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MINI-SKOOL

Parent Handbook



**“Welcome to our Mini-Skool Family”
Parent Handbook**

Our Mission Statement

At Mini-Skool we create Laughter, Love and Learning by providing quality child care for today's families and tomorrow's futures

Our Promise

Mini-Skool understands that every child is his or her own 'unique' person. In respecting this, we provide a safe and positive environment in which children can discover, in their own way, the magic of learning and the joy of growing up.

We intend to make Mini-Skool your child's special home away from home.

Access and Equity Policy

Mini-Skool is committed to providing and maintaining a non-sexist, multicultural and anti-biased curriculum that will encourage children to recognize the importance of each individual. Mini-Skool is an equal opportunity provider of childcare and enrolments are accepted regardless of race, religion, sex or national origin.

Statement of Inclusion

Mini-Skool welcomes all children to our programs, and is committed to helping them reach their full potential with the support and help of our community partners. We will provide flexibility and modifications where necessary to promote the full participation of children with special needs in a fair and dignified manner.

Dear Parents,

Welcome to Mini-Skool. We understand that choosing the right Child Care for your child is one of the most important decisions you will make. In choosing Mini-Skool for your child, you have selected what we believe to be the best quality and educational day care facility.

Mini-Skool has been providing quality child care for more than forty years. The most valuable things we have learned are the importance of quality, standards and integrity in service. We pride ourselves on the quality of our programs and the ability to get to know each family's needs fully. Creating Laughter, Love and Learning is what we do best at Mini-Skool.

Our programs have been specially created to help children grow physically, intellectually, socially and emotionally. We combine a stimulating learning experience with a safe, secure environment and the expert guidance of dedicated and professional employees.

We acknowledge the trust and confidence that you have placed in us. In return, our responsibility is to provide our families with the very best child care available.

The information in this package has been prepared to assist you, the parent or guardian, in understanding Mini-Skool. We are honoured to have you as part of our Mini-Skool family.

Program Philosophy

At Mini-Skool we create laughter, love and learning by providing many hands on learning opportunities that encourage children to develop emotionally, cognitively, physically and socially. We incorporate many different teaching styles from Montessori to theme based models. We believe in taking a multi level approach to teaching as each child learns differently. By taking components of multiple teaching styles, we feel that we have developed an ideal teaching style that is unique to Mini-Skool.

The teacher's role is to provide a safe environment where children can play, explore, and investigate both indoors and out. Each child is valued as an individual and is encouraged to embrace his/her uniqueness and cultural differences. Children are encouraged to problem solve and to be independent. Teacher's use everyday interactions with children as an opportunity for a "teachable moment". Early Childhood is the key time to role model appropriate behavior and to encourage problem solving, communication and every day life skills. At Mini-Skool we recognize that children depend on teachers to guide them through this process in a gentle and respectful manner.

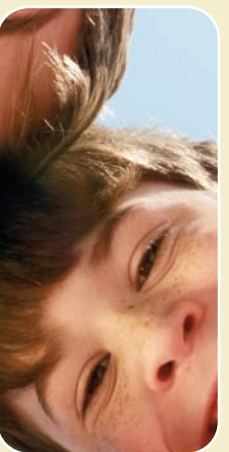
Our curriculums are all themes based and our classrooms are divided into discovery areas to reflect the different components of our curriculums (see discovery areas). Children are encouraged to create, cooperate, explore, imagine and learn. Our structured educational programs begin at age three and are followed by excellent kindergarten programs that prepare the children for grade one.

All learning begins the minute a child enters our centers whether they are 3 months or twelve years old. Our caring and dedicated teachers have committed to help each child develop to their full potential. At Mini-Skool we have so much to teach the children in our care and they in turn have so much to teach us!

**GETTING OFF TO A GOOD START!
GOOD FEELINGS ARE CONTAGIOUS**

If you are genuinely enthusiastic about any upcoming change, your child will look forward to it as well. At home talk about Mini-Skool, the classroom and the teacher. Always maintain a positive tone. Even a young baby who cannot yet understand the language will get the message that you are positive about their new school.

Use the teacher's names so that your child will be familiar with them when he or she starts at Mini-Skool.



Practice Separation

It is a good idea to start spending time away in small amounts from your child to get them used to the process. Leave them with loved ones for short spurts of time so they get used to you leaving and coming back.

In our supportive, 'family like' setting you can count on our caring teachers to help your family during this emotional time. They know that every parent every child adjusts differently and needs time to feel at home in a new situation. Therefore, dealing with separation will in essence be the curriculum for the first few days or even weeks that your child is in the program. Always be positive about your child attending Mini-Skool.

Children and parents react to change in different ways. It is important to recognize any change in your child's life.

Child care may represent an adjustment for everyone involved. Initially your child must adjust to three very important changes:

1. Separation from you, their parents.
2. Getting used to an unfamiliar place.
3. Trusting and bonding with new caregivers.

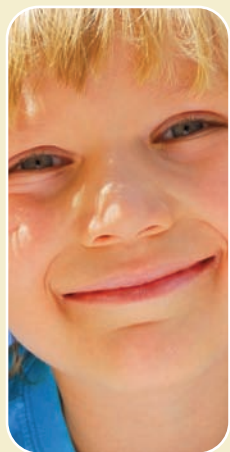
As a caring parent you can help prepare for this transition. You and your child should schedule a visit to Mini-Skool before the first day. Encourage your child to meet the teacher and to explore his or her new classroom when the other children are around.

Leaving Your Child on Their First Day

On the first day, allow plenty of time for getting ready, out the door and to Mini-Skool. If you are feeling stressed it will be contagious. As you walk or ride together on the first day, talk or sing. Casually discuss what you will do together after you are reunited. Commuting can be a special time to share ideas, play games, or observe changes in your surroundings.

Please avoid sneaking out of the centre! To do so may cause your child to have trouble trusting. When you first start at Mini-Skool think of leaving as a three-step process:

1. After undressing your child and signing them in explain, "I'm going to leave for work now." Be sure to tell your toddler or older child that you will be back. "I'll pick you up to go home soon after you have had your afternoon snack." (make reference to a routine part of their day that they can relate to).
2. Always say goodbye with a kiss, a hug and a wave. Be firm but friendly about leaving. This is a very important step.
3. Do not prolong the goodbye procedure. This will make it harder for you and your child.



To ease the transition, always show affection when you say goodbye. Let your child know you accept his or her feelings by saying such things as "I know you don't want me to leave and I will miss you, too." Then be firm, but positive about leaving. When you pick up your child, treat returning home in the same firm, positive way.

If you experience any anxiety after you leave, call the centre and speak with the Centre Director and/or, if possible, with your child's teacher. You will probably feel better if you touch base.

Once you have gone through your goodbye routine a few times, your child will get to know what to expect and the goodbyes will be less difficult. After a few days, check with your child's teacher; you will probably find that any dismay on your child's part ends fairly soon after you leave. Your child will pick up on your confidence about having chosen a good place for him or her to be while you are away. Always give your child at least one month to adjust to their new routine and classroom.

Arrival and Departure Policy

1. Only individuals whose names appear on the Emergency Cards or the Application for Enrolment Form will be permitted to pick up children.
2. Children are not permitted to walk unaccompanied to or from the centre.
3. Mini-Skool is not responsible for a child until the parent or guardian escorts the child to his or her classroom or other designated place and makes the child's arrival known to the teacher on duty.
4. Every classroom has a 'sign in/out' sheet posted in a conspicuous place that must be signed each day during arrival and departure. It is essential that each child be signed in and out daily.
5. Mini-Skool will not be held accountable for any accident or injury that may occur if the child is unattended by a parent or guardian while entering/leaving the centre.
6. Persons ages sixteen and older will be permitted to pick up children in our care with written consent as long as their name is on the consent form.
7. It is the parent's responsibility to inform the centre by phone if another person (other than the designated people) will be picking up the child. The person should be prepared to show photo ID and must be on the release form.
8. When returning for the child, parents are expected to go into the centre and make their presence known to the child's teacher before leaving.
9. Please keep in mind that all educational programs (age 3-6), start at 9 am. Please have your child arrive on time to get the most benefit out of these great programs.
10. Please try to avoid pick up and drop off during nap time hours (12:30-2:30pm). It is very disruptive to the children trying to nap and is also difficult for the child to transition from home straight to the sleep room/quiet room.

Clothing

It is important that your child be dressed in comfortable, washable clothing that allows them to



explore and play without fear of getting dirty. Activities at Mini-Skool may involve; sand play, painting, water play and outdoor play. It is important that you provide suitable clothing that is appropriate for the season (i.e. snow pants, mitts, hats and boots in the winter; sun hat in the summer; extra sweater or jacket for the spring and the fall).

We ask that you clearly label ALL removable clothing and possessions with your child's name or initials in order to minimize losses. Mini – Skool will not be held responsible for any lost or damaged clothing.

So that we can be prepared for spills and mishaps, your child must have a 'complete' set of spare clothing left at the centre at all times. Mini-Skool has a limited supply of spare clothing on hand, but children feel more comfortable in their 'own' clothes. If your child is an infant or toddler diapers, wipes and creams are to be provided by you.

Toys and Personal Belongings From Home

Unless requested by the centre parents are asked to see that children do not bring toys or personal belongings from home. We do not want them to be broken or lost at the centre.

When the classroom teacher schedules activities like 'Show and Tell' any item brought from home should be clearly labelled with your child's name. These items should be taken home at the end of that day. Mini – Skool is not responsible for any lost or damaged articles brought from home.

Outdoor Play Policy

Fresh air and exercise are important to a child's good health. Every child at Mini-Skool must take part in the 'entire' program, a part of which includes outdoor activities. Even in the winter months children benefit greatly from the fresh outside air. The change from the warm and dry inside air can reduce the passage of germs. Children are required to play outside at least twice a day, as required by licensing regulations.

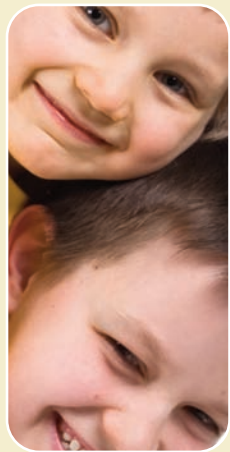
Inclement Weather

During inclement weather when severe conditions prevail, outdoor activities are suspended.

Rest Periods

Your child's day at Mini-Skool is planned to provide many exciting, active learning experiences. A rest period is scheduled each day to balance the active times and to give your child the opportunity to relax and rejuvenate their "busy" minds and bodies.

It is a requirement that all children attending a licensed child care facility have a rest period each day and even though it is not necessary that the child sleep, they are encouraged to rest quietly on their beds at this time. Children who do not sleep after one hour will be provided with quiet activities until all children are awake.



Cots and cot sheets are provided by Mini-Skool. We ask that you provide a light weight blanket (preferably one that your child is familiar with) that is clearly labelled with your child's name. It will be sent home weekly, or as required, to be laundered.

If your child has a 'special' soft toy that he/she likes to sleep with we are happy to let him/her have it during rest time.

Discovery Area Signs

Discovery area signs are strategically placed in each classroom. You will see the colorful signs hanging from the ceilings, pointing to the specific area below. The signs have been designed with pictures and words as an association to the activities provided in each centre. Children will identify the picture in relation to the area and become familiar with the coinciding words. Discovery areas promote different interests and learning opportunities for children and are a direct extension from the Weekly Lesson Plan. The number of discovery areas increase as the children progress to the older age groups. Some examples of these signs are: home living, dramatic, science and nature, library, construction, creative art, sound, math discovery, and computer.

Excursions

At Mini-Skool, a licensed, insured passenger van driven by a certified driver is provided for transportation of children to and from the local elementary schools. Every Mini-Skool vehicle is equipped with a seat belt for each child. A transportation agreement must be signed by a legal parent or guardian prior to a child riding in a Mini-Skool vehicle.

We MUST know, in advance of the van run, if your child will not be transported either to or from school on any specific day. Please notify us as soon as possible of any change in schedule.

Field Trips

At Mini-Skool we like to give children as many different experiences as possible. Field trips are an important and 'fun' part of learning about the world around us.

Field trips are often planned to relate with the weekly theme in your child's classroom (e.g. a visit to the local pet store, if the theme was about animals). Local trips to community businesses are a frequent occurrence as we feel that it is important to network with our communities, building positive relationships and respect for each other. Other excursions may include: the zoo, a conservation park, a farm or a local family attraction.

Before your child attends a field trip Mini-Skool requires your permission. The centre will notify you in advance of all excursions and you will be required to sign a field trip permission form. We are concerned at all times about the safety of your child while in our care. Mini-Skool safety policies permit children aged three years and older to be transported by a bus on field trips.



Fees are charged for school transportation and for some field trips.

In House Entertainers

Mini-Skool is committed to bringing in the most reputable and popular children's entertainers. The cost is sometimes less than most trips and some parents feel more comfortable with their children remaining in the centers. We have developed wonderful relationships with some of these companies in our community and we are quite happy in being able to provide parents with options for their child's entertainment.

Extra Curricular Activities

Some of our centers provide extra curricular activities for children as an added benefit for parents. Some of these activities may include gymnastics, music, dance and sports. Mini-Skool does not benefit from any of these companies and the fees are completely separate. Extra curricular activities are becoming popular in our centers as the parent is able to spend more time with children in the evenings rather than carpooling around town.

Statutory Holidays

Please note:

In order to maintain mandatory child to teacher ratios, as set forth by The Day Nurseries Act, we are not allowed to substitute days missed due to statutory holidays.

MINI-SKOOL WILL BE CLOSED ON THE FOLLOWING DAYS:

- New Year's Day*
- Family Day*
- Good Friday*
- Victoria Day (May 24) (When Observed)*
- Canada Day (July 1)*
- Summer Civic Holiday*
- Labour Day*
- Thanksgiving Day*
- Christmas Day*
- Boxing Day*

Fees and Finances

Registration

When registering your child at Mini-Skool you will be required to pay a registration fee to secure your child's spot.

Once the registration is paid, you will receive a complete registration folder with various

forms, including this booklet. The Centre Director will discuss the forms with you and answer any questions that you may have. It is important that all forms are completed and returned to the centre PRIOR to your child's first official day at Mini-Skool.

The Parent/Mini-Skool Financial Agreement that you sign with the Centre Director is important. It outlines your financial obligation to Mini-Skool. Please keep your copy and refer to it when necessary. The Financial Agreement is a contract and as such it supersedes the provisions outlined herein.

Annual Administration Fee

Each September we review and revise our centre records to comply with licensing regulations. This fee also covers the substantial printing cost of communication forms and ministry regulated policies. At this time you will be required to update your information and to pay the annual administration fee.

Weekly Tuition

An established tuition fee is due on the first day of attendance each week. It is advisable that you bring in post dated cheques at the beginning of each month dated for the first day of each week.

If tuition is not paid in advance, a late fee will be added.

Educational Material Fees

Mini-Skool provides excellent educational learning programs that have been planned for specific ages. The fees for the program materials are due upon enrolment, where applicable and are renewable during the first week of September. These fees specifically cover educational binders and workbooks for the children.

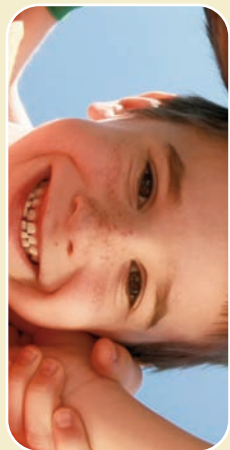
Transportation Fees

If your child attends Mini-Skool's before and after school program and we transport your child to and from school, there is a weekly transportation fee in addition to the weekly tuition fees. When enrolling at Mini-Skool, you will be required to complete a transportation agreement giving consent for your child to travel on a Mini-Skool vehicle.

An additional fee may be incurred when the centre participates in a field trip.

Summer Club Reservation Fee

A reservation fee for the summer club program for school age children is due in May. This ensures that Mini-Skool will guarantee your child a space in our full time "action packed" summer club program. Your child will receive a complimentary gift during their first week at summer club. After June 1st, if you have not registered, space will be offered externally to the general public.



Additional Days

If, due to a school holiday or closure, your school age child requires all day care, an additional fee will be charged for the child to attend Mini-Skool that day.

Statutory Holidays

Since our tuition fees are calculated on a weekly basis, a full week's tuition is charged during a week that includes a statutory holiday.

Transfer Fees

Should your child move to another Mini-Skool centre, the previously described fees are transferable however they are not refundable. *Note weekly tuition rates vary from centre to centre, depending on location.*

Late Pick Up Fees

In the event that you do not pick up your child prior to the specified closing time, a late fee will be charged to your account. Please note that during an emergency situation that is out of your control, we still have to pay our teachers overtime to stay with your child. While we are happy to assist you in an emergency situation there is a fee associated with a late pick up.

In the event that you are going to be knowingly late to pick up your child it is expected that you inform the centre as soon as possible so that we can make the appropriate arrangements.

Returned Cheques

In the event that a cheque is returned a fee will be charged. Thereafter, Mini-Skool reserves the right to request that future tuition be paid with a certified cheque or cash.

Notice of Withdrawal

You are required to give one week's notice prior to the withdrawal of your child from Mini-Skool or a full week's tuition will be charged.

Should the management of Mini-Skool determine that a child should be disenrolled Mini – Skool, in its sole discretion, reserves the right to withdraw its services and terminate the Financial Agreement, for any reason, on one (1) day's written notice.

Discounts - Referral Policy

Each time a new child is enrolled in Mini-Skool as a result of your recommendation to the new family, you will receive one week's 'free' tuition equal to the fee that you pay for your eldest child. This credit will be received after the new child has been actively enrolled at Mini-Skool for a period of four weeks. Please see your Centre Director for more details.

Second Child Discount

In the event that you have more than one child enrolled at a Mini-Skool on a full time basis, you

will receive a ten percent (10%) discount off your eldest child's weekly tuition fee.

Health and Safety

Medical Forms

All children enrolled in the centre, in keeping with legislative requirements, are required to complete Mini-Skool's medical and immunization forms prior to your child attending. These forms are part of your registration package and must be updated as any changes occur. It is also important that your family doctor be listed on the medical form.

Emergency Care

In the event of a serious accident or illness, where it is deemed necessary to transport a child to hospital, an emergency vehicle will be called and you will be immediately contacted. During a less serious occurrence, where professional medical care is required, the parent or the designated emergency contact person will be notified to transport the child.

Allergies

Allergies are common among young children but must be treated with appropriate precautions to protect your child's health. The more we know about your child's special needs, the better care we can provide. At the time of enrollment, please inform us of any allergy problems your child might have so we can take the right precautions. If your child has an allergy, your Centre Director will provide you with a copy of our Allergy Alert Forms. These must be completed for our records to ensure that we deal with the allergic reaction in a prompt, effective and timely manner.

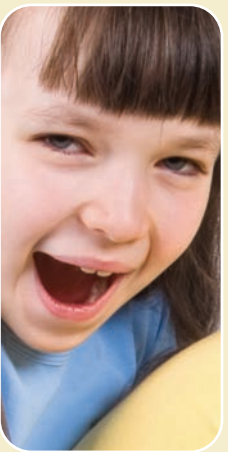
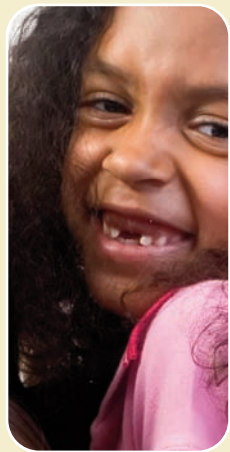
Biting Instances

Biting instances are common in child care centres, especially in infant and toddler classrooms. Very young children are often not able to vocalize their feelings and frustrations, therefore they can use their teeth to communicate frustrations, anger or even sometimes love. Sometimes it helps them feel better when teething. Our teachers are trained to encourage children to express themselves in positive ways, limiting frustrations by providing many stimulating toys and activities. Sensory activities are key to limiting biting. Every measure will be taken to control a biting situation so as to maintain a positive and safe environment. With your support and assistance we will work together to teach the children how to play safely and be considerate of others. This will ensure consistency in dealing with the issue.

Mini-Skool has additional articles on biting which are available via your Centre Director

Illness

Illness is an unfortunate but inevitable part of the child care environment. Please note that when a child returns from being ill, he/she must be well enough to participate



in all aspects of the program INCLUDING outdoor play. If your child is ill, or becomes ill during the day, Mini-Skool is not the appropriate place for him or her to be, therefore you will be notified to make arrangements to pick up your child.

When a child has DIARRHEA, is VOMITING, has a TEMPERATURE or a CONTAGIOUS DISEASE a child cannot attend Mini-Skool. If a child returns to Mini-Skool while still ill, he/she is much more susceptible to other germs while his/her resistance is down. In this case we will call you to pick up your child.

If a child arrives at the centre and is found to be unwell by the teacher on duty, she is instructed not to accept the child and to ask you to take him/her home, especially in the case whereby your child exhibits obvious signs of a communicable illness.

If it is difficult for you to take time off work when your child is ill, provisions for an alternate care giver should be made.

If your child is sent home ill, we advise you to see a doctor. When he/she returns to the centre, you may be required, in some instances, to provide a doctor's note.

Communicable Illnesses

Childhood diseases and illnesses are part of growing up. When your child is absent due to illness, PLEASE NOTIFY THE CENTRE.

In the event of an outbreak of any communicable illness, the local Health authorities will be informed and a Public Health fact sheet will be distributed after confirmed diagnosis by the child/children's doctor. Appropriate measures will be taken to ensure that the spread of disease is kept to a minimum. This includes increased disinfecting of toys and surfaces and continued hand washing by the staff and children.

Medication Policy

Prescription Drugs

We understand that there are times when your child may need medication during the day. With children's health and safety in mind Mini-Skool staff will only administer medication that is prescribed by a doctor.

If your child is prescribed medication, it is essential that the directions be followed precisely and that the course of the medication is finished. Not finishing a prescribed medication is the number one reason for re-infection.

Most pharmacists will divide the dosage of an antibiotic appropriately into two containers if you request this. One container can be left at the centre and one at home. This helps ensure

that doses are not missed. The medication must be in its original container and labelled with the child's name, dosage, time to administer, storage procedures and expiry date.

Prior to the administration of medication by a teacher, you must complete and sign a Mini-Skool prescription drug administration form. This form is stored in your child's classroom and is used by the teachers to record the times that the medication is given to your child. Any medication that has exceeded the expiry date will not be administered.

Non Prescription Drugs

Non prescription drugs will only be administered if they are accompanied by a Doctor's note that states; the appropriate dosage, the reason for administration, the date and the child's name. These notes should be updated periodically.

Personal Hygiene

At Mini-Skool we work with the children to instil good health and hygiene habits. Hand washing is expected before meals and after toileting as well as at other appropriate times during the day.

Nutrition and Weekly Menus

Mini-Skool takes pride in providing children with nutritious, well balanced, 'home cooked' meals. We are lucky to have a full time cook at each location. Our meals are prepared 'on site' at each centre and consist of a 'breakfast style' morning snack, followed by a nutritious cooked lunch, with dessert and an afternoon snack. Milk, juice or water beverages are served with every meal or snack.

Our menus are posted for a two week period for your review. Meals at Mini-Skool are nutritiously balanced to meet your child's dietary needs and to comply with Canada's Food Guide.

We encourage you to assist us by not allowing your child to bring food to the centre. Menu exceptions can only be made for religious and/or documented medical reasons. *IT IS IMPORTANT THAT YOU ADVISE US OF ANY SPECIAL REQUESTS REGARDING YOUR CHILD'S DIET.*

Infant Children

Meals will be blended for young children who are not yet able to chew their food.

We request that you provide the food and formula for your infant who is not yet eating table food or drinking cow's milk. Please note that you are responsible for pre-mixing the formula at home. The formula must be provided in labelled plastic baby bottles accompanied by lids that also have labels.



Security and Emergency Procedures

Licensing

All Mini-Skool centres are licensed under the Day Nurseries Act. The license is displayed in the front entrance of the centre.

Annually, the licensing authorities inspect the centres to ensure that we are following their mandate regarding the Day Nurseries Act. Mini-Skool prides itself in providing the highest quality setting for your child.

Weather, Disaster and Fire Drills

Mini-Skool has well-defined emergency plans in the event that the centre has to be evacuated due to a fire, weather disaster or other crisis situation. Fire drills are conducted on a monthly basis at all Mini-Skools.

In the event that the centre must be evacuated each centre has an approved emergency evacuation location that will safely 'house' the children until parents have been contacted. Evacuation drills are conducted on an annual basis. OPEN DOOR POLICY AND SECURITY MEASURES Mini-Skool's 'Open Door Policy' encourages parents to visit the centre at any time. However, during a visit we request your cooperation in not disturbing our program.

Any guest other than a parent must report to our front desk or will be stopped by a director or assistant director. Anyone picking up a child other than a parent must be on the release form as well as parental approval via phone call or note. Clients wishing to see the center will be escorted by a director or assistant director.

As an important security measure each classroom is equipped with sign in and sign out sheets that you are required to complete each day. In addition please ensure that your child has been acknowledged by and is under the supervision of a teacher before you leave the centre.

Your child can be released only to persons (16 and older) designated by you in writing and must be on the release form. Initially, identification will be requested from the designated person when he/she arrives at the centre to pick up your child.

Mini-Skool abides by all valid and legally served court orders. If there is special custody and access arrangements that you wish us to follow, you must file a notarized copy of the court order with your Centre Director.

We are required by law to report suspected child abuse to the proper authorities.

Insurance

Mini-Skool has an extensive safety awareness program along with frequent inspections and

regular maintenance of the building, playground and equipment. In spite of all precautions, accidents may happen. Respecting this, Mini-Skool is an insured provider of child care.

Behaviour Management

At Mini-Skool we recognize that positive discipline teaches and encourages the healthy development of a child's self-esteem. Discipline is not regarded as 'punishment' but rather as a learning process to encourage children to become responsible for their own behaviour. Our teachers praise and call attention to appropriate behaviour and act as good role models. Our behaviour policies will influence and reinforce your child in a positive manner.

When inappropriate behaviour occurs, it is corrected through explanation, problem solving, redirection, diversionary techniques and time away. Discipline is carried out in a non-threatening, positive manner that is appropriate to the child's level of development. Spanking and other forms of corporal punishment are not permitted under any circumstances. Should you have specific concerns regarding discipline techniques we urge you to discuss them with your child's teacher and with the Centre Director.

Parent Involvement

We encourage you to join us for field trips and share your skills and talents with us. Mini-Skool is always ready to listen to parents and eager to involve you wherever and whenever possible.

Parent Evenings are scheduled throughout the year so that you may discuss your child's developmental progress and other points of interest. Informal conferences are encouraged and arranged whenever you desire them.

So as to keep you up to date on centre happenings and to communicate with you as often as possible, notices and events of parental interest are posted on the Parent Boards.

At the beginning of every month you will receive a 'Happenings Calendar' to take home. The calendar includes reminders of special events and things that you should know that will be happening in your child's classroom.

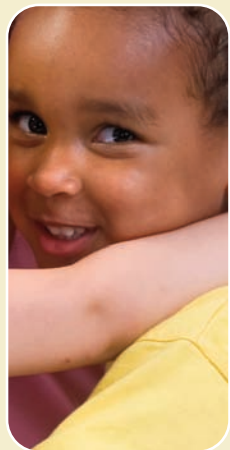
PAC Committee

The Mini-Skool Parent advisory committee (PAC) exists for the benefit of our parents, the benefit of each childcare center and for the benefit of Mini-skool as a whole.

Purpose Committee

A Parent Advisory Committee exists at each of the Mini-Skool child care centers. Each Committee is composed of parents and sometimes community representatives. The purpose of the Committee can be summarized as follows:

1. To help involve all of the parent users into the activities of Mini-Skool.



2. To act as a resource for the other parents in the center and as a reference for new clients.
3. To help enrich the Mini-Skool experience for both the parents and the children alike.

Parent Feedback

It is very important to us to keep the promise of 'quality' to our children and parents. Please feel free to approach your child's teacher or the centre director with any comments or concerns you may have. As a valued customer, we appreciate your input.

Teacher's Appreciation Card

At Mini-skool, we always love to hear that our teachers "went the extra mile" for both you and your children. Taking the time to give back to our outstanding teachers is extremely important to us. Please take the time to fill out one of these cards to tell your child's teacher how much you appreciate them. It truly goes along way!

**Other Important Information
For Your Interest**

Birthdays

Birthdays are special events in a child's life. If you wish to provide a 'treat' for your child and their friends on their special day, please arrange all necessary details with your child's teacher. *Please be aware that some classrooms have children with severe allergies.*

School Portraits

Each year your child will have one or more opportunities to have school pictures taken by a professional company at an attractive price. Purchase of photographs is optional.

Toilet Training

During the important toilet training phase of childhood it is helpful if home and centre work together. Mini-Skool has developed a comprehensive toilet training information sheet available to parents. We ask that you cooperate with us to provide a consistent toilet training routine. Each day we need you to provide us with at least two complete changes of clothing (including socks), an adequate supply of disposable diapers and training pants. If your child is just beginning toilet training he or she may wear a diaper at rest time until better control has been attained. *Please ask your centre director about the toilet training program.*

Guest Speakers

Frequently children at Mini-Skool are enriched with a visit from a 'special' guest speaker who visits the centre to talk about their career, culture, special talent or hobby.

If you would like to be a guest speaker or if you know of someone else who would be an interesting speaker for the children, please let your Centre Director know.

Check List

Have You Completed and Signed the Following Forms?

- 1.Policies and Procedures Agreement
- 2.Financial Agreement
- 3.Medical Record
- 4.Transportation Agreement (if applicable)
- 5.Emergency Card (both sides)
Please be aware that you must have an emergency contact person
- 6.Childhood History Form ~or~ Infant Information
- 7.Permission to photograph form

Have You Provided the Centre Director with the Following Information?

- 1.Information about allergies and/or other health problems
- 2.Copy of a court order in the event of a custody agreement
- 3.Any other information which you feel that we should know that may affect the behaviour of your child

Have you Completed the Following Tasks?

- 1.Labelled all clothing
- 2.Packed a bag with extra clothing in case of accidents etc.
- 3.Provided a blanket / quilt for rest time
- 4.Provided a favourite sleep toy (if necessary)
- 5.Visited the centre with your child
- 6.Packed and labelled suitable clothing for outside weather conditions

*We are happy to have you as part of our
Mini-Skool Family.*

