child(ren), and maintain an “open-door” communication policy.

Our curriculum is designed to provide developmentally appropriate opportunities that encourage and motivate children to reach their greatest potential. As a play-based program, we recognize that children learn best through hands-on experiences, as well as the introduction of early literacy. The main focus of our preschool program is to provide children with authentic learning experiences, both indoors and outdoors, that are responsive to each child’s interests, capabilities, competencies, and potential, and that promote social, cognitive, physical, emotional and spiritual development. Through inquiry based hands-on learning experiences, we introduce our students to math, science, literacy, numeracy, art/crafts, and music and movement in order to help prepare them for kindergarten.

Our program is characterized by an emphasis on small group learning experiences, enabling the teacher(s) to give support to each individual child. As children are supported and guided through learning experiences, they develop decision making skills, responsibility for their own actions, as well as acceptance and respect for others. Our students are provided with many opportunities to develop self-help, self-care, and self-regulation skills throughout our daily routines (washroom routines, meal times, getting dressed/undressed for outdoor play, etc.).

We would consider it a privilege to accompany your child on his/her learning journey.

*With thanks,*

*Kleinburg Early Learning Centre staff*

### Reference

[How Does Learning Happen?](http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf) (2014) Ministry of Education. Available from <http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>



# Policies and Procedures

## **Lateness and Absence Policy:**

**Lateness:** The Kleinburg Early Learning Centre's west entrance will be locked for security purposes at 9:00am and unlocked at 3:00pm. However, if your child is arriving late or leaving early, please enter via the Church/School office and report to the receptionist.

**Absence:** If your child is absent from school, please call the KELC office at 905-893-7211 x235(hallway)/239(office), or email [amy.major@kleinburbgearlylearning.ca](mailto:amy.major@kleinburbgearlylearning.ca), stating the reason for his/her absence.

## **Snow Day Policy:**

In the event that school is cancelled due to inclement weather, KELC staff will alert each family. Please note that our snow days are infrequent and are at the discretion of the Director.

## **Drop Off/Pick Up Policy:**

**Drop Off:** Parents are responsible for escorting their children safely into the centre and to their teachers/classrooms.

**Pick Up:** Parents are responsible for collecting their children in a timely manner, checking cubbies for notes and items to go home.

**Late Pick-Up:** Parents are kindly asked to respect the closing times of the centre. In the event of a late pick-up, please call and notify the staff. A one-time five minute grace period will be granted; however, a charge of \$1.00/minute will apply after 6:05pm and is payable upon billing.

**Please Note:** Parent shall indicate on the Safe Departure List provided in the enrolment package whom, other than themselves, they authorize to pick up their child. Please be aware your child will not be released into the care of anyone who does not appear on the Safe Departure List without specific written instructions. Please also note that photo identification may be required from the person picking up your child.

## **Toy Policy:**

Please leave all toys at home. One soft sleep stuffy per child is permitted.

## **Dress Code:**

Kleinburg Early Learning Centre has a relaxed uniform policy which requires the children to wear a white or navy shirt and blue pants/skirts. Children must wear comfortable non-slip shoes for indoor use and weather-appropriate clothing and footwear for outdoor play.

## **Sleep Policy:**

Children are allotted a maximum of 2 hours for nap. Cots are provided by KELC, and labelled with children's names; however, parents are asked to provide a fitted crib sheet, top blanket, and one soft sleep toy if desired—to be sent home for washing at the end of each week and returned the first day back the following week. Staff remain in the room during nap time, and perform daily direct, visual checks of the sleeping children. There is ongoing communication regarding sleep patterns/behaviours between staff and parents.



# Policies and Procedures

## **Health and Safety**

Please note: Parents are responsible for ensuring that all contact and health information is accurate and current.

### **Immunization:**

- 1) Students are required to have up-to-date immunization records, as specified by the local medical officer of health before commencing school. A copy will be retained for our files.
- 2) The supervisor must be informed immediately of any changes to health records or parent contact information.

### **Notice of Collection—Immunization Information:**

Information requested is collected under the authority of the Health Protection 7 Promotion Act, 1983. It will be used to maintain a health history and to assist in the control of outbreak. For additional information, please contact the local Public Health Department.

### **Medication:**

In order for ECE teachers to administer medicines to children, the following requirements must be met:

- 1) A medication form must be completed and signed by the parent or guardian (form to be provided by KELC Supervisor).
- 2) Medication must be in its original container and clearly marked with the child's name and dosage information.
- 3) Non-prescription medications must be clearly labelled as per KELC/Ministry requirements (form to be provided by KELC Supervisor).
- 4) All medications must be given directly to KELC staff for safe keeping.

### **Inclusion/Exclusion of Students:**

As per Ministry regulations, a student with symptoms of fever, diarrhea, and/or vomiting may not attend school until they are symptom free for 24 hours, or until a doctor has verified in writing that he/she is no longer contagious. If any symptoms of ill health develop while the student is at school, the parent/guardian or emergency contact person will be notified and requested to pick up the student immediately. Other childhood diseases (i.e. chicken pox, fifth disease, etc.) require a doctor's note before a student is to be re-administered to school.

### **Accident and Sudden Illness:**

In the event of an injury or illness, KELC staff will administer basic first aid. A report will be filled out by the teacher and a signature will be required by the parent at the end of the school day. If the incident is deemed more serious, medical services will be contacted. The parent/guardian will be contacted immediately. Teachers are committed to creating and maintaining a safe school environment for their students.



# Policies and Procedures

## **Life Threatening Allergies Policy:**

KELC staff and parents will take important steps to minimize the risk of allergic reactions. Student allergies or special health conditions must be noted in the appropriate school form by the parent prior to commencing school. Each child with an allergy should wear the appropriate **Medic Alert bracelet** that corresponds to his/her allergy. Please be advised, it is the parents' responsibility to provide all the necessary documents, training, and updates for their child's Anaphylaxis Plan of Action.

On special celebrations or holidays, the parent may supply any non-edible items (i.e. hats, plates, etc). Cakes or other birthday snack foods may be supplied if purchased from a peanut free facility such as "Cakes by Roberts" or if labelled by manufacturer as "nut free". This policy is established and shall be maintained in accordance with Bill 3 Sabrina's Law.

## **Medical Care:**

Kleinburg Early Learning Centre staff will take whatever steps necessary to obtain emergency medical care, when warranted. These steps may include, but are not limited to, the following:

- Attempts to contact a parent or guardian of the child
- Attempt to contact the child's physician as named on the emergency information form
- Attempt to contact the emergency contact name provided
- Call for necessary medical attention (ambulance, first responder)

In the event that a parent/guardian cannot be reached at the time of illness or accident, and if the child's physician or emergency contact cannot be reached, we may:

- Contact another licensed physician
- Have the child taken to the emergency department of a hospital in the company of a staff member

## **Nutrition Policy:**

Each child in attendance in the Centre will be provided with two between-meal snacks and a catered lunch that meets or exceeds Ministry requirements. Menus are posted in a highly visible area on parent information boards. Substitutions will be noted in the event of change. Homogenized milk is offered at morning snack and lunch. Parents of students with special dietary requirements may be asked to provide alternative items.

## **Behaviour Management:**

The following behaviour management strategies are endorsed by Kleinburg Early Learning Centre: Conflict Resolution, Freedom within Limits, and Logical Consequences. These three components make up Behaviour Management. More information regarding these strategies is available upon request.

(continued)





# Policies and Procedures

## **Behaviour Management:** (continued)

In order to ensure the safety and well-being of the students at Kleinburg Early Learning Centre, the following practices are **strictly prohibited**:

- Corporal punishment
- Harsh or degrading measures in an attempt to humiliate or undermine the child
- Depriving the child of his/her basic needs
- Confining the child by blocking exits
- Containing the child in a separate room/area in an attempt to separate him/her from the rest of the group

## **Progress Report:**

There are on-going informal learning assessments throughout the year. Frequent communication between staff and parents is encouraged.

## **Meet the Teacher:**

Parents are welcome to meet with their child's teacher and discuss program expectations for the school year. Feel free to schedule an appointment.

## **Newsletters:**

Weekly newsletters will be distributed to parents with program information and details regarding special events. Please be sure to read the content carefully.

## **Code of Conduct:**

Kleinburg Early Learning Centre promotes responsibility, respect, and care in a safe and nurturing environment. All students, parents/guardians, teachers, and other staff members have the right to a safe work and play environment. It is expected that staff and parents behave and speak respectfully to each other, demonstrating positive interactions and being positive role models to children in their speech, actions, body language and tone. KELC reserves the right to terminate child care for a student and/or refuse re-enrolment, should parents/guardians not be willing to comply with the code of conduct.

## **Field Excursions:**

Our centre recognizes that learning extends beyond the indoor classroom. Outdoor play in the fenced play area as well as other on-site areas may be used for play or discovery.



# Policies and Procedures

## **Supervision of Student and Volunteer Policy:**

For the safety and well-being of our students, as well as our desire to provide a positive, enriching learning environment for our students, the following policies are in place regarding volunteers and co-op or practicum students:

- 1) No child will be supervised by a person under the age of 18.
- 2) Only KELC employees will have direct unsupervised access to children.
- 3) Volunteers and students may not be counted in staffing ratios at KELC.
- 4) Volunteers and students will be under the direct supervision of an appointed RECE (Registered Early Childhood Educator), who is an employee of KELC.
- 5) All volunteers and students must present a valid Vulnerable Sector Screening and Police Check.
- 6) All volunteers and students must present confirmation from a physician that they are healthy and fit to work with children.
- 7) All volunteers must meet with the supervisor for a review of policies.

## **Freedom of Information:**

We are proud of our students and their achievements. We are pleased to display student art, projects, and individual/group photographs in classrooms or hallways as demonstration of student accomplishments. Sometimes we wish to provide this kind of information in public places and in publications of more general circulation outside Kleinburg Early Learning Centre, for Centre-related purposes.

With the permission of parents, Kleinburg Early Learning Centre may release student work identified by name, such as photographs, artwork, or other student work, and achievements to the media, for the purpose of reporting upon or publicizing KELC events.

With permission, Kleinburg Early Learning Centre may release students' names and photographs to be used for marketing purposes. (In compliance with Municipal FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, 1989)



# Policies and Procedures

## **Fees/Payment:**

Please note: Kleinburg Early Learning Centre is a ministry of Nashville Road Community Church, a non-profit organization. We depend on free-will offerings through our congregation and tuition from the school and daycare for income. This income covers expenses such as heating, electrical, phone, internet, township services, etc., as well as salaries for teachers and staff. KELC has a Consolidated Day Nurseries agreement with York Region. Subsidies are available from York Region upon approval.

## **Payment:**

Monthly payments are due on the 15<sup>th</sup> of the month prior to service (i.e., September payment due August 15<sup>th</sup>, October payment due September 15<sup>th</sup>, etc.). If by the first of the month payment is not received, enrolment will be withheld until payment is made in full. Any special payment arrangement must be made with the Financial Office. Upon initial enrolment, a deposit of \$500.00 is required.

## **Refund Policy:**

Should a child need to be withdrawn from KELC, a **60 day written notice** is required. In this case, the \$500 deposit will be applied to the final monthly payment(s). In the case that a 60 day notice of withdrawal is not given, the \$500 deposit will not be refunded.

## **Please Note:**

- In order to maintain student-teacher ratios, there will be no make-up days for absences or statutory holidays.
- There will be a service charge for all NSF cheques.
- Cheques are made payable to *Kleinburg Early Learning Centre* or *KELC*.



## Parent(s) Agreement Form

I/we have read and understand Kleinburg Early Learning Centre's policies and procedures, as stated in the Parent Handbook, including the following:

- ✓ Pick Up/Drop Off
- ✓ Accidental Injury
- ✓ Emergency Medical Care
- ✓ Updating Information
- ✓ Nut-free Policy
- ✓ Behaviour Management/Prohibited Practices
- ✓ Code of Conduct
- ✓ Freedom of Information Consent
- ✓ Tuition/Payment Agreement

Child's Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please submit this form with your child's enrolment package. Thank you!**