



# NEWPARK CHILDREN'S CENTRE

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## PARENT HANDBOOK

## NEWPARK CHILDREN'S CENTRE

Thank you for your interest in Newpark.

Newpark is a non-profit child care facility, offering quality child care since 1986. Newpark attained Charitable Status in 1992.

Newpark is licensed under the Day Nurseries Act of Ontario and meets all local and provincial fire, health and safety regulations.

Newpark is operated by a Board of Directors. The Board of Directors determines the policies, budget, and fees for the Centre. Parents are welcome to join the Board of Directors. If you are interested, please ask the Executive Director for more information.

This Handbook contains information regarding our philosophy, policies and procedures. We hope that this information will help you and your child as you become part of Newpark.

EXECUTIVE DIRECTOR: Jennifer Hunter RECE

NEWPARK CHILDREN'S CENTRE  
81 Industrial Parkway North, Unit #2  
Aurora, Ontario  
L4G 4C4

Telephone: 905.727.8859  
Fax: 905.727.4592  
Email: [newparkcc@bellnet.ca](mailto:newparkcc@bellnet.ca)  
Website: [www.newparkchildrenscentre.ca](http://www.newparkchildrenscentre.ca)  
Webpage: [www.facebook.com/newparkcc](http://www.facebook.com/newparkcc)

## **HOURS OF OPERATION**

### **MONDAY to FRIDAY 7:00 am to 6:00 pm (Infant Program 7:30 am – 5:30 pm)**

Newpark closes for all Statutory Holidays as well as Easter Monday (Staff Professional Development Day) and the week between Christmas Day and New Year's Day.

## **FULL TIME PROGRAMS**

Full Time Preschool Program – 30 months to 44 months

Full Time Toddler Program – 15 months to 30 months

Full Time Infant Program – 6 wks to 18 months

## **PART TIME PROGRAMS**

Our Preschool and Toddler programs are available part time however space is limited and based on 2 or 3 days per week. These days are not interchangeable. Our Infant program is full time only.

## **STAFF TRAINING**

Most of the staff at Newpark are qualified and Registered Early Childhood Educators. Ongoing Professional Development ensures that the staff are well trained and informed of current trends and practices in the field of early childhood education. All staff are trained in First Aid, CPR and Anaphylaxis Management/Emergency.

## **REGISTRATION FEE and DEPOSIT**

A non-refundable (and non-applicable towards fees) Registration Fee of \$100.00 per child (\$150.00 per family) is required in order to reserve a space. As well as a non-refundable Deposit of \$150.00 which is required at the time of registration and used towards the first month's fees.

## **LATE PICK-UP**

Parents will be charged a substantial late fee for any pick-up after closing time (\$20.00 per child for the first minute and \$1.00 per child per minute thereafter). The late fee has been established as a deterrent. The Board of Directors reserves the right to ask a parent(s) to remove their child(ren) if there is continual abuse of the pick-up time policy.

## **WITHDRAWAL**

One (1) months' notice in writing to the Executive Director is required to withdraw your child(ren) from the centre, or one (1) fees in lieu of notice. In the case of Newpark, the school will give one months' notice or refund the notice period should the centre determine that your child must be withdrawn. Where it is deemed that Newpark is unable to meet the needs of a specific child/family, they will be asked to leave the program.

## **INCLEMENT WEATHER CLOSURE POLICY**

If weather is exceptionally severe (ie. Ice storms, excessive amounts of snow, etc.), we may as a result have to close the school. This is a difficult judgment call based on a number of factors that is made by Newpark in the early morning and has only happened 4 times in our 24 years of operation! If you suspect a possible closure, please call the centre before you venture out and we will leave a message (if possible) on the voicemail to let you know if we are closed. We will also do our best to post school closures with the following radio and television stations:

## **680 News**

680 AM on your radio dial or [www.680news.com](http://www.680news.com)

## **A-channel**

Breakfast television program (on your local television station)

Twitter: @newparkcc

## **SPECIAL NEEDS**

Newpark values each child as an individual. We believe that all children have a right to be educated in a caring environment and develop to their full potential alongside each other. The admission of a child with special needs will be assessed on an individual basis in order to ensure his/her needs are sufficiently supported throughout the program. Among the criteria used for determination will be the severity and complexity of the child's needs as well as the make-up of the group into which the child may be placed. If it is determined that a child's needs extend beyond the realm of support provided at the centre, the child's programming and/or continued enrollment will be reassessed.

Safety is of utmost importance to the Newpark staff; therefore, should a child endanger his/herself or others, he/she will be asked to leave the program.

## **ACCESSIBILITY**

Newpark Children's Centre is committed to developing policies, practices and procedures that provide accessible quality services to its clients and their children. Services will be provided to clients with disabilities in a manner that promotes and respects dignity, independence, integration and equal opportunity.

Newpark Children's Centre is dedicated to ensuring all programs and services are accessible to clients and their children in accordance with Ontario Regulation 429.07 Accessibility standards for Customer Services.

Newpark Children's Centre will endeavor to ensure that the policy, related practices and procedures are consistent with the following four (4) core principles:

- I. ***Dignity*** – Persons with a disability must be treated as valued clients as deserving of services as any other client.
- II. ***Equality of Opportunity*** – Persons with a disability should be given an opportunity equal to that given to others to obtain, use and benefit from our services.
- III. ***Integration*** – Wherever possible, persons with a disability should benefit from our services in the same place and in the same or similar manner as any other customer. In circumstances where integration does not serve the needs of the person with the disability, services will, to the extent possible, be provided in another way that takes into account the person's individual needs.
- IV. ***Independence*** – Services must be provided in a way that respects the independence of the persons with a disability but will not do so without the express permission of the person.

To access a complete Accessibility for Ontarians Act please visit <http://www.e-laws.gov.on.ca> or request one through the office. Client feedback forms are available as requested.

# **FEE STRUCTURE**

## **FEES**

<b>Program Fee per child -</b>	<b>Infants 5 days per week</b>	<b>\$1500.00 per month</b>
<b>Program Fee per child -</b>	<b>Toddlers 5 days per week</b>	<b>\$1100.00 per month</b>
	<b>Toddlers 3 day per week</b>	<b>\$725.00 per month</b>
	<b>Toddlers 2 days per week</b>	<b>\$488.00 per month</b>
<b>Program Fee per child -</b>	<b>Preschool 5 days per week</b>	<b>\$925.00 per month</b>
	<b>Preschool 3 days per week</b>	<b>\$620.00 per month</b>
	<b>Preschool 2 days per week</b>	<b>\$420.00 per month</b>

- A child's progress through the various rooms is only loosely based on age; individual development and availability of space are the main movement criteria.
- Infant Parents – please note that there is no guarantee that your child will immediately move to the Toddler program once they turn 18 months. This movement is contingent on available toddler space. The program fee is associated with the classroom and ratio, not the age.
- **FEE ASSISTANCE:** Fee Assistance can be applied for through the Region of York. Please see the Executive Director for further information.

## **GENERAL FEE INFORMATION**

- Fees are collected through pre-authorized debits on or after the 1<sup>st</sup> business day of each month.
- Parents are charged for all days of absence, sickness, or holidays.
- **Unexpected Closures:** If the Centre is forced to close due to inclement weather, contagious illness or lack of essential services to the building, fees will **not** be credited or refunded.
- Fees are reviewed on an annual basis in conjunction with our fiscal year budget process.
- There is a \$20.00 charge for returned funds (NSF).

## **TAX RECEIPTS**

- For Income Tax purposes, a record of the previous year's fees paid to the Centre will be provided to all parents before the end of February of the following year.

# **PHILOSOPHY, MISSION and** **OBJECTIVES**

"Each one of us may be a tiny atom in an enormous universe, but we need the illusion that we count ... that our individuality demands attention."

Anthony Storr

## ***Philosophy***

At Newpark Children's Centre, we believe each child is a unique individual and we strive to recognize this. We are sensitive to their social, emotional, intellectual, and physical needs. We provide developmentally appropriate programs that focus on the process of learning and help children enjoy successful experiences. We encourage not just learning, but the love of learning.

We believe that children must be nurtured in a warm, happy, and safe environment where every child feels comfortable, relaxed and secure. We provide an environment that is conducive to learning. Great attention and detail is given to the look and feel of our classrooms. Everything in the environment is designed to be meaningful and have a purpose. Our classrooms encourage children to make choices about a wide range of natural materials and activities throughout the day. As they pursue their own choices and plans, they will explore hands-on by beginning to ask and answer questions, problem solve, and learn how to interact and socialize with their peers.

The strength of our program is the dedication of our staff. We support our Early Childhood Educators with training, resources, and freedom to create a unique learning experience for children. We provide many opportunities for the teachers to share ideas and grow professionally. Our teachers create a caring and nurturing atmosphere and foster each child's creativity and individuality.

Parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers - a partnership for the benefit of the parents and staff. Our doors are open to parents at all times.

Our organization values people; the children in our care, their parents and our staff. We appreciate and continually work to maintain the trust placed in us. We strive each day to be the best provider of early childhood educational services we possibly can.

### **Mission**

Our mission is to foster each child's development, through encouraging their natural curiosity, leading them to independent inquiry, and at the same time building their confidence.

### **Objectives**

- We adopt as our core objective the development of the whole child which encompasses the intellectual, emotional, social, creative, and physical needs of children.
- We are committed to providing a safe, nurturing environment for children to grow in.
- We place the child's experience at the heart of the learning process, emphasizing how children learn as a complement to what they learn. We promote the use of clear verbal communication to express their needs, thoughts, and feelings.
- We use positive reinforcement to build self-confidence so that each child views him/herself positively and is accepted, liked, and valued for being themselves.
- We provide an environment that is conducive to learning. Great attention and detail is given to the look and feel of our classrooms. Everything in the environment is designed to be meaningful and have a purpose.
- We promote a spirit of co-operation among the children and staff to promote sensitivity towards other's needs as well as their own. We promote a sense of responsibility and respect for themselves and each other, as well as for the environment.
- We communicate actively with parents and encourage parental support in the education of their children.

# **PROGRAM**

Our program is designed to develop, encourage, and promote many skills and abilities. Each child achieves these levels of development in their own time and at their own level.

**Play** is an integral part of our program;

**“Play is the central activity of childhood”**. For young children play is the way they learn about themselves and their world. It is also the way they begin to master many fundamental physical, social, and intellectual concepts.

- \* Play is the most important business of a child’s life.
- \* Play contributes to emotional growth.
- \* Children who play **joyfully**, grow steadily in self esteem and in their capacity for empathy.
- \* Through play, they are curious and more eager to learn.
- \* While playing, the children learn more, are more creative and adept at problem solving, and are quicker to assimilate new knowledge acquired in the course of everyday life.

Many age appropriate opportunities throughout the day are provided to enhance cognitive, language, social/emotional and physical development. Daily plans provide a wide variety of activities for using language during both free play and group times. Teachers encourage expressive language throughout the day; taking every opportunity to verbally expand on ideas presented by the children. For example, the teacher will add more information and ask questions to encourage the children to reason throughout the day, using actual events and experiences as a basis for concept (reasoning) development. For example, children learn about sequence by talking about their experiences in the daily routine, or recalling the sequence of a cooking or science project.

The program emphasizes social development as being one of the most important stages of development. The teachers encourage the children to take turns, respect others, and learn to interact with individuals and groups. They learn to choose friends and to be chosen.

The program provides opportunities for the children to grow in self-direction and independence. Overall programming is implemented in such a way that challenges the children's intellectual powers. They are encouraged to think, reason, remember, and experiment.

The primary aim of our program is to provide an environment where children can feel joyful about learning; setting the stage for positive experiences in their educational life.

The children enjoy many activities, including:

- Music & Movement (with trained instructor )
- Computer Learning
- Indoor and Outdoor Gross Motor Activities
- Sensory Activities (sand, water, clay etc.)
- Drama, Puppetry and Stories
- Science Exploration
- Creative Art
- Cooking/Baking
- Excursions and Special Visitors ( Reptile/bug experts, Children Entertainers and more!)
- Special Activities/Events (Kidlympics, Fantasy week to a chosen destination e.g. Australia, China etc. )



## **PROGRAM** (continued)

### **Excursions**

Trips are an important part of our Program. Parents are notified in advance of each trip and are asked to sign a Trip Permission Form. If you do not wish to have your child participate in a specific trip, we require that you make other arrangements for that day.

### **Holiday Celebrations**

We celebrate many holidays at Newpark, as we feel that this is part of providing an important learning experience for the children. If, for personal and/or religious reasons, you do not wish your child to participate -- we require that you make other arrangements for that day.

If you have a custom or tradition that you would like to share with us, please let us know.

### **Birthday/Holiday Celebrations**

As we do not accept food from an outside source, Newpark Children's Centre will provide a special "nut free" treat for your child's Birthday and all other celebrations.

Loot bags, birthday hats/ napkins/balloons etc. are to be saved for home parties.

### **Resource Library**

Our Resource Library houses all of our "special" equipment -- puppets, lotto games, science activities, puzzles, books, and tapes. The Resource Library is used for special small group activities and for individual time with the Teachers. The children often use this room as a quiet oasis in a busy day.

### **Bulletin Boards**

Please check the Bulletin Boards outside your child's classroom, as well as the Parent Bulletin Board by our main door. We post all programming information, special events, news articles, health notices and other items of interest. If you would like to contribute to our Parent Board, please speak with the Executive Director.

### **Children's Portfolios & Reports**

Developmental Portfolios are created for each child as they begin the early education at Newpark. This portfolio is updated monthly and is always available to the parent to review at any time. A report is written for each child on an annual basis in the late Springtime.

### **Resttime**

**All of the children** will be expected to take a nap or have a quiet time lying down after lunch. This is necessary for the child to regain his/her energy during the day. Provision for quiet activities is made for those children who do not rest longer than one hour

### **Infant Resttime**

Each Infant sleeps in their own, labeled crib. If necessary multiple naps will be offered to your infant as per your instructions.

# **BEHAVIOUR GUIDANCE**

Our philosophy is to use positive reinforcement and redirection. We encourage the children to resolve their own conflicts and only offer alternative solutions when necessary. In carefully following this philosophy, the children are learning the techniques of self-discipline and self-control, and to be considerate of others' feelings. As well, they are learning responsibility for their environment.

- Limits are fair, consistent and appropriate for the age group -- ensuring a stable and secure environment.
- Appropriate behaviour is encouraged through positive reinforcement.
- Our purpose is to guide and teach, not to punish.
- The Teacher acts as a facilitator, not as a dictator.
- The use of verbal communication to express feelings, needs, and frustrations is encouraged.
- At no time will a child be struck, roughly handled or verbally abused as a discipline answer.

## **Child Abuse**

There is absolutely no corporal punishment, deliberate harsh or degrading measures used that would humiliate a child or undermine his self-respect, deprivation of a child's basic needs, or the use of a locked room to confine a child.

# **HEALTH POLICIES AND PROCEDURES**

Staff will greet each child as they arrive at the centre to ensure that each child is well enough to participate in the programme. (Public Health)

## **What happens when a child becomes ill at Newpark?**

Group child care is not a good environment for children who are ill. The Staff are required, as per [Health Policies & Public Health](#) to exclude children who are ill in order to prevent the spread of contagious disease or illness. Our basic guidelines are taken from the [Public Health Manual “Come Grow with Us”](#).

Whenever a child shows signs of illness (included, but not limited to the following), we will call you to come and pick him/her up:

- abnormal temperature
- difficulty breathing
- earache
- thick yellow mucus discharge
- alarming cough
- vomiting
- extreme lethargy
- discharge from eyes/ears
- diarrhea
- swollen neck glands
- unexplained rash
- infected skin patches
- behaviour that indicates your child is unwell (excessive listlessness, drowsiness, irritability, inconsolable crying, etc.)

If your child has been sent home with signs of illness please check with the teachers for the necessary exclusion period associated with the specific illness.

**If you child has exhibited signs of enteric illness (diarrhea or vomiting) the child must be excluded from the child care centre until they are symptom free for at least 24 hours (e.g. if a child is sent home on Tuesday they cannot return on Wednesday)**  
[Public Health “Come Grow with Us”](#)

## Parental Responsibilities

**We must, at all times, be able to locate parent(s) or a designate in case of illness or emergency. Parents will need to arrange prompt pick up of their ill child.**

- Parents must be prepared to make other arrangements for their children when they are ill.
- Parents must inform staff if their child has a communicable disease or any other health concerns.
- Parents must inform the staff if their child is on any medication at home and shows any signs of complications/reactions. We can then advise medical personnel in an emergency situation.
- If a child has been ill during the night, be sure that the illness is over before bringing your child in the morning and inform staff of the type of illness or upset. If your child has been ill with signs of enteric illness (vomiting and diarrhea) during the night, they must be excluded from the centre until they are symptom free for at least 24 hours. ([Public Health “Come Grow with Us”](#))

## Fevers and Viruses

- Fevers are not always an indicator of how sick a child is. For example, a child with meningitis can have a low grade fever or none at all. “In general, the child’s behaviour tells us more about the severity of the illness than the degree (or height) of the fever.”  
(Well Beings, Canadian Paediatric Society)

**WE WILL CALL YOU IF YOUR CHILD IS UNWELL WITH OR WITHOUT A FEVER OR ARE UNABLE TO COPE WITH THEIR DAY.**

## When should a child return after an illness?

If a child has been diagnosed as having a communicable disease, or has had diarrhea and /or vomiting we have set quarantine periods of a minimum of **24 hours** after the onset of the last symptom.

**It is recommended that you keep your child at home for at least **24 hours** after starting new medication. Thus, your child has a chance to rest, the medicine can begin to work & your child can be closely monitored for any reaction to drug.**

Be sure that your child is well enough to participate in the program (indoor and outdoor) **before** they return to school after being ill. If your child arrives and the staff determine that they are not well enough to attend the centre; you will be asked to take them home. A doctor's note may be required before your child can return to school.

## Medication

**ONLY PRESCRIBED MEDICATIONS WILL BE ADMINISTERED.**

- A Medication Form must be filled out and signed by the parent *before* we are able to administer any medications.
- All medications must be in the [original container](#) with the child's name, name of the drug, dosage, date of purchase, and instructions on the label.
- Medication are not to be left in cubbies or the cubby area. They must be handed directly to the classroom teacher.

Across the counter drugs and homeopathic remedies will can **only** be administered when **accompanied by a Doctor's note.**

## Contagious Diseases

Newpark will notify parents of any contagious disease which is discovered among children or staff. Please check the ["Health Notice Board"](#) by our entrance.

## Immunization

It is a requirement to have all of the children's immunization records up-to-date.

## Outdoor Activity

- The Day Nurseries Act requires us to plan outdoor activity for the children **every** day. This is an important part of our program.
- If a child is not well enough to take part in all aspects of the program, including outdoor play, other arrangements should be made for that day.
- Adequate & safe clothing must be sent to ensure your child's protection from the weather.
- Ensure that sunscreen has been applied to your child each morning before they come to school, Staff will re-apply as needed.

**ALL STAFF HAVE UP-TO-DATE FIRST AID, CPR AND ANAPHYLAXIS TRAINING.**

# **GENERAL INFORMATION**

## **Orientation**

The degree of anxiety experienced by a child upon separation from parents varies enormously, and manifests itself in many ways. We always give extra help and support to a new child. However, a settling-in period for both children and parents is to be expected. You know your child and we advocate that you handle this in a manner with which you feel comfortable. We will support you through this period. However, the time will come when you have to go and your child has to stay. Try to maintain a positive approach, give your child a hug and a kiss and say something like, "I have to go now, but I will be here tonight to take you home for supper". Then firmly leave. Give us a call to see how things are going. So often a parent goes to work upset, while the child has soon recovered and is playing happily.

A child who has been in school for a considerable period of time will sometimes regress and decide that he/she does not want to come to school on a particular day. Let's face it, some days we would rather stay home too! This can sometimes arise after a child has been away sick, on holiday, or when Grandma and Grandpa have been visiting. Again, the firm approach is the best, with some recognition of the child's feelings: "I know it is hard for you to come back to school after having so much fun at home, but I have to go to work and I know you will enjoy playing with your friends".

## **Communication**

It is in the best interests of the child if the parents and staff communicate freely on a daily basis. It is important that we know if your child had a restless night and is tired, or you have moved to a new house, or Grandma is in town; because these changes may show up in a child's behaviour and we like to know why a child seems overly excited or is having a "down" day. Similarly, it is important that you know what kind of day your child had in school. We will endeavour to keep you informed.

Outgoing information including but not limited to incident reports and progress reports will be provided to one parent at one time only, if others require copies of this information it must be obtained through the original recipient.

## **Email Communication**

Newpark has an outgoing email service to provide you with information of an administrative nature. We will also provide you with classroom, programme and general school information via email. Please communicate directly with the teachers with information about your child(ren), ie. illness, absence, alternate pick-up arrangements, etc.

## **Parent Involvement**

We welcome your input and involvement. Parents may help with Fund Raising activities, join our Board of Directors, etc. Your suggestions are always welcome. As well, we want to know if you have any concerns. We have many resources available if you would like information -- pamphlets, articles regarding child development, agencies, etc.

**General Information** continued

### **Individual Parent Meetings**

If you have any concerns or questions about your child's development, the program, etc.; an individual meeting can be arranged with one of your child's teachers. As well, the Executive Director/ Teachers may request an individual meeting with parents as the need arises.

### **The following are NOT acceptable at school:**

- Toys from home (must be left in the car)
- Money
- Jewellery
- Absolutely NO weapons
- Candies or Food of any kind

### **Restime**

Please provide a blanket for your child. These will be sent home on a weekly basis (or more frequently as required) for laundering.

A restime toy (soft, cuddly) is always welcome!

### **Diapers/Toilet Training**

Parents must supply disposable diapers as well as wipes for children who are not yet toilet trained. Please check your supply daily. Please refer to our "TOILET LEARNING" handout.

### **Fire Drills**

Fire Drills are held on a monthly basis. Evacuation Procedures are posted in each classroom.

### **Clothing**

Your child needs to have a spare set of clothing at school at all times. Include pants, underwear, T-shirt, socks.

Dress your child according to the weather – sunhat (preferable bucket type); or snowpants, mitts, hat, boots, neck warmers, etc.

Only those shoes with rubber soles are appropriate for school for safety reasons. As well, open-toed sandals can be unsafe in the playground, so are discouraged.

### **General Information** continued

Creative art and sensory activities are most often "messy" activities. Even with paint smocks on and sleeves rolled up, accidents inevitably happen; so please send your child to school in play clothes.

**PLEASE LABEL ALL CLOTHING And WATER BOTTLES!**

### **Sunscreen**

Please ensure that your child has had sunscreen applied before they come to school. We will re-apply in the afternoons as necessary.

### **Nutrition / Meals**

Meal times are an enjoyable and sociable time for the children.

The weekly Menu is posted on the Parent Bulletin Board, rotating on a six week schedule.

We provide a morning snack, hot lunch, and afternoon snack. Meals are prepared fresh every day on-site by our Cook; and include a balance of proteins and other essential nutrients, as per the Canada Food Guide.

There are **NO** meal substitutions permitted from home.

Any specialty beverages, such as Soya Milk or Lactese, that are a dietary requirement for your child must be provided by the parent.

Public Health legislation does not permit us to accept food prepared from home.

### **Infant Meals & Snacks**

If your child is not eating solid food as of yet, food specific to your child's age and development is supplied by you, the parent, until you give the go ahead to eat meals off our menu. All food provided must be store bought/prepared and in it's original labeled container. This allows us to continue to provide a safe and healthy environment for children in our care with life threatening allergies.

### **Nut /Food Allergies**

Newpark strives to maintain a " Nut Safe" environment.

For the health and safety of the children we cannot permit food/treats etc. from any outside source.

### **Food Restrictions/Intolerances**

Food allergies, restrictions and/or intolerances are addressed on an individual basis. Newpark is able to supply gluten free grain alternatives; any alternatives needed beyond this is the responsibility of the parent.

### **When Your Child Is Late or Absent**

Please notify us whenever your child is going to be away from school for the day, holidays, etc.

As well, if your child will be arriving *after 9:00 a.m.*, we request that you notify us.

### **Arrival / Departure**

Please inform the teacher **both** of your child's arrival each morning and departure each evening.

Parents are responsible for undressing their children in the morning and dressing them again in the evening; and accompanying them off the premises.

### **Parental Supervision and Responsibility**

Each parent is responsible for the safety and supervision of their own child(ren) while they are on centre property -- both prior to leaving their child in the care of the staff and after removing them from the staff's supervision.



### **Pick-Up of Children**

It is imperative that the staff know if anyone other than a parent is picking up a child. This information must be given to the teachers each and every time someone other than the guardians will be picking up. Children will **not** be released to anyone other than a parent without written and/or verbal authorization. *Please do not share the entry code with anyone. If alternate pick up persons have been authorized by yourself they will gain entry by ringing the bell. The entry code is for direct clients of Newpark only. The entry code is for adult use only.*

### **Parent Comments**

If you have a comment, suggestion, or concern that you wish to bring to the attention of the Board of Directors; please address it in writing to: "In Confidence To The Board", and leave it in the Office.

### **Inspection Findings**

As required by the Ministry of Education, The Ministry of Community and Social Service and Public Health, the following inspection findings and certificates are available for viewing on the wall directly across from the office;

- Current Licence
- Licencing Inspection Summary
- Certificate of Insurance
- Food Inspection Report
- Serious Occurrences Notification Form

Further information is available as requested.

As a non-profit organization, all parents are members of the Corporation; and are invited to attend the Annual General Meeting held each spring. Parents are eligible to participate on the Board of Directors, providing there is space.