
Program Statement & Implementation

At Stratford Cygnets Cooperative Preschool we follow [How Does Learning Happen?](#). Please visit our website for a more detailed review of this document and its implementation

Stratford Cygnets Cooperative Preschool

Philosophy/Mission Statement

Stratford Cygnets Preschool provides a stimulating and caring environment for all children including those with special needs. Our program supports the development of emotional, physical, intellectual and social skills. These skills help children prepare to enter Kindergarten. All children will develop these skills through play based learning experiences.

Access To Children

Only those persons designated by parents on the registration forms are permitted to pick up children. If you require access protection for your child, please contact the Supervisor.

Statutory Holidays

Stratford Cygnets Cooperative Preschool is closed for all statutory holidays: Thanksgiving Day, Christmas Day, Boxing Day, New Years Day, Family Day, Good Friday, Easter Monday and Victoria Day.

Excursions & Field Trips

Parents/guardians will be notified and required to grant permission for all activities off the premises that require the transportation of students. Walking excursion permission is included in all registration packages.

We ask that all parents/guardians assist children in the removal of their outdoor clothing and with their indoor shoes. Please sign in with your child's teacher upon arrival. For all absences please call or email the Supervisor at cygnetscooppreschool@gmail.com or (519)273-

All documents are available free of charge on the website to all parents considering enrolling their child and to all currently enrolled families. Please note the following documents available on the website:

- Student and Volunteer Policy
- Child Guidance Policy
- Intake & Discharge Procedure
- Parents Issues & Concerns Policy and Procedures
- Anaphylaxis Policy
- Fire Safety
- Medical Conditions & Medication Administration
- Smoking
- Parking
- Idling
- Emergency Management
- City of Stratford Child Care Subsidy Information
- How Does Learning Happen?
- Staff Biographies & Photos
- Program Ratios & License Capacity

The following information will be included in your registration package:

- Duty Parent Information
- Snack Time Information and Requirements
- Enrolment Forms
- Registration Checklist

The following information will be included in your child's welcome package:

- Confirmation of Duty Role
- Teacher Introduction
- Starting School Checklist
- Starting School Reminders
- Appropriate clothing and labelling
- Start date and September Calendar

www.stratfordcygnetspreschool.ca

Stratford Cygnets Cooperative Preschool Inc.

181 Louise St.
Stratford, Ontario
N5A 2E6
519 273-8096

cygnetscooppreschool@gmail.com
www.stratfordcygnetspreschool.ca



Hours of Operation

Toddler Program

18 MONTHS - 2.5 YEARS

Monday - Friday
8:00 AM - 11:45 AM

Preschool Program

2.5 - 4 YEARS

Monday - Friday
8:00 AM - 11:45 AM
Monday - Thursday
12:30 PM - 4:00 PM

Before and After School Program

St. Ambrose

6:30 AM - 9:00 AM
3:30 PM - 6:00 PM

Payment Procedure

All families will provide 10 post dated cheques dated for the first of each month along with a \$30.00 one time non refundable administration fee at the time of registration. If parent fees reach one month in arrears your child will be asked to refrain from attending the program until payment is received. If no payment is received the spot will be offered to the next child on the waiting list. A \$25.00 charge will apply to all cheques returned NSF.

Fundraising Requirement

All enrolled children are required to fundraise a minimum of \$100.00 in profits over the course of the school year. Families have the choice not to fundraise and pay the \$100.00 at the time of registration.

Registration/Admission and Open House

The school's open house and registration day is held annually in March. Parents are required to fill out the registration forms and submit a \$30.00 administrative fee. All families must register and request care through OneHSN prior to submitting registration forms. If our program is full, children can be placed on a no fee waitlist.

Discharge Policy & Procedure

Families must provide written notice of permanent withdrawal from any of our programs 60 days in advance. If notice is not received then full program fees will be charged. If you have not fulfilled your fundraising obligation you are required to pay \$10.00 for every month that your child was enrolled.

Emergency Care

If your child has not been picked up by the end of their enrolled program all possible attempts will be made to contact parents/guardians. If we are unable to reach a parent/guardian we will call the emergency contact provided. If an emergency contact cannot be reached Children's Aid Society will be called to provide emergency care.

Emergency Management

In the case of an emergency all parents/caregivers will be notified by phone, email and social media.outlets.

Toddler & Preschool Program Fees

	Non Duty	Duty
2 Sessions	\$138.00	\$113.16
3 Sessions	\$205.20	\$168.26
4 Sessions	\$273.60	\$224.35
5 Sessions	\$342.00	\$280.44

Duty Parents

All duty parents will provide snack once a month for the room in which their child is enrolled. Please note the following duty roles:

Toy Cleaning & Sanitizing
Laundry
Fundraising Committee
Board of Directors

All approved duty parents will receive confirmation of their role and detailed information in their welcome package in August.

Before and After School Program Fees

Morning OR Afternoon care per day	\$10.00
Morning OR Afternoon care per month	\$200.00
Morning AND Afternoon care per day	\$20.00
Morning AND Afternoon care per month	\$400.00

Please Note: There is a 10% family discount for each additional child

Illness

If your child is not well enough to participate in both indoor and outdoor programming please keep your child at home. If your child becomes ill at school you will be contacted. Children suffering from infectious or communicable diseases are prohibited from attending programs by Public Health Regulations. Please visit our website for a full list of communicable disease exclusions.

Allergies

To reduce the exposure to causative agents in our program there will be allergy signs posted in the classroom adjacent to the snack table. The foods that cause anaphylaxis will be avoided at all times. All allergies must be identified on registration forms and individual medical plans will be completed by parents/guardians if the allergy is diagnosed by a physician and labeled life threatening.

Accidents & Serious Injury/Occurrences

If your child gets hurt at preschool you will be notified by a staff and will receive a written accident report. Parents/guardians or emergency contacts if needed will be contacted in the event of any serious accident that requires medical attention. First aid will be administered immediately and arrangements will be made to pick up your child or meet the Supervisor at the emergency facility. Serious occurrences are reported to the Ministry within 24 hours and a notification will be posted for all parents to view for 10 business days.