



Nurturing **SUCCESS**  
in the **EARLY YEARS**  
through **PLAY** and **IMAGINATION**  
toward the **ACHIEVEMENT** of  
children's **HOLISTIC** development and  
a **HAPPILY EVER AFTER**

## LICENSED PROGRAMS PARENTS' HANDBOOK OF POLICIES & PROCEDURES

### 1. PHILOSOPHY

A Gym Tale is devoted to children. We want your children to be happy, healthy, and sociable. We want them to develop a foundation on which to grow into their potential. These early years will determine the success with which your children are able to reach that potential in the future. They are eager at this stage to play, learn, and interact with other children.

We believe in the importance of nurturing success at a young age and we aspire to provide the services, tools, and coaching that will endow in your children the physical, social, emotional, and intellectual growth necessary in achieving a happily ever after.

### 2. PROGRAMMING

Our programming is planned carefully in accordance with the Ontario curriculum for kindergarten and maintains a focus on the holistic development of our guests with the goal of enhancing their self-image and confidence.

Students are exposed to educational materials in various Learning Centres, including Language and Reading, Math, Science and Discovery, Geography, Drama, Music, Art, and in Gross Motor Play.

Students grow and develop successfully as they engage in cooperative activities that focus on play as paramount in learning. Through educational play programming, creativity and construction are encouraged. Children learn responsibility, self-discipline, respect for others, problem solving, decision making, logical reasoning, exploring, discovering, manipulating, self-expression and more.

### 3. PROGRAM STATEMENT

In reference to Ontario's pedagogy for the early years "How Does Learning Happen" (HDLH) Document, and in alignment with the Ministry's Policy Statement, A Gym Tale's Nursery School Program and After School Program includes the philosophies and approaches therein.

We view children as uniquely skilled, inquisitive people, with a predisposition to sharing their thoughts, and a limitless capacity for learning and developmental growth.

HDLH incorporates and builds on the foundational knowledge of the early years and the following 6 ELECT Principles:-

- a. Positive experiences in early childhood set the foundation for lifelong learning, behaviour, health, and well-being.



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- b. Partnerships with families and communities are essential.
- c. Respect for diversity, equity, and inclusion is vital.
- d. An intentional, planned program supports learning.
- e. Play and inquiry are learning approaches that capitalize on children's natural curiosity and exuberance.
- f. Knowledgeable, responsive, and reflective educators are essential.

A Gym Tale follows the framework provided by HDLH guiding programming, pedagogy and practice, to strengthen the quality of our programs and provide goals for children, ensuring the experiences that lead to positive outcomes in relation to children's learning, development, health and well-being. We strive to incorporate a shared understanding of the roles of the educator, child, and family, organized around the foundations of belonging, well-being, engagement, and expression.

#### **Belonging:-**

Every child has a sense of belonging when he or she is connected to others and contributes to their world. Early childhood programs cultivate authentic, caring relationships and connections to create a sense of belonging among and between children, adults, and the world around them.

#### **Well-being:-**

Every child is developing a sense of self, health, and well-being. Early childhood programs nurture children's healthy development and support their growing sense of self.

#### **Engagement:-**

Every child is an active and engaged learner who explores the world with body, mind, and senses. Early childhood programs provide environments and experiences to engage children in active, creative, and meaningful exploration, play, and inquiry.

#### **Expression:-**

Every child is a capable communicator who expresses himself or herself in many ways. Early childhood programs foster communication and expression in all forms.

#### **Goals**

The following goals will help educators and administrators remain focused on children throughout all elements of the program. They will be used by educators in planning and creating environments, experiences, and contexts for children's learning and development across all domains. They will also guide the process of observing, documenting, studying, and discussing children's experiences with families.

Our below goals and relevant approaches have enormous value, ensuring each child receives what is most important for him/her and helping guide our licenced Programs:-



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- **In order to promote the health, safety, nutrition and well-being of the children in our care**  
A Gym Tale provides a fun and challenging active program led by our warm and caring staff following appropriate safety regulations. We encourage healthy choices including children's snacks which are provided by their parents.
- **Supporting positive and responsive interactions among the children, parents, child care providers and staff**  
Our Program staff listen attentively and respectfully to the children, making a real connection and building good and trusting relationships. These relationships are also strengthened through the practice of interactive games and activities. There is daily contact between children, their parents/carers and A Gym Tale staff as well as the opportunity to arrange to speak with your child's teacher or supervisor.
- **Encourage the children to interact and communicate in a positive way and support their ability to self-regulate**  
Program staff assist in this by ensuring a child has the time s/he needs for active play, quiet and/or rest. The educator will also assist by providing opportunity for creative expression and role-play, remembering that a child might need time to adjust or to articulate his/her thoughts and feelings.
- **Foster the children's exploration, play and inquiry**  
Our teaching staff ensure active exploration, play and enquiry that are inclusive, allowing every child to participate in a meaningful way. This exploration can take many forms including equipment to practice and challenge gross motor skills, or using math or science games to study cause and effect.
- **Provide child-initiated and adult-supported experiences**  
Using ELECT and planning and creating environments as a "third teacher", staff observe and listen to learn how children make meaning through their experiences in the world around them. Teachers will provide environments and experiences, to engage children in active, creative and meaningful exploration, play and enquiry. Our educators participate as co-learners with families and children – learning with children, about children, and from children. Knowledgeable educators get involved in play with children to support development, challenge thinking, and extend learning.
- **Plan for and create positive learning environments and experiences in which each child's learning and development will be supported**  
A Gym Tale staff will utilize the environment to help organize and promote relationships, and educate. It mirrors the ideas, values, attitudes, and cultures of those who use the space. Children thrive in spaces that invite them to investigate, imagine, think, create, solve problems, and make meaning from their experiences – especially when the spaces contain interesting and complex open-ended materials that children can use in many ways. Staff will document observations and progress.
- **Incorporate active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care**  
Teaching staff will make observations of children and document them in order to learn about the individual needs of each child in their care and communicate with parents/carers to ensure child



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has the rest and active play required. Soft mats and pillows are available and parents of Nursery Children are encouraged to send in child's bag any particular comfort blanket which may assist the child. Also available is equipment to promote active play and challenge gross motor skills.

- **Foster the engagement of and ongoing communication with parents about the program and their children**

Teaching staff will provide the opportunity of regular daily communication with parents, to keep them informed and updated. Regular monthly newsletters to parents of nursery school children will be issued. Parents will be invited to visit and get involved in volunteering .

- **Involve local community partners and allow those partners to support the children, their families and staff**

Where appropriate, and/or requested, the supervisor may seek advice and assistance for staff and child/parents from the Children's Integrated Support Services. The teaching staff may also invite other health professionals to visit the Programs and offer advice/information to the children ie. Dental Hygienist.

- **Support staff who interact with the children in relation to continuous professional learning**

In order to support staff or others who interact with the children in the centre, continuous learning shall be encouraged and made available. This will take the form of in-house training sessions and workshops, and staff support meetings. Also arranged where applicable to assist staff in their continuous learning will be visiting professionals from Children's Integrated Support Services. Staff may also be given where appropriate financial assistance to attend other courses which may be of benefit to them professionally.

- **Document and review the impact of the strategies previously set out regarding the children and their families**

Staff will make regular observations, document them, and take part in discussions and team meetings to review and ascertain any impact on strategies set out. They may also involve the families of a child where appropriate.

## **Special Needs**

Any child with special needs attending A Gym Tale's licenced program shall have an Individual Support Plan. The centre will participate in the support of the child and his/her family where appropriate.

## **Medical Needs**

Any child with medical needs attending A Gym Tale's licensed program shall have an individual medical support plan. The centre will participate in the support of the child and his/her family where appropriate.

## **4. LICENSE**

A Gym Tale is licensed and inspected under the Child Care and Early Years Act, administered under the Ontario Ministry of Education. We are also subject to public health and fire inspections.



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This program is licensed to operate one room with 30 school age children 6 to 10 years of age, with an alternate capacity of 24 preschool children 30 months up to 6 years of age, with The Director's Approval for mixed age groups.

## 5. ADMISSION

All admission forms must be completed and post-dated cheques delivered before your child is enrolled. He/she will only be admitted to the session registered for. You must enroll your child for a minimum of three months. The following forms are required, and must be completed prior to enrollment: A Gym Tale Preschool/School Age Enrolment Form, Consent Form, Photocopy of the child's Immunization, and Good Beginnings Questionnaire.

## 6. SCHEDULE

Licensed programs will be closed on statutory holidays, professional development days, Winter Break, March Break and Easter Monday. We regret that no makeup days will be granted for these closures."

### Preschool

A Gym Tale's Preschool Program runs Monday, Wednesday and Friday mornings and afternoons, on a 10-month basis from September to June.

PD Day Camps are available to preschool children at half regular price.

### School Age Care

School Age Care runs Monday to Friday before and after school on a 10 month basis from September to June.

PD Day Camps are Free to School Age Children.

## 7. HOURS OF OPERATION

**Preschool Program** takes place from 9:00 AM to 11:30 AM for the morning session and from 12:15 PM to 2:45 PM for the afternoon sessions. We ask that children arrive no later than 9:30 AM for the morning session and 12:45 PM for the afternoon session. Late arrival may result in confusion for your child, and in interruption for those already settled in circle. Parents picking up their child after 11:30 AM or 2:45 PM will be considered late and must sign the Late Book. After three signatures in the Late Book, \$5.00 will be applied for each time late thereafter.

**School Age Program** Before school takes place 7.30am-9.00am and after school takes place from 2.45pm-5.45pm. A \$5.00 fee will be applied for late pick-ups.



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## 8. WAIT LIST POLICY

Enrolment in our licensed programs is based on a first come first served basis. Once all of our spaces are full, we open up our wait list for the current school year which we will use until June of that year. To be added to our wait list, we require a parents' name and phone number, and child's name and age, which we will use to contact the interested family when the space becomes available.

## 9. DAILY SCHEDULE

### **PRESCHOOL:-**

Each day includes the following activities, the order and time of which may vary:-

**Arrival and Sign-In** Settling in and free choice exploration of classroom learning centres

**Small Group Activities** Children participate in a planned art, music, sensory or science activity.

**Learning Circle** Introduction of calendar, weather and seasons, discussing day's activities, songs and Interactive reading or games. Colours, shapes. letter and number of the week,

**Wash and Snack** Children enjoy a relaxed (Nut Free) snack from home.

**Washroom Routine** The educators help children with their stage of toileting development.

**Gross motor activities and Indoor Playground** Large muscle gym activities on A GymTale's gymnastic play equipment or the indoor playground. Group games using parachutes, large soft foam building blocks, and other props are organized during this period.

**Parents Sign Child Out** At pick-up and prior to departure.

### **SCHOOL AGE CARE:-**

#### **Before School Care**

**Arrival and Sign In** Parent signs child in on arrival. Children have gross motor play in enchanted forest and homework help

**Departure and Sign Out** Once the children depart for school, The educator signs children out.

#### **After School Care**

**Arrival and Sign In** Educator signs child in on arrival from school and child has a snack (Nut Free) from home



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**Daily Activities** Vary with the child's interests. Child participates in a combination of gross motor activities, art, games and homework/reading.

**Parents Sign Child Out** At pick-up and prior to departure.

## 10. SIGNING IN & OUT

I.D. is required at time of pick up and only adults indicated on the enrolment form may pick up a child unless staff is notified in writing in advance.

We are required to maintain a record in which children are signed in and out. Please be sure to notify our staff when you drop off and pick up your child.

## 11. TOILETING

Children are not required to be fully toilet-trained to enroll in A Gym Tale's Preschool program; however, it is required that active toilet-training has already begun at home. Active toilet-training means that your child arrives in pull-ups or training underwear (no diapers) and is able to independently sit on the toilet or stand by themselves. We are happy and willing to support your child in this process and continue the toilet training at school. In order for staff to be allowed to assist a child with cleansing and stand up diaper changing, A Gym Tale requires parents to give consent by checking the box on page 2 of the Nursery School Enrollment Form.

It is crucial that parents make staff aware of any medical condition or reason which may hamper children from attending to their toileting needs.

Parents are responsible for making sure that an adequate supply of pull-ups and/or training underwear, wipes, bags and two sets of clothing (socks, shirt, bottoms) are available in their child's clearly labeled bag at all times. We request any child that is toilet-training to be dressed in "user-friendly" clothing. This means pants with elastic waist or dresses/skirts. It is best to avoid tight-clothing, pants with snaps or zippers and overalls as we want to help make sure that your child gets to the toilet in time.

In case of a toileting accident, or soiled pull-up, we will use our Stand-Up Diapering Procedure outlined below:

1. Before bringing child to the bathroom, gather all necessary diapering supplies:
  - a. Clean disposable diaper or pull-up from the child's bag, or one of our own if not found
  - b. Diaper wipes from the child's bag, or use our own if not found
  - c. Non-Latex disposable gloves



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- d. Plastic bag (for soiled clothes)  
All diapering supplies are to be safely kept out of reach of the child during diaper change. Put on gloves before bringing child to the change area.
2. Bring child to the diaper changing area (bathroom). Keep soiled clothing away from you or any surfaces you cannot easily clean or sanitize.
3. Coach child in removing soiled diaper/pull-up (and assist as needed). Fold the soiled surface of the diaper inward and fasten with existing tabs if possible. Immediately place the soiled diaper in the hands-free diaper receptacle. If child is wearing a pull-up, tear away at both sides to remove. Place any soiled clothes in plastic bag (sealed) for the parent to take home. Do not rinse any soiled clothing.
4. Coach child in cleaning diaper/pull-up area front-to-back using a clean wipe for each stroke (and assist as needed). Put all soiled wipes in the garbage and remove soiled gloves. Use a clean wipe to wash your hands as well as the child's hands.
5. Coach child in putting on a clean diaper/pull-up along with the rest of his/her clothing.
6. Assist child with washing their hands with soap and water, and wash your hands with soap and water also before returning child to supervised area.
7. Tie the bag of soiled clothing onto the child's bag, or place inside the bin with the bag (do not place inside of the child's bag).
8. Clean and sanitize changing area using bathroom bleach solution as per the recommendation of the Public Health Department for disinfecting.
9. Wash hands again with soap and water.

## 12. NUTRITION

The nutrition standards of this policy are based on the principles of "Eating Well with Canada's Food Guide". It is intended to ensure that the food and beverages provided for our students by their parents promotes healthy growth and development.

Parents are asked to provide nutritious snacks for their child. We have drinking water available for children at all times during the day. Please send bagged snacks in a clearly labeled container with the child's name on it. If food needs to be cold, put an ice pack in it. We do not allow children to share snacks with other children.

We suggest including healthy and nutritious foods as part of your child's bagged snack, such as fresh fruits and vegetables, whole grain products that are low in fat, sugar and salt, lower fat milk products containing Vitamin D, lean meat and alternatives, and 100% juice beverages with no added sugar. Children are able to regulate and adjust their intake during the day, which explains why some children may eat more or less during different snack times.

We are a peanut- and nut-free facility, therefore all bagged snacks must not contain or have the possibility of containing (for example, a snack that says "May contain nuts" on the package) peanuts or any sort of tree-nuts. We encourage using sunflower seed butter, or other nut alternatives, but please clearly label this on your child's snack to avoid confusion.



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If a bagged snack is forgotten by the parent, we do not provide any child with food from our facility. We do, however, have pre-packaged snacks that are available for purchase from our Concession Island that the parent must choose themselves.

If your child has a birthday and you would like to bring in a treat for their special day, we must be notified at least 1 day prior as all parents will need to sign permission for their child to eat the food that is not provided by them that day. We ask your co-operation in keeping the treat simple and one that all children may enjoy. Suggestions include: small cupcakes, muffins, watermelon slices or strawberries and whipped cream.

### **13. WHAT TO WEAR**

Your child should be dressed in appropriate clothing for playroom and gymnasium activities. The clothes should also be free of complicated fastening for washroom routines. Children are welcome to wear socks or slippers at the Nursery School. Running shoes are not permitted.

We also require your child to carry a labeled school bag for belongings. Inside the school bag, children should carry a change of clothes for toilet accidents or paint/water spills; a complete set should be carried back and forth from school.

### **14. STAFFING**

#### Licensed Program Supervisor

The Supervisor of the program is recognized and approved by the Child Care Licensing System (CCLS) and has approval from the Director of The Ministry of Education. The supervisor will have a minimum of 5 years' experience in the field and will work to develop A Gym Tale's program along with the directors.

#### Licensed Program Educator

Our licensed program educators are qualified and Registered Early Childhood Educators and/or otherwise have approval by the Director of The Ministry of Education. They hold current First Aid and CPR certification and have a Police Record Check for The Vulnerable Sector.

### **15. PARENT CONCERN**

A Gym Tale welcomes parent input. . This can be an informal or formally scheduled meeting as you wish.

If there are concerns with educators, children or programming, please speak to the supervisor.



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Should you not wish to speak to the supervisor, please email [info@agymtale.com](mailto:info@agymtale.com)

Parent concerns will be addressed within 2 business days. Parent concerns will be answered within 4 business days.

## **16. PROGRESS REPORTS**

Children will be assessed on a daily basis in order to set goals for individual learning. Open, daily communication between educators and parents is encouraged.

A formal, detailed assessment of your child's progress will be issued at the end of the school year.

## **17. PROHIBITED PRACTICES**

At A Gym Tale, we promote freedom of choice and self-responsibility wherever it is possible and practical, without adversely affecting the safety of the children, the rights of others, or the learning environment. If a child's behaviour crosses those boundaries, we use positive guidance techniques to discipline.

Children are disciplined in a positive manner at a level that is appropriate to their age and according to their actions. Children at times need to have their behaviour redirected into socially acceptable activities. The teacher may discourage a particular way of acting, but not the emotional feelings or ideas behind it.

By suggesting alternative ways of expressing those feelings or ideas, the teacher is guiding the child towards self-discipline and self-control while ensuring the health, safety and respect of every one. Although a child may need a few minutes to regain control before resuming play, his/her self-esteem is never compromised.

Failure to comply with the behaviour management policy shall be brought to the immediate attention of the Nursery School Director who will, in turn, adhere to due process in determining appropriate consequences.

A log (or record) of the monitoring of behaviour management practices will be kept.

Prohibited Practices Include;-

### **Ontario Regulation 137/15**



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48 No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

(a) corporal punishment of the child;

(b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;

(c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;

(d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;

(e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or

(f) inflicting any bodily harm on children including making children eat or drink against their will.

### **Intent**

This provision forbids physical punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. It sets out clear direction regarding prohibitive practices to support the overall well-being of children. These practices are never permitted in a child care centre.

Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behaviour.



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## Compliance Indicators

1. None of the following practices are observed in the program:

(a) corporal punishment (which may include but is not limited to, hitting, spanking, slapping, pinching);

(b) physical restraint of children, including but not limited to confining to high chair, car seat etc. for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others and only until risk of harm/injury is no longer imminent);

(c) locking the exits of the child care centre for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency;

(d) use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine their self-respect, dignity or self-worth;

(e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or

(f) inflicting any bodily harm on children including making children eat or drink against their will. And Staff confirm that these practices are not allowed and do not occur in the program.

## 18. SERIOUS OCCURRENCE Ontario Regulation 137/15

### 1 Definitions

"serious occurrence" means,

(a) the death of a child who received child care at a home child care premises,



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(b) abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a home child care premises or child care centre,

(c) a life-threatening injury to or a life-threatening illness of a child who receives child care at a home child care premises or child care centre,

(d) an incident where a child who is receiving child care at a home child care premises or child care centre goes missing or is temporarily unsupervised, or

(e) an unplanned disruption of the normal operations of a home child care premises or child care centre that poses a risk to the health, safety or well-being of children receiving child care at the home child care premises or child care centre

The notification report of the incident will be posted on the board in the front entrance as per license.

## **19. FEE SCHEDULE**

The fee schedule is based on a full year, divided into ten (10) equal payments. You must enroll your child for a minimum of three (3) months.

One month's advance payment is held (without interest) in lieu of your final month's dues and is non-refundable should you choose to withdraw from the program before its start date.

In addition to this advance payment, monthly payments are due in advance with nine (9) post-dated cheques, dated for the first day of every month from September 1 through May 1, and payable at the front desk. There will be no fee increases during the current school year.

A late pick-up charge may be assessed if parents are late to pick up their child. An initial late pick-up charge of \$5 will be applied and a further \$5.00 will be charged every 10 minutes thereafter, and is due upon pick-up. To avoid these charges, the child must be picked up from the premises before 11:40 for the morning session or before 2:55 for the afternoon session.

A charge of \$25 will be assessed for any returned cheque.

There is no reduction of fees for statutory holidays, professional development days, Christmas Break, March Break, or for school closures due to extreme weather conditions.

## **20. WITHDRAWAL**



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Notice of withdrawal must be given in writing one calendar month in advance of the termination of your contract. If the child is withdrawn from the program without due notice, the advance fee (deposit) will not be refunded, whether or not the child attends during the notice period. Any advance payments in excess of one month will be refunded. Withdrawals from the program are not permitted during the last 3 months of the program (April – June) as we are not able to fill those spaces with such limited time remaining in the program. If a child does not attend during these times, fees will not be returned.

## 21. DISCHARGE

It should be noted that not all children are suited for group care. We will endeavor to do everything possible to help each child adapt and integrate into our program – including communication between parents and teachers over strategies to work with child; and subsequently parent meetings with the Supervisor. If, despite everyone's best efforts, the difficulties appear to be more than we can manage, the director may require that the child be discharged. A Gym Tale will give the parents a minimum of two weeks' notice that the child will be discharged.

Some possible reasons for ineligibility to remain in the program could be:

Parent does not abide by Policies and Procedures or has demonstrated abusive, harassing or inappropriate behaviors towards a staff member.

-The program cannot or does not meet the needs of the child and or the child consistently requires one on one attention in the program to the detriment of other children's learning.

In the case of discharge of a child, the final decision will be made in writing. The decision is not subject to appeal.

## 22. SAFETY AND SECURITY

We require staff to maintain a current CPR and First Aid certificate at all times.

Children will not be released to anyone except their parent or guardian, or other persons specifically authorized by their parent or guardian. Identification will be required of those authorized to pick up children who are unfamiliar to staff.

If you wish to have another adult pick up your child, then you must provide written permission in advance, or a phone call, to verify the arrangement. Otherwise, the child will not be permitted to leave.

Staff, students, and volunteers who work in the licensed programs are required to provide references and to undergo a police check to assure that they are suitable to work with young children.



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Please inform the Director of any change of address at home or work. An up-to-date telephone number, where you can be reached in an emergency is essential.

**In the event of emergency** Parents will be notified once children are safely located at our emergency shelter, Second Cup, 3170 Greenbank Road (next to A Gym Tale parking lot). Please note notification will be made from an alternate phone number.

### **23. CONFIDENTIALITY**

All information regarding a child and/or his family is confidential and must not be released to or discussed with anyone or agency unless a consent for release of information is signed by the parent or guardian of the child.

### **24. STUDENTS AND VOLUNTEERS**

We serve the community by providing a training facility for local high schools, colleges, and universities. We are also fortunate to have volunteers from the community. Volunteers are never left alone with the children in our licensed programs, but work alongside staff members.

It is our pleasure to provide guidance and training to these students and volunteers because their assistance provides extra guidance and stimulation for our students. A police record check is required of all volunteers and co-op students.

### **25. MEDICAL EMERGENCIES**

In the event of a medical emergency, we will first call 911 (if appropriate) and then the parent/guardian will be contacted as soon as possible. If they cannot be reached, we will attempt to reach the alternative emergency contacts listed on the Enrolment Form.

### **26. ALLERGIES**

If a child has an allergy or a food restriction this should be clearly documented in written form by doctor/parent and submitted to the Director. All food allergies will be dealt with appropriately. Please note that A Gym Tale is a NUT FREE centre. Please refer to the Anaphylaxis Policy.



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## **27. ILLNESSES**

A child is to remain at home if he/she has a fever, intestinal infection (diarrhea and/or vomiting), a communicable disease (such as pink eye, impetigo, strep throat, measles, chicken pox, and mumps), cold with severe cough, sneezing or thick nasal discharge, or if the child is unable to participate in regular nursery school activities.

If the child is taking antibiotics, the child should not return to nursery school until he/she has been on the medication for at least 24 hours.

A child who has been vomiting or suffering from diarrhea should not return to Nursery School until 48 hours after the last occurrence.

Children with generalized rash should stay home until it has been verified that they do not have a communicable disease.

If a child becomes ill and needs to be picked up, the child will be separated from the other children until a parent arrives.

## **28. MEDICAL ADMINISTRATION**

Other than anaphylactic and special medical plan, A Gym Tale staff do not administer medication.

## **29. CLEANLINESS**

Toys, dress-up clothes, etc. are washed and disinfected regularly. Staff and children wash their hands before and after eating, after toileting, blowing noses, etc.

## **30. FIRE DRILLS**

We conduct "mini fire drills" once a month. This procedure does not involve the fire department alarm system.

## **31. TOYS FROM HOME**

We prefer that children do not bring toys from home to the licensed program as they can be broken or misplaced.

## **32. PARENT PARTICIPATION**

We welcome you as partners in the enrichment and care of your child and as members of A Gym Tale's



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licensed programs, offering participation, suggestions and comments.

### **33. OFF PREMISES ACTIVITIES**

Our licensed programs are fortunate to have an indoor playground. We do not leave the premises during licensed programs out with emergency circumstances.