



Community of Maple Child Care Services

PARENT HANDBOOK

2025

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1 - 01 INTRODUCTION

Welcome to the Community of Maple Child Care Services (**COMCCS**). Our Parent Handbook is a combination of policies within this manual and other Corporation policies, procedures, and resources that are included under the parent section of our website. Each family has been provided with member login information for easy access to all this information. We encourage each parent and/or guardian to review all our policies and procedures to ensure the best experience possible within our programs. If you require additional information or clarification, please contact the Supervisor or School Age Lead responsible for your child's program.

Note: Throughout **COMCCS** Parent Policies & Procedures manual: **Parent** (in the singular or plural) means parent or guardian, singular or plural.

1 – 02 CANADA WIDE EARLY LEARNING CHILD CARE SYSTEM (CWELCC)

The Community of Maple Child Care Services is enrolled in the Canada Wide Early Learning and Child Care System (CWELCC). The Government of Canada has identified child care as a national priority to enhance early learning and childhood development, support workforce participation and contribute to economic recovery. This investment will support a National Child Care system in Canada.

The CWELCC system supports quality, accessibility, affordability, and inclusion in early learning licensed child care serving eligible children. Key objective includes lowering child care fees for eligible children, improving wages, and increasing access to quality child care programs. CWELCC is a five-year plan, based on equity and inclusion.

All our families with eligible children, including those with a fee subsidy, enrolled in our programs will have access to the fee reduction under the CWELCC system.

An eligible child, under this program is a child under six years of age; and up until June 30 in a calendar year, any child who (a) turn six years old between January 1 – June 30 in that calendar year, and (b) is enrolled in a licensed infant, toddler, preschool or kindergarten group.

Eligible children are entitled to the fee reduction prescribed by the Provincial Government of 52.75% on base fees with a maximum daily fee of \$22.00.

Base Fee includes play materials, equipment and furnishings, food, supervision by adult during operational hours, development and implementation of individual plans, registration fee, deposits, and administration fees.

Non-Base Fees includes late pick up fees for child care beyond operational hours, NSF fees, field trips, special activities provided by a third party, transportation, diapers, sunscreen.

If this program is cancelled or funding is no longer available from the government, families will be responsible to pay full market rates to maintain current enrollment status.

SECTION 2	ADMISSION
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2 – 01 ADMISSION

Admission is completed for new children based on a waiting list. The Corporation is open, on a priority basis, to all families.

Registration forms will be completed online and submitted directly to the program Centre Supervisor/School Age Lead. Enrollment contract and a copy of the immunization record must be completed and submitted to the Centre Supervisor/School Age Lead prior to the child starting the program. All child care spaces will only be confirmed, reserved, and guaranteed with a \$200 deposit. School Age spaces will only be confirmed and reserved with the first month's fees paid in full.

Admission Priorities for Child Care

- 1) Child's Age
- 2) Siblings of families presently enrolled
- 3) The Board of Directors has the right to re-assess admission priorities in special or individual circumstances

Children who would like to transfer to one of our other locations will have priority over the external waiting list and will be added to our internal waiting list for that site. However, a space is not guaranteed.

Note: When a family withdraws from the program, a new family enrollment date will be based on the date of re-entry into the program.

2 – 02 Waitlist

Families interested in future enrollment will be placed on a waiting list for each individual site. Each child will be placed on a waiting list in accordance with their age and date of birth. Families may be placed on multiple Corporation waitlists. The information collected will be confidential. There is ***no fee*** to be placed on the waiting list.

Families may call at any time to find out their placement on the waiting list. Families will be contacted when a space becomes available at the preferred site and in the program requested. Should a family be offered a space, but are unable to take it at that time, they have the option to either resume a spot at the end of the waiting list or be completely removed from the waiting list.

Families presently enrolled must refer to the internal waiting list for enrollment changes or sibling enrollment.

2 - 03 CHILD PARTICIPATION IN THE PROGRAM

The program is planned by trained Registered Early Childhood Educators and incorporates a variety of activities to meet the physical, creative, intellectual, and emotional needs of the children. If children are unable to participate in or have access to all facets of the program, parents should address this at admission time to determine if special consideration is to be given. Any special consideration to be made will be confirmed in writing by our staff.

2 – 04 SCHOOL ADMISSION

Children who are accepted into our programs, and live outside the school attendance area, are not automatically guaranteed admission to the school.

SECTION 3	CORPORATION
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3 – 01 CORPORATION HOLIDAYS

All our programs are closed on the following holiday days;
Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday (August), Labour Day,
Thanksgiving Day, Christmas Day, Boxing Day, and New Year's Day.

We are closed on Easter Monday. We also close at 12 noon on Christmas Eve and New Year's Eve with the exception of our School Age Programs which do not operate on these days.

Payment for these days is incorporated into the monthly fees.

3 – 02 CORPORATION RECORDS

In recognizing the importance of privacy and the sensitivity of our client and employee information, we are committed to taking all reasonable precautions to ensure that all confidential information is protected. Confidential information is stored, under secured premises, in our administrative offices at each location. We also retain the services of third parties for bookkeeping, audit, payroll, storage, and network management services. Authorities including fire, police, public health, Children's Aid, and the Ministry of Education have access to all our records.

SECTION 4	ENROLLMENT
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4 – 01 FEE REQUIREMENTS

Fees are set according to the ongoing cost of the operation. Fees are reviewed in June and are set annually for the fiscal year September to August. Fees are calculated based on a weekly rate multiplied by the number of weeks the program is in operation and divided by the number of months, rounded off to the nearest dollar. Using this formula results in equal monthly payments.

A Pre-Authorized Payment Plan agreement must be completed and signed upon enrollment. Parents are required to provide a void cheque and select either a monthly payment due on the 1st of each month, or semi-monthly payments due on the 1st and 15th of each month. A copy of the written agreement, outlining the amount/s to be debited and the date of the debit, will be provided. Anytime a change is required, a new agreement must be completed.

Upon registration, a \$200 deposit is required for the child care programs and payment of the first month's fee in full for School Age. If a child does not commence the program, this deposit/fee is ***non-refundable***. The Child Care deposit is used towards the last month's fees when families provide a minimum of two-week's notice to the Supervisor when withdrawing or when a child is transferring into the School Age Program. Parents with children in School Age must provide two-week's notice to withdraw from the Before and After School Program and Summer Camp Program. Fees for the month will then be adjusted/refunded accordingly.

Fees are subject to change. Parents will be given one-month notice.

Income tax receipts are issued in February.

Families that have two children enrolled in the program are entitled to a 5% discount on the child with the lowest fee and families with three or more children are entitled to 10% off on the lowest fee. If you qualify for any government subsidy/credit that is greater, this discount will not apply.

Families that are experiencing any difficulties with fee payment are encouraged to discuss this with the Executive Director. If problems in receiving payment by the due date persist, the Board of Directors will be informed.

4 – 02 NSF ADMINISTRATIVE FEE

Pre-authorized payments that are returned NSF will be collected when the next scheduled pre-authorized payment is due. Parents will receive a letter advising them of the NSF and replacement procedure. All pre-authorized payments/cheques that are returned NSF will be charged a \$25 fee.

4 – 03 PURCHASE OF SERVICE WITH YORK REGION

The Corporation has a “Purchase of Service Agreement” with the Region of York. Families that qualify for fee assistance with the Region of York will be able to enroll in our program when a space is provided.

4 – 04 SUMMER LEAVE

Families, enrolled in a 12-month child care program, may choose to use a break in service from the Centre during the summer; intentions must be indicated in the Annual Enrollment Survey.

If placement can be guaranteed upon return in September, a holding fee of \$200 per family will be required. This charge is due upon commencing the break in service and will not be applied towards any future child care fees.

Families may choose to withdraw and be placed at the end of the waiting list, thereby not guaranteeing return placement.

4 – 05 LEAVE OF ABSENCE

Absence due to illness (extended illness of child or family member)

In the case of extended illness and where the parent cannot maintain payment of fees, the family will have to provide a written request to be reviewed by the Board of Directors. If the child must be withdrawn, they will be given priority on the waiting list.

4 – 06 OTHER ABSENCES

In case of an extended absence or leave for other reasons, parents are required to maintain full payment of fees or forfeit the child’s enrollment.

4 – 07 PROGRAM CLOSURE

We are committed to providing a full range of programs from Infancy to School Age. When the enrollment level in a program is no longer financially viable, the program will be monitored for a three-month period. If the enrollment level does not rectify itself during this time, parents will be given six-weeks notice of cancellation of the program.

4 – 08 TERMINATION OF SERVICES

The **Community of Maple Child Care Services** reserves the right to withdraw services. This procedure will be conducted under the supervision of the Program Manager. The following are reasons that we may engage in steps for termination of service:

1. Children behavior that includes the following;

- a child's persistent opposition to authority
- a child's willful destruction of school/centre property
- a child's use of profane or improper language
- a child's conduct that is injurious to the moral tone of the program or the physical or mental well-being of others

1st Incident	2nd Incident	3rd Incident	4th Incident
Staff will communicate with the child and family through informal verbal communication, which will be documented. Staff will inform the Supervisor.	Written warning to be signed by parents, staff, and Supervisor. This step is implemented with the Program Director's approval.	Suspension of three to five days. This will be documented and signed by parents, staff, and Supervisor. No refund of fees.	The Executive Director will consult the President of the Board of Directors. Following the above steps, parent(s) will be notified in writing of termination of services. There is no refund of any deposits upon termination services.

2. If any parent becomes verbally/physically abusive to administration, staff, Board members, students, staff staff, volunteers, or children of the Centre.

1st Incident	2nd Incident	3rd Incident	4th Incident
Staff will document incident and the parent is provided with a written warning that must be signed by the parent, staff, and Program Director.	The Executive Director will consult the President of the Board of Directors. The family will be notified, in writing, of termination of service. There is no refund of any deposits upon termination of services.		

3. Parent(s) failure to comply with policies and procedures agreed upon at enrollment.

1st Incident	2nd Incident	3rd Incident	4th Incident
Meeting with the Supervisor to discuss the issue.	Written warning signed by parents, Supervisor and Program Director.	The Executive Director will consult the President of the Board of Directors. The family will be notified in writing of termination of services. There is no refund of any deposits upon termination services.	

4. Parent(s) who are more than three weeks in arrears in their fees, with no written explanation, or payment schedule worked out with the Executive Director, or approval by the Board of Directors.

1st Incident	2nd Incident	3rd Incident	4th Incident
The Executive Director will consult the President of the Board of Directors. The family will be notified in writing of termination of services. There is no refund of any deposits upon termination services.			

5. NSF Payments

1st Incident	2nd Incident	3rd Incident	4th Incident
The Program Director will notify the parent(s) to replace fees including a \$25 administrative service charge.	The Executive Director will notify the parent(s) to replace fees including a \$25 administrative service charge. A written warning will be issued to the parent(s).	The Executive Director will notify the parent(s) to replace fees and inform the Board of Directors. The Board of Directors will notify The parent(s) of termination of services. There is no refund of any deposits upon termination services.	

SECTION 5	BEST PRACTICES
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5 – 01 LATE DEPARTURE

All locations close at 6:00 p.m. Parents will be charged \$10 for every five minutes they are late commencing with the first minute of lateness according to the clock at each location. Staff responsible for closing will advise the parent upon pick-up. The Supervisor/School Age Lead will provide families with an invoice and payment requirements.

5 – 02 PARKING

A drop-off area is provided at each child care centre for cars and buses. However, if you anticipate staying at the Centre for any length of time, please park your car in the adjacent parking lot. You must adhere to the parking signs as vehicles may be ticketed.

5 – 03 TOILET ROUTINES

Diapers, wipes, creams, and powders must be supplied for children who are not toilet trained.

5 – 04 CLOTHING AND TOYS

For the child's comfort, it is suggested that an extra set of clothing be kept in the child's cubby/knapsack. This should include a shirt, pants, underwear, and socks. Children's clothing must be labeled. Wet or soiled laundry will be placed in a plastic bag in the child's cubby/knapsack to be taken home. Children must wear closed shoes at all times. Parents are reminded that they should dress their child/children according to the weather as the children go outside every day. It is suggested that children wear clothing that is easily handled by little fingers and comfortable for table and floor play, both indoors and outdoors.

Please do not send toys to the Centre with your child except on Show'N Share days. Personal electronic devices are not allowed. The Corporation is not responsible for loss or damage to any personal objects brought into the Centre.

5 – 05 SEPARATION AND/OR DIVORCE

Our goal is to ensure that we maintain a neutral ground in our setting for the sake of the children while providing a place of safety and relief from parental conflict.

Upon or during enrollment at the Centre, the parent(s) will be required to provide a copy of the court order/separation agreement/minutes of settlement outlining the conditions of the child/ren parenting time between the parties. If a court order is not available, both parents must provide a written correspondence advising the Centre of the custodial arrangement and any other particulars

specific to how the parents plan to participate at the child care level, i.e., correspondence, emergency calls, financial obligations, and drop-off and pick-up. The correspondence can be prepared jointly and signed by both parents or the parents can provide individual correspondence. When a change is required, written correspondence, following the same format, must be submitted.

The Corporation will not provide correspondence as it relates to each individual separation or divorce case. If it is absolutely necessary, parents can formally make a request in writing to the Supervisor/School Age Lead. The Supervisor/School Age Lead will only report on factual data representing current curriculum, behaviour management and developmental progress as it relates to the children enrolled.

5 – 06 TRANSPORTATION

The Corporation will use school buses when transporting children for special events and field trips. Children are not required to use seatbelts while travelling on the school bus. School buses are exempt from requiring seatbelts as per the Ministry of Transportation, Highway Traffic Act.

5 – 07 FUNDRAISING

Fundraising may be an ongoing project throughout the year. Money raised goes directly towards special purchases to enhance your child's learning environment.

6 – 01 SUPERVISION

Staff shall make every attempt to ensure that the children are playing in a safe supervised environment. Children's attendance will be recorded daily. All children will be supervised by an adult at all times.

"How Does Learning Happen?" sets out that children should be viewed as capable and competent individuals promoting independence and self-regulation. At Community of Maple Child Care Services, we strive to provide opportunities for children to be responsible within a reasonable set of parameters. Our School Age children at times may be without direct adult supervision, however, our staff will be responsible to know where the children are at all times. For example, children will walk to and from our program to attend school, the children will use a "buddy system" to use the washroom, go to another program within the same site. In the playground, staff will ensure that children are visible at all times by at least one staff.

6 – 02 SMOKE-FREE ENVIRONMENT

The Corporation is a smoke-free environment. Individuals are prohibited from smoking or handling cigarettes on child care and school property, as well as in the presence of the children including when participating in events and field trips.

6 – 03 SCENT AND FRAGRANCE CAUTIOUS ENVIRONMENT

Exposure to fragrances or scented products can trigger serious health issues for individuals who suffer with asthma, allergies, or chemical sensitivities. Therefore, we encourage all employees, parents and visitors to avoid the use of scented products while at the centre.

6 – 04 NUTRITION

Adequate and appropriate nutrition is vital to children's health, growth, development, and well-being. Children are very active throughout the day and therefore depend heavily on the food provided to afford the necessary energy to sustain their activity. Good nutrition and the promotion of healthy attitudes towards food are an important part of our programs.

We are a **Peanut and Nut Cautious Environment**. Educators must be alerted to any food allergies/accommodations. Peanut or nut products are not served or used in any food preparations for the program. All labels need to be read very carefully when bringing in lunches and snacks for your child/ren to eat at the Centre.

All our meals, snacks and beverages meet the recommendations set out in the Health Canada document "Eating Well with Canada's Food Guide". Children enrolled in the child care centre will be served snacks and lunches from the child care centre's menu provided by the catering company.

School Age children will be served snacks, Father John Kelly School Age Program & Good Shepherd School Age Program will be served snacks from the child care menu and all other School Age Programs will be served from the satellite menu. Menus are available for your review at each location and on the website.

All food allergies must be reported upon enrollment and updated regularly. Parents may identify special dietary and feeding arrangements for their children. These special arrangements must be provided in writing by the parent to Supervisor/School Age Lead

Fresh Fruit is always available with each snack and drinking water is available for the children at all times.

Infant, Toddler & Preschool Programs

The program provides a morning snack, an afternoon snack, and a lunch all supplied by Yummy Catering Services Inc., (an inspected source) and approved by a registered dietician. Educators will sit with groups of children to encourage interesting conversation and model language related to food, drink and eating to support communication development.

Infant's breakfast, snacks and lunches must be supplied by parents until children are able to eat from the Centre's menu. The Centre provides the children with Homo milk (infant and toddler) or 2% milk (preschool). Parents are required to have a supply of bottles at the Centre. If the child is on formula or breast milk, parents must supply necessary bottles on a daily basis.

For toddler & preschool programs food from outside the centre is not permitted. If a child has a special condition and Yummy Catering is unable to provide food substitutions to meet the child's needs, a parent can make special arrangements with Centre Supervisor to bring in food for their child. All food must be labelled with the child's name and date on the food is provided to the program. The family is to provide a list of ingredients used in all food provided.

School Age and Summer Camp Programs

The program provides morning and afternoon snacks. Families will be responsible for providing bagged lunches for their children.

Guidelines for Bagged Lunches

- Bagged lunches should meet Canada's Food Guide requirements.
- Each meal should include at least four food groups.
- Lunches should be provided in an insulated bag and include a frozen ice pack to keep food at a safe temperature so that nutritional value is maintained.
- When packing lunches, avoid foods that can spoil and become harmful if the correct temperature is not maintained, i.e, meat, poultry, eggs).
- Peanut or nut products are not permitted.
- Label your child's lunch bag and all reusable containers.
- Provide a labelled refillable water bottle.

Yummy Catering

Yummy Catering participates in the Health Check program created by the Heart and Stroke Foundation of Canada in consultation with a group of experts from the field of nutrition, education,

medicine, communication, industry and with consultation of the federal government via Health Canada and the Canadian Food Inspection Agency.

The Health Check Program identifies meals that have met specific nutrient requirements of total fat, saturated fat, trans fats, fiber, sodium, calcium, sugar, vitamins, minerals, protein, and sodium.

The Health Check symbol, found on menu items means that the product's nutrition information has been reviewed by the Foundation and it meets very specific nutrient criteria. The symbol and the Heart and Stroke Foundation name are placed on our menus giving parents peace of mind that the menus provided by Yummy Catering meet the Canada's Food Guide to Healthy Eating.



Allergies/Accommodations

COMCCS is always mindful of the existing allergies and food restrictions, due to food intolerance, family dietary choices or religious observance for the children in our care. Allergies will be posted in each kitchen, serving area, play area and available and accessible in any other areas in which children may be present.

Yummy Catering provides substitutions for children with allergies/accommodations. These meals/snacks are provided in individual containers labelled with the child's name, date and allergy avoided and substitution provided.

6 – 05 INCIDENT REPORTS

When an incident occurs affecting a child's health, safety or well-being at the child care centre, an "incident report" is prepared describing the circumstances of the incident and any first aid administered. A copy of this report is provided to the parent for review and sign off.

6 – 06 SUNSCREEN

We encourage sun safety behaviours among young children that will assist in protecting them from skin damage caused by harmful ultraviolet rays of the sun. Parents are encouraged to provide their child/children with clothes that protect their arms and legs, a large brimmed hat and sunglasses. Whenever outdoors, staff will ensure that children wear the protective clothes provided by their parents. Outdoor activities will be limited between 11:00 a.m. and 3:00 p.m. during hot and sunny days.

Parents are required to provide sunscreen protection for their child/ren. Upon enrollment, parents will be required to sign a consent form giving staff permission to apply sunscreen lotion. During warm and sunny weather, our staff will apply sunscreen to the children 20 minutes (older children will be encouraged to apply their own sunscreen) before they go outdoors and will reapply the sunscreen depending on the amount of time they spend outside or the type of activity that they are participating in (for example; water activities).

Sunscreen will not be applied to babies less than 6 months of age. Babies under 1 year of age shall be kept out of direct sunlight. Whenever outside, babies will be protected by shade, covered stroller or under an umbrella.

If parents do not want their child/ren to use sunscreen while in our care, we will require a doctor's note indicating that your child is not required to wear sunscreen.

6 – 07 EMERGENCY CLOSURE

Community of Maple Child Care Services is committed to having our programs open on all scheduled days. We recognize that emergencies beyond the **COMCCS'** control, such as the breakdown of essential services (hydro, heat and/or water), inclement weather days, or emergency health conditions (pandemic), can occur. We must consider the safety of all children and staff when making decisions regarding full day closures or early closures due to emergency conditions.

In the event that **COMCCS** needs to close due to any emergency condition and/or when the adjacent/host school has made the decision to close, the staff will call or email families for an early pick up. Should **COMCCS** be unable to open the programs in the morning, an email message will be sent to all families and staff.

Closure due to York Catholic District School Board (YCDSB) mandated closures:

- In the event YCDSB issues a closure due to significant absences of school teachers and moves to online learning for this closure, every effort will be made to keep the programs open and operating at full capacity. However, if YCDSB decides that the Before and After school programs cannot open, we will not be able to provide a program on these days.

Closure due to Health & Safety or other circumstances:

- Due to unforeseen circumstances, **COMCCS** may be required to close for health or safety reasons (i.e., pandemic, illness, outbreak, direction from the Government, Public Health, fire, and/or flood)

Closure due to job action or strike:

- In the event of a job action or strike involving the Catholic School personnel, every effort will be made to keep **COMCCS** open and operating at full capacity. A job action or strike may cause restrictions to the hours of operation and/or programs offered. If there is a complete lockout, the programs may not be able to operate as normal.

Closure due to weather conditions:

- If the School Board determines that schools must close or close early due to severe weather conditions, **COMCCS** will advise parents the program will be closed and/or to make arrangements to pick-up their child(ren) earlier than usual. (Refer to Program Policies & Procedures Manual, Policy 6-16 for further details).

General Guidelines for COMCCS Closures:

- Under any of the above circumstances, if closure of our programs is expected to exceed five working days, the Board of Directors will meet and assess the situation and determine the next steps: considering future fees and any other relevant circumstances. Whenever possible, every effort will be made to move the program to an alternate suitable location, based on the Ministry of Education and the local Municipal Government's approval.

- All decisions regarding program closures will be made at the discretion of the Executive Director, Board of Directors, and School Principal (where applicable) taking into consideration the safety and health of the children. All decisions will be communicated to parents through email.

UNLESS OTHERWISE NOTED, THE FEES WILL NOT BE REFUNDED DUE TO COMCCS CLOSURES RESULTING FROM CIRCUMSTANCES BEYOND COMCCS' CONTROL

SECTION #7	PROGRAMS
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7 – 01 SCHOOL PROGRAM

While in school, children automatically become the school's responsibility. If a child becomes sick, or any other situation arises during this time, parents must deal directly with the school staff.

School Suspension – Any child that is suspended from school is not permitted on school property. Children under a school suspension will not be able to attend our programs during the suspension period. Fees will not be refunded.

7 – 02 SCHOOL AGE PROGRAM

The School Age Program, servicing children from kindergarten to grade 6, operates from September to June. Children who are already enrolled in our program, will have priority for enrollment in the School Age Program based on available spaces.

In case of insufficient space, the following admission guidelines will be in effect:

- 1) family enrollment date
- 2) sibling presently enrolled
- 3) lottery selection (in case of tie)

The **School Age Program** operates as follows:

Father John Kelly CCC commences at 7:00 a.m. and ends when children are released to the schoolyard under the supervision of school personnel at 8:35 a.m. The afternoon program operates from 3:40 p.m. to 6:00 p.m. Children are provided with a morning snack from 7:30 a.m. to 8:15 a.m. and in the afternoon from 4:00 p.m. to 5:00 p.m.

Good Shepherd CCC commences at 7:00 a.m. and ends when children are released to the schoolyard under the supervision of school personnel at 8:45 a.m. The afternoon program operates from 3:30 p.m. to 6:00 p.m. Children are provided with a morning snack from 7:30 a.m. to 8:15 a.m. and in the afternoon from 4:00 p.m. to 5:00 p.m.

Blessed Trinity School Age Program commences at 7:00 a.m. and ends when the children are released to the schoolyard under the supervision of school personnel at 8:30 a.m. The afternoon program operates from 3:30 p.m. to 6:00 p.m. Children are provided with a morning snack from 7:30 a.m. to 8:15 a.m. and in the afternoon from 4:00 p.m. to 5:00 p.m.

St. Cecilia School Age Program commences at 7:00 a.m. and ends when the children are released to the schoolyard under the supervision of school personnel 8:35 a.m. The afternoon program operates from 3:40 p.m. to 6:00 p.m. Children are provided with a morning snack from 7:30 a.m. to 8:15 a.m. and in the afternoon from 4:00 p.m. to 5:00 p.m.

St. Michael the Archangel School Age Program commences at 7:00 a.m. and ends when the children are released to the schoolyard under the supervision of school personnel at 8:55 a.m. The afternoon program operates from 3:40 p.m. to 6:00 p.m. Children are provided with a morning snack from 7:30 a.m. to 8:30 a.m. and in the afternoon from 4:00 p.m. to 5:00 p.m.

St. Paul School Age Program commences at 7:00 a.m. and ends when the children are released to the schoolyard under the supervision of school personnel at 8:55 a.m. The afternoon program operates from 3:40 p.m. to 6:00 p.m. Children are provided with a morning snack from 7:30 a.m. to 8:30 a.m. and in the afternoon from 4:00 p.m. to 5:00 p.m.

During inclement weather, and when indoor recess is determined by the School, all children will be escorted to their classroom where school personnel are available to supervise them.

The program is available on school holidays and PA days based on enrollment needs at each of our sites.

Parents are required to provide lunch on a daily basis.

To guarantee enrollment for the upcoming school year, parents will be required to pay September's fees by July 1st. These fees are non-refundable and will only be used towards September's fees. The Centre will provide all returning families with a written enrollment confirmation by the end of June indicating the return date and the child's class information.

7 – 03 SUMMER CAMP PROGRAM

The Summer Camp Program will be offered at the following schools: Father John Kelly CCC and Good Shepherd CCC.

- Registration priority will be given to children presently enrolled in the School Age Programs from March 1 – 15.
- Registration, held in the months of March and April, is based on a first-come, first-served basis.
- The first two weeks of March will be reserved for internal families only.
- An all-inclusive, per week, flat fee will be required. This fee includes daily supervised care from 7:00 a.m. to 6:00 p.m. and all special programs.
- Deposit of \$100 per child will be due upon registration. This fee is non-refundable and will only be applied against summer camp fees.
- Refunds and enrollment changes will not be granted.
- Special activities and/or field trips will be planned weekly, and a summer schedule will be available.
- Field trips are for children in grades 1 through 6, if you don't want your child to participate on a field trip, you will be required to make alternative arrangements.

OTHER POLICIES & RESOURCES AVAILABLE ON WEBSITE

POLICES & PROCEDURES

Program

- Program Statement
- Program Statement Implementation
- Curriculum Philosophy & Program
- Anti-Bias Program
- Positive Interactions, Behaviour Guidance
- Technology in the Program
- Field Trip
- Inclusion, Individual Plans

Health & Safety

- Immunization
- Drug & Medication
- Managing Illness
- Child & Youth Concussion
- Anaphylactic Policy
- Breast Milk
- Serious Occurrence
- Safe Sleep Supervision
- Vulnerable Sector Criminal Reference Check
- Student & Volunteers Supervision
- Religious and Cultural Dietary Observation
- Emergency Management
- Safe Arrival & Dismissal

Parent Engagement

- Communication with Parents
- Parent Issues and Concerns Policy
- Child Care Accommodation Policy

Weather

- Outdoor Play and Weather Conditions
- Inclement Weather

SERVICES & FEES

- Fee Charts

MENUS

- Child Care Centre
- School Age Satellite

RESOURCES

- Strategies for a Successful First Day of Preschool
- Guidelines for Common Communicable Diseases
- Young Children and Biting
- Toilet Learning Resource
- Forgotten Baby Syndrome: Why Parents Leave Children in Hot Cars
- Practical Precautions for Forgotten Baby Syndrome

Website: www.comccs.com

Members Section

Username: comccs

Password: M@ple100