

Your Child's First Day of School

Welcome to Jelly Bean Academy! The first day of school is an exciting milestone in your child's life. Your child is embarking on a journey that will lead them on many roads of discovery and learning.

As wonderful as this new experience may be, it can also be quite stressful for the young child. New situations and change can, at times, be unsettling for all of us. For many children this may be their first experience of separation from parents or care givers at home. It is common for even the most outgoing child to be anxious the first day of school.

We have provided a few suggestions for assisting your child during this time. Remember, the daycare staff will be available to provide support and assistance; making your child's first school days happy days.

- Prepare your child for the new school experience by explaining what to expect. Answer all questions directly and honestly.
- Convey a positive attitude. Young children are aware of your feelings. Your enthusiasm will assure the child that school can be a fun and exciting place.
- Establish a routine involving both the night before a school day, as well as morning preparation. Rituals and routines will add predictability and are comforting in unfamiliar situations.
- Bring something from home. This is acceptable and often reassuring in helping the child with the initial adjustment to school. This item may be a treasured blanket or even a photo from home.
- Clearly state to your child where you will be and when you will return. It may also be helpful to discuss what will happen when you are reunited.
- Maintain a clear good-bye routine. This may include warning the child you are leaving in 3 minutes, a kiss and hug, or a wave from the window. Once you tell your child you are leaving, it is important to follow through. Extending the good-bye with "Ok just one more kiss, and then I really, really have to go," tends to heighten anxiety rather than relieve it. Avoid sneaking out; this seems to encourage children to become less trusting and makes the second day of school even harder.

All the best,
Jelly Bean Academy

JELLY BEAN ACADEMY
1160 Clarence RD.
Woodbridge, On.
905-856-3737

serena@jellybean daycare.com

REGISTRATION FORMS FOR JELLY BEAN ACADEMY INC.

Please print clearly with blue or black ink.

Child's First Name: _____	Child's Last Name: _____
Home Address: _____	Home Phone: _____
City: _____	Postal Code: _____
Date of Birth: _____	Age: _____
Start date: _____	Date of Withdrawal: _____

Mother's First Name: _____	Mother's Last Name: _____
Address: _____	Home Phone: _____
City: _____	Cell Number: _____
Postal Code: _____	E-mail _____
Name of Employer: _____	Work Hours: _____
Business Address: _____	Work Number _____ ext. _____

Father's First Name: _____	Father's Last Name: _____
Address: _____	Home Phone: _____
City: _____	Cell Number: _____
Postal Code: _____	E-mail: _____
Name of Employer: _____	Work Hours: _____
Business Address: _____	Work number: _____ ext. _____
Parents are: Married ___ Living Together ___ Divorced ___ Separated ___ Widowed ___ Single ___	

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**If applicable: Parent/Guardian with legal custody _____

Other Household Members:

Name: _____ Age: _____

Relationship: _____

Name: _____ Age: _____

Relationship: _____

Name: _____ Age: _____

Relationship: _____

Emergency Contacts MUST be filled out

Person(s) authorized to pick up my child (other than parents or guardian) and Emergency Contacts:

Primary Emergency Contact:

Name: _____ Home Phone: _____ Other # _____

Address: _____

Relationship to child: _____

Secondary Emergency Contact:

Name: _____ Home Phone: _____ Other# _____

Address: _____

Relationship to child: _____

Person(s) not authorized to pick up my child: (Besides parents, guardians, or emergency pick ups)

Name: _____

Comment: _____

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Emergency Release

Child's name: _____
Pediatrician's Name: _____ Phone: _____
Address: _____
Preferred Hospital: _____ Phone: _____
Any special health conditions
Medical Conditions: _____ Allergies: _____

Consent to Emergency First Aid & Transportation

I hereby grant permission for Jelly Bean Academy to take whatever steps are necessary when accidents, sudden illnesses, or other emergencies occur. Necessary steps will be taken to obtain emergency medical care for your child if warranted. Steps that will be taken but are not limited to, the following: (a) Attempt to contact a parent or guardian (b) Attempt to contact the child's medical doctor (c) and then Attempt to contact emergency contact person

My child, _____ may be given emergency treatment by a staff member at Jelly Bean Academy. I also give permission for my child to be transported by ambulance or taxi to an emergency centre for treatment, and agree to hold Jelly Bean Academy and its employees with no fault.

If we cannot contact anyone on the emergency form we will:

1. Call another physician, call an ambulance, and have the child taken to the hospital with one of our staff members by ambulance.
2. Any expenses that are incurred under circumstances listed above will be borne by the child's family.

*The centre **will not** be responsible for any incident that may occur as a result of false information given at the time of enrolment.

Parent's signature for immediate medical attention: _____ Date: _____

Witness signature _____ Date: _____

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About Your Child

1. What FOODS does your child especially like? Especially DISLIKE?

2. Any ALLERGIES to FOOD?

3. Favorite toys, games, activities?

4. How does your child express ANGER or frustration?

5. Does your child have any special FEARS? Explain:

6. When your child is upset, what helps to COMFORT him/her?

7. How do you DISCIPLINE your child?

8. Has your child been taking an afternoon NAP? If so, how long? If not, why?

9. Special toys or blanket for nap?

10. Special FAMILY situations? (Such as *custody specifications, problems arising from situations, etc.*)

11. Anticipated ADJUSTMENT problems?

12. Any disorders/developmental (slow, advanced) diagnosed or suspected?

13. Previous childcare child has attended: Have there been any problems at previous daycares?

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14. EXPECTATIONS of JELLY BEAN ACADEMY?

Parent Financial Agreement

I, _____ agree with and will abide by the policies of this centre and the following terms and conditions:

1. I agree to pay my child's day care fees on or before their first day of registration to the centre by the means of 6 post dated cheques, dated for the first of every month. No deductions will be made for absences from the centre. Also statutory holidays **must** be paid for and are **not considered for make up days**. (Please see **vacation policy** on our parent policy book for exceptions).
2. To advise the centre supervisor in writing if I am unable to pay the tuition fee by the aforesaid time.
3. Failure to pay my childcare fees will result in the loss of childcare for my child/children and will then be turned over to a collection agency.
4. To pay a **\$35.00** fee for any cheque which is returned NSF, or for any other reason.
5. To give **4 weeks written notice** to the centre supervisor of my child/children's last day of attendance prior to withdrawal. If I do not give this notice, I understand that an amount equal to 4 (four) week cheques will be held by the centre, as compensation. Upon re-entering the program after withdrawal, my status will be that of a new family, and there is no guarantee of space available for my child.

Care to be provided for the following days:

Monday _____ **Tuesday** _____ **Wednesday** _____ **Thursday** _____ **Friday** _____

I agree to pay **the stated amount on my payment plan** for the care of my child/children, due the **1st** of the month via cheque. Any late cheque will be charged a penalty of **\$5.00 per day** until paid.

I agree to pay a non refundable registration fee of **\$75.00** upon registration.

I have read and received, understood and agreed with the policies and procedure of Jelly Bean Academy.

Parent or Legal Guardian

Date

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Executive Director

Date

Daily Outing Permission Form

I/We hereby give Jelly Bean Academy permission to take my/our child _____ off the premises and on excursions that will take place during regular childcare hours. I understand that I will not be notified of any such trips beforehand, and that trips will be supervised and that all precautions will be made for the safety and well being of all the children. The following activities may occur at any time during the course of the day at Jelly Bean Academy. (Any excursions that require a bus for transport will request an additional permission form to be signed and approved by the legal guardian).

Please initial those activities your child has permission to participate in:

_____ Go for walks (e.g. trip to Longo's)

_____ Ride a Tricycle

_____ Play in water related activities (e.g. sprinkler)

_____ Go to a park

Parent Signature: _____ Date: _____

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Policy for Child Pick up

Jelly Bean Academy closes at 6:00 p.m. Late fees are incurred when your child remains at the Academy after closing time without prior advisement or arrangements being made (inclement weather or other emergencies excepted). A late fee of \$1.00 per minute will be charged directly to the parent(s) and is payable immediately to the staff member on duty. The lateness will be recorded in a logbook.

If there are repeated occurrences and failure to pay late fees, the Academy reserves the right to withdraw that child from the program.

Any actions by parent(s) who create a situation of interference, harassment, coercion, or denies any staff member dignity and respect will not be tolerated. The family will be discharged from Jelly Bean Academy without refund.

If your child remains at the daycare for longer than (1) hour after closing time, for which we cannot reach an emergency contact the following will occur:

York regional police will be called and asked to go to the family home to see if anyone is there. If the police cannot locate the parents/ emergency contact, the Children's Aid Society will be notified on behalf of the child.

Jelly Bean Academy regrets taking such action, however, the best interest of the children at Jelly Bean Academy must always be the number one priority.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY.

**PARENT'S SIGNATURE:
(GUARDIAN)**

MOTHER

FATHER

DATE

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POLICY FOR THE SICK CHILD

The policy of the Centre states that a child must not attend when he/she is unable to take part in the program or is likely to be infectious to others.

A parent, or, alternate MUST pick up their child immediately from the Centre if the child:

- Has a temperature of 37.8C
- Has diarrhea
- Has a rash
- Appears fatigued and/or has poor skin colour
- Has discharge from eyes and/or ears
- Has any other symptom that may indicate a communicable illness condition
- Has persistent pain and/or cough with or without discharge
- Head lice
- The child is not able to participate in a regular routine/program for any reason

The Centre Supervisor or her designate has the absolute right to exclude a child from the Centre for the well being of the child or that of others.

Should a child become ill during the day, the Centre staff will follow appropriate protocol and contact parent(s) and/or next alternate on the emergency list. It is expected that the child will be picked up immediately; TIME LIMIT WILL BE ONE HOUR FROM THE TIME OF CONTACT (NOTE: time of call will be recorded). Failure to comply with any aspect of this policy may result in the loss of your childcare space, without refund.

Under certain circumstances, at the discretion of the Centre Supervisor, or designate, the parent(s) will be asked to provide the Centre with a note from the child's doctor before the child can return back to the Centre.

If prescribed, a child must have taken medication for at least 24 hours before returning to the Centre. This includes non-prescription drugs such as Tylenol or Motrin.

A child must be fever free (WITHOUT FEVER MEDICATION)/symptom free for 24 hours before returning to the Centre.

Upon arrival at the Centre, the Staff may deem a child incapable of participating in the program due to illness. The Staff must and will decline the parent the opportunity to

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leave the child in the Centre's care. The Staff's decision will be final with no exceptions and full co-operation from the parent is expected on this issue.

Staff will not administer medication unless a doctor prescribes it. The medication must be in the original container with the prescription number, date, child's name, time and amount of medication to be given. If there are any discrepancies with the parental instructions and the prescription, medication will not be administered. Medication will not be administered if the date on the prescription is expired.

Medication will not be administered if the prescription is for a sibling or another family member. All medication to be administered to the child must be accompanied by a "permission to Administer Medication" form that must be signed by the parent upon presentation of the medication to the Staff.

The Centre asks that parents keep the child at home when the child is ill, as to keep communicable illnesses under control. When a child becomes ill during the day, he/she is separated from the group to minimize exposure to the other children. This takes staff away from the daily program thus affecting the other children.

The Centre Staff continue to follow all necessary precautions in maintaining a safe and healthy environment. Parent co-operation would assist in limiting the cases of illnesses. Make-up days will be at the discretion of the Supervisor and will depend completely on availability.

Information notices for the parent community are posted on the front door of the Centre when the Centre is informed of the illness. Parents are reminded that the Staff will not discuss information about other children. In order to protect the privacy of all the families of the Centre, parents must refrain from asking the Staff about other children. If a parent has any questions or would like more information about posted illnesses, please contact the local Public Health Department.

Any action by parents who create situations of interference, harassment, coercion, or deny any staff member dignity and respect by creating an intimidating, offensive or embarrassing situation will be considered harassment and will not be tolerated. The Family will be discharged from Jelly Bean Academy without refund. The Centre regrets taking such a regimented stand on the sick child policy but too many parents abuse the system. The best interest of all the children of Jelly Bean Academy must always be the number one priority.

COMMUNICABLE ILLNESS IS A SERIOUS PROBLEM AND PARENT CO-OPERATION IS ESSENTIAL IN MAINTAINING THE GOOD HEALTH OF ALL CHILDREN, FAMILIES AND STAFF OF THE CENTRE.

I HAVE READ AND UNDERSTOOD THE ABOVE POLICY.PARENT

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SIGNATURE _____

Parent/Guardian

_____ **Date**

Illness & Sick Policy

This is to ensure that all parents are aware of and understand the policies that are in place at Jelly Bean Academy, for exclusion and return of ill children, in order to reduce and control illnesses, and to avoid an outbreak.

Pink Eye- is contagious. Pinkeye is spread by direct contact with the discharge from the affected eye passed on fingers, or through contact with toys contaminated by the discharge. An infected person can pass to another person 2-3 days before the symptoms appear. After 24 hours of admitting medication the child may return to daycare.

Influenza- is commonly called the flu and is a very contagious respiratory infection caused by influenza viruses. The usual season is from November – April. Influenza is spread very easily from person-to-person by coughing and sneezing. The Influenza virus can live for hours on mucous or hands. Influenza can be spread to others 3 days before symptoms appear and up to 3 to 5 days after the onset of symptoms. Those who are infected should rest and increase fluid intake such as water or juice, and stay away from work or school until symptoms have then resolved.

Hand, Foot and Mouth Disease- is an infection caused by coxsackievirus A16. The infection is usually not a severe illness. It can occur at any age, but it is most common in children under 10 years of age; frequently occurs in daycares and nurseries. The virus that causes the infection spreads from person to person by direct contact with the blister, nose and throat discharge, the stool of the infected person (who may have symptoms), through the air or by touch, as do cold viruses. The incubation period is usually 3 to 5 days.

Croup- is a viral infection of the upper airways that causes swelling in the throat and surrounding tissues. It is caused by many viruses, including influenza A & B, parainfluenza virus (types 1 to 4), respiratory syncytial virus and coxsackievirus A & B. Croup usually occurs in children under five (5) years of age. Once a child has had croup, he/she is likely to get it again. However, children usually do not get croup once they are ten (10) years of age and over. Croup commonly occurs in the late fall and late spring. In most cases, it develops quickly, peaks over 3 to 5 days, and resolves in 4 to 7 days.

Strep Throat- is an illness caused by Steptococcus A. The strep bacteria are found in saliva. The bacteria spread through the air when the infected person talks, coughs or sneezes. A person is no longer contagious after being on antibiotics for 2 days.

Lice- The head lice is an insect that lives and breeds on your head. Head lice is spread by close head to head contact with someone who already has head lice. Contact is

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common during play at school and at home. In order to come back to the daycare a doctors note is required stating that the child's head is lice free.

Diarrhea- is any change from the individual's normal solid or semi-solid stool to a liquid or semi-liquid state. If the child has one episode of diarrhea, we are required to notify parent(s) and separate child from the group and watch for other signs of illness. If the child has more than one episode of diarrhea we are required to call the child's parent(s) or emergency contact person as soon as possible, and request that they **pick up the child**. The child cannot return to daycare no sooner than 48 hours after the last bout of diarrhea. Diarrhea germs spread easily from person to person.

Vomiting- is the forceful explosion of liquid or food from the stomach through the mouth. Young children sometimes vomit because of a fever, especially a high one. If the child also has an episode of diarrhea, you may suspect an infectious cause. Children are not allowed to attend daycare until they have completely ceased vomiting for a minimum of 24 hours.

Fever- is an elevation of body temperature above normal. A fever is usually a symptom of an illness, and may be caused by germs called bacteria or viruses. A child can be re-admitted to the centre when he/she is well enough to participate (fever free for at least 24 hours without medication).

I _____ have read and agree to follow the sick policy procedure that is in place at Jelly Bean Academy. I also agree to notify the office or the staff of Jelly Bean Academy if my child should experience any of these illnesses.

(SIGNATURE)

(DATE)

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Permission to Use Sunscreen

My child, _____, may have sunscreen applied to exposed skin areas before going outside on warm sunny days.

I will provide a sunscreen with a sun protection factor (SPF) of 15 or more (without Paba is recommended). Paba gives some children blotchy rashes.

I will mark my child's name on his/her sunscreen PLASTIC container with a permanent marker.

Signature of Parent/Guardian: _____ **Date:** _____

Web Cam and Picture Permission Consent Form

We like to take pictures of daily events for classroom projects. Please fill out this form stating whether your child is, or is not allowed to be photographed.

(Please circle one)

Yes, my child can be photographed.

No, My child cannot be photographed.

I understand that these pictures are for fun and will be done in an appropriate manner. (All names of children will be kept in strict confidentiality.)

I understand that some of these photos will be posted on the Jelly Bean Instagram public account.

As a parent of Jelly Bean Academy I understand that I will be given a password for the Internet camera and that this password shall only be for me, not to be distributed to anyone else. If I fail to do this then I understand that there will be other penalties and I may lose my spot at the centre.

I understand that webcam viewing is recorded by Jelly Bean for security purposes and will not be used for any purpose other than security measures.

Parents Signature: _____ **Date:** _____

Child's Health History

1. Child's name _____
2. Birth date: _____
3. Last Physical Examination: _____

Illnesses: (please circle one)

A)

Does your child have any problems with any of these?

Constipation
Convulsions
Diarrhea
Fainting Spells
Frequent Colds
Frequent Ear Infections
Frequent Sore Throats
Lice
Ringworm
Skin Rash
Soiling
Stomach Upsets
Urinary Problem
Worms

B)

Has your child had any of these diseases?

Asthma
Bronchitis
Chicken Pox
Diabetes
Heart Disease
Hepatitis
Impetigo
Measles
Mumps
German Measles
Polio
Scarlet Fever
Tuberculosis
Whooping Cough

Other ILLNESSES? (*Besides above*) _____

Has your child been HOSPITALIZED? (*Explain*) _____

Last VISION Test Date _____

Last HEARING Test Date _____

Last DENTIST Visit Date _____

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Parent Code of Conduct

We all have the right to be safe and feel safe in our school community. The Jelly Bean Academy and Daycare Code of Conduct sets clear standards of behaviour that apply to all individuals involved in our centre community including parents or guardians, volunteers, teachers, and/or Board members.

These standards apply whether they are on centre property or at centre-sponsored events and activities.

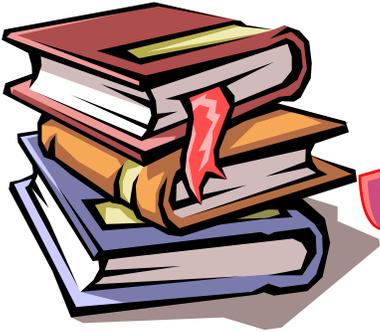
All members of the centre's community are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability or any other ground protected by Ontario's Human Rights Code. All adult members have the responsibility to act as models of good behaviour. Foul language (swearing, name-calling, shouting,) is not appropriate. Individuals engaging in such behaviour will be asked to leave the premises immediately.

Inappropriate behaviour or harassment of any kind towards a student, parent or teacher will result in immediate intervention up to and including the family's expulsion from the centre and/or police intervention. This type of behaviour includes but is not limited to harassment or intimidation by written note, email, words, gestures and/or body language.

No weapons are allowed on centre property or at centre functions. The consequences for failure to comply will include but is not limited to the family's expulsion from the centre.

Alcohol and illicit drugs are not allowed on centre property or at centre sponsored events. The consequences for failure to comply will include but is not limited to the family's expulsion from the centre. The privacy and confidentiality of our parents, guardians, teachers, volunteers and students is important to us. All concerns and comments should be addressed with the teachers. Should this

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Jelly Bean Rates

Monthly Fee Schedule as of January 2018

Toddlers:

Full Time	\$ 1125.00/month
4 days/week	\$ 1045.00/month
3 days/week	\$ 770.00/month
2 days/week	\$ 550.00/month
Daily rate	\$ 55.00 per day

Jr Room & Preschool Academy (2.5-5 yrs incl):

Full Time	\$ 995.00/month
4 days/week	\$ 940.00/month
3 days/week	\$ 690.00/month
2 days/week	\$ 480.00/month
Daily Rate	\$ 50.00 per day

Half Days (7am-12:00pm) \$ 38.00 per day min 2 days/week
(Includes breakfast and lunch) (no sibling discount)

FT half Days (maximum 5 hrs.)..... \$ 750.00 month

Before and After School/PA Days & Holidays

Morning	\$ 15.00 per day
Afternoons	\$ 15.00 per day
Both	\$ 25.00 per day
Full Day.....	\$ 50.00 per day
Half Day.....	\$ 38.00 per day

For all children

****There is a one-time registration fee of \$75.00 per child due with deposit. All cheques must be submitted before starting the programs. ****

Sibling discount (5% for second child, 10% for third child)
Not applicable to half day registration)

**** ALL PRICES ARE SUBJECT TO CHANGE. ****