



PEGGY BREWIN POLICIES AND PROCEDURES

Please initial the following policies and procedures to indicate that you understand and agree to follow them:

1. **Minimum Age Requirement Policy:** In order to register for Peggy Brewin, children must turn 3 years old by December 31st and be toilet trained. ____ (INITIAL)
2. **Timeliness Policy:** Class starts at 8:30am with a welcome song. It is imperative to be on time, for the sake of your own child being able to settle into a routine in the school, and so as not to disrupt the planned activities and the other children. Children should be at school and ready to begin their day, with their backpacks unpacked. Doors open at 8:20am to be ready for our 8:30am start. ____ (INITIAL)
3. **Bad Weather Policy:** By 6:00am, a designated parent and Teacher Deb will make the decision if school will be cancelled, based on the WQSB recommendations. Once the decision has been made, parents will be notified via text / email / phone call from Teacher Deb. Please note: there may be times when buses are running, but it's still not deemed safe by Peggy Brewin. If there's bad weather forecasted, please remember to check your email before coming in case school has been cancelled. ____ (INITIAL)
4. **Sick Teacher Policy:** When Teacher Deb is sick she will let the President of the Executive Committee know before 7:00am. The President will then communicate with all PB families that school has been cancelled for the day via text or phone call. ____ (INITIAL)
5. **Sick Child Policy:** Your child should be kept home if they have any of the following symptoms: pain, fever, sore throat, headache, infected skin or eyes, nausea or vomiting, difficulty breathing, wheezing, or persistent cough, diarrhea, runny nose or cough accompanied by low energy. Please also let the teacher know in the morning if your child has had a fever, been up late the night before, is out of rhythm, or of any events that have occurred that may account for a change in behaviour and / or mood of your child. ____ (INITIAL)
6. **Change Days Policy:** Part-time children are not allowed to switch their days of the week or do a "make-up" day if they miss one of their scheduled days. While we have space, they are invited to attend the extra day(s) for the following price, based on a first come, first served basis: \$40 for 8:30am-12:30pm. ____ (INITIAL)
7. **Parent Participation:** Parents are responsible for (a) acting as parent helper on the helper days you sign up for (if you are unable to attend, it is your responsibility to make a switch with another parent); (b) helping with general tidying (sweep, wipe placemats, tables and chairs); and (c) serving on the Fundraising Committee or opting for the Fundraising Buyout. ____ (INITIAL)

8. **Helping Parent Policy:** When there are 9 or more children in a class, a helping parent is required to be on duty. ____ (INITIAL)
9. **Cancellation Policy:** Written notice of withdrawal submitted to the registrar is required one month in advance of the child's last day in attendance. Tuition for that month is non-refundable, however tuition paid beyond the one month period will be refunded. In the case of un-enrollment prior to August 1st of that school year, September tuition will be refunded in full. ____ (INITIAL)
10. **Vacation / Sick Days:** If your child is away due to illness or vacation, you are still expected to pay full tuition for those missed days. ____ (INITIAL)
11. **Photo Permission:** Photos may be taken at various times in the classroom, and at events, to use on our website or in-school related printed materials. If you choose to give permission, we will not give photographs or information to ANY other person or organization for any other use. ____ (INITIAL)
- I give permission to Peggy Brewin Cooperative Preschool to use my child's photograph for these purposes.
- I DO NOT give permission to Peggy Brewin Cooperative Preschool to use my child's photograph.
12. **Cell Phone Policy:** Cellphone use is not permitted while parents are in the classroom helping with children. No texting or phone calls are to be made during classroom time (only in emergencies). ____ (INITIAL)
13. **Guardian Consent:** Peggy Brewin Cooperative Preschool requires that all children are registered in our preschool with full knowledge and consent of all legal guardians. ____ (INITIAL)
14. **Pick-Up Procedure:** Children will only be released into the care of parents or guardians listed below. In the event of any last minute pick-up changes please advise the teacher in writing or via email.

_____	Relationship with child: _____
_____	Relationship with child: _____
_____	Relationship with child: _____
_____	Relationship with child: _____