

ÉCOLE GUYOT PRE-KINDERGARTEN INC.

(A French Immersion Pre-School)

200 Pebble Beach Road, Winnipeg, Manitoba R2J 3K3 Winnipeg, Manitoba R2M 3E5

Ph: (204) 257-9712 Email: EcoleGuyotPreK@gmail.com

2023 - 2024 Registration Package

Thank you for your interest in the École Guyot Pre-Kindergarten program. Attached please find information relating to our 3 and 4 year old programs.

Registration & Open House will take place on **Wednesday, March 1st at 6:15pm** in person at the classroom located in Niakwa Place School, 200 Pebble Beach Road. This event is for parents, we please ask that children not attend this event if possible. We will have another event prior to the start of school for your child to meet the teacher and see the classroom.

Registration night itinerary:

6:15pm – Doors open. Upon arrival you will be asked what age group you are registering for and then you will be given a number that holds your place in line.

6:30pm – Program presentation by Director/Head Teacher Mme. Chantale Weber in the school classroom. Teachers will be available during registration to answer any questions you may have and give you a tour of the programs classroom.

7:00pm – Registration starts in the school library. Numbers will be called in order handed out.

Registration will be on a first come, first served basis. Children currently registered in the program are permitted to pre-register for the 3 & 4 year old program, therefore spaces are limited.

We offer the following programs:

Child's Age	Days	Hours	maximum # of Children
3 year old	Tuesday & Thursday a.m.	9:00 – 11:30	14
4 year old	Monday, Wednesday & Friday a.m.	9:00 – 11:30	18
4 year old	Tuesday & Thursday p.m. <i>(Will only run if we have enough students)</i>	12:15 - 2:45	18

- **4 year old program:** We offer **1** three days a week class in the mornings and **1** two days a week class in the afternoons. If you would like morning classes you must register for the 3 days a week.
- **A minimum of 8 children must be registered** for any program to be offered. Classes may be cancelled in the event of insufficient registration. You will be notified if the program you registered for will be unavailable.

Please take the time to read through the registration package. It has been designed to answer many of the most commonly asked questions. Included are a Fee Schedule and Registration Form.

PLEASE BRING THE FOLLOWING TO REGISTRATION NIGHT:

1. your **Registration Package**
2. a completed **Registration Form** – please be sure to include the following:
 - ❖ Manitoba Health #'s (family and individual)
 - ❖ your child's Doctor's name and phone #
 - ❖ an Emergency Contact – someone available other than the parents while your child is at school
3. **Personal Information Consent** form signed by **both** parents
4. **Registration Fee** in cash or a cheque made payable to **École Guyot Pre-Kindergarten Inc.** with your child's name and program session in the memo.

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5. your child's **Birth Certificate** as proof of their age (Children born in 2019 will be registered for the 4 year old program and children born in 2020 will be registered in the 3 year old program)

Should you have any questions about the program after reviewing this package email us at EcoleGuyotPreK@gmail.com Thank you for your interest in the École Guyot Pre-Kindergarten program.

Chantale Weber- Director & Head Teacher

Katie Bryant- Coordinator 1

Mitch Berthelette- Coordinator 2

Welcome to École Guyot Pre-Kindergarten Inc.

We have been in operation in various forms and locations since the late 1970's. Throughout the years this programs main goal has been to provide a quality pre-kindergarten program in anticipation of our children entering a French Immersion school.

This booklet provides descriptions of our 3 and 4 year old programs, as well as an Organization Overview, the Policies of Operation, the Emergency Procedures, the Constitution, a Fee Schedule, Registration Forms, and Personal Information Consent Form. Please take the time to read this booklet as it has been designed to answer your frequently asked questions.

Our Programs

When your child first comes to us in September, preschool is new to them. It may be a traumatic experience for them - one filled with conflicting emotion. They are excited over this new step in their life and sad because of the separation. They are actually starting to cut away at the apron strings in order to embark on their own road into the future. This separation gives them a chance to grow, to learn how to live with others and to make use of their time in a different way. Their life in the classroom will be enriched but it may include little disappointments. If necessary, a favorite blanket or stuffed toy might ease the first few days in preschool.

The program is structured in an attempt to satisfy the four basic needs common to all human beings:

- Physical Children have physical needs for nutrition, rest, exercise and safety.
- Emotional Children have emotional needs for a loving, consistent and stable environment.
- Social Children have social needs for positive relationships with adults and other children.
- Intellectual Children have intellectual needs for interesting, stimulating activities.

In a child care program, the teachers are responsible for ensuring that the child's four basic needs are met through careful program design. The goal is to ensure that all children receive sufficient attention to meet their needs.

Therefore, the objectives of our program are:

1. To provide an introduction to the organized classroom setting, but stressing enjoyment, socialization and minimum formal academic situations in favor of incidental teaching where opportunities occur.
2. To promote healthy social interaction with the peer group through the use of games and group play.
3. To promote the healthy development of fine motor skills with the use of arts, crafts, etc.
4. To promote the development of gross motor skills and a positive attitude towards physical fitness with a regular daily program of physical activity.
5. To encourage the appreciation and enjoyment of music by its incorporation into other aspects of the day's activities.

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6. To introduce some basic aspects of the French language as related to all other activities.

We try to give the child the opportunity to develop in various ways. Of course, being an Immersion class, they will be learning a second language. This is introduced slowly so as not to frustrate the child. We want him to *love* the language, not dislike it. They will learn many words, numbers, colours, etc. in French, but they will never be quizzed or punished because he does not know or understand a word.

Field trips are planned from time to time throughout the year for which parents/guardians will be needed to participate. Parents are responsible for transportation of their child to events and all parents are expected to participate equally for these events. **No siblings** are allowed as we rely on the parent volunteers to assist in the supervision. Please see *Policies of Operation* later in this package for further policies regarding field trips.

Craft time is to develop small motor skills - cutting, tracing, dot-to-dot, coloring, gluing, etc. Some children at the beginning of pre-school lack self-confidence, but a little help and a lot of praise can work wonders!

Exercise improves coordination, balance, etc. Games stimulate the child's imagination and intelligence. It also develops his personality - expressing sentiments of anger, joy, etc. Drama is also part of our gym time and gives the child a chance to lose himself in a tree, a mouse or an elephant.

Snack time gives the children a chance to sit together and socialize while practicing social distancing. We are a nut free facility and therefore require that you send nut free snacks for your child. Some suggestions for good **nutritional snacks** are raw fruits and vegetables, dried fruits such as raisins or apricots, muffins, dry cereal, cheese, hard-boiled egg, a small sandwich or crackers. Please do not send chocolate bars, candy, potato chips, or items that they may choke on such as popcorn. Two items are sufficient as a snack. Please send a filled up water bottle with your child's snack.

Story time is resting time at the end of the day.

The 3 Year Old Program

Teachers: Mme. Chantale Weber

Teacher's Aide: Mme. Mimi Saltel

Classroom: Room 15 (Entrance is on the WEST side of the school halfway between the playground and parking lot)

Drop-off Time: 9:00 am

Time: 9:00 am- 11:30 am

Daily schedule

a.m. classes

9:00 – 9:15	Drop off, children remove outdoor gear, wash hands
9:15 - 9:40	Free play
9:45 – 10:00	Circle, Attendance, sharing time, group activities, songs/movement
10:00 –10:15	Snack time
10:15 – 10:55	Free play, organized craft, activities, reading water/sand table
11:00 - 11:15	Circle time, story time, songs
11:15 – 11:30	Get dressed to go home
11:30	Dismissal

Supplies needed by each child (please label everything):

1. Slip-on or velcro runners to be left at preschool.
2. A water bottle to be left in their lunch bag or backpack.
3. School bag large enough to store all their personal items, crafts, etc.
4. An extra set of clothes to be left in their backpack. In case of bathroom

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accidents or paint spills, etc.

5. Small snack to be brought daily in a non-disposable container such as a lunch kit.

NOTE: Outside clothing and footwear must also be labeled clearly with the child's name.

The Four Year Old Program

Teachers: Mme. Chantale Weber

Teacher's Aide: Mme. Mimi Saltel

Classroom: Room 15 - West Entrance (Doors halfway between the playgroup and the parking lot.)

Drop-off Time: 9:00am (M,W,F) or 12:15(T,T)

Time: 9:00am – 11:30 am or 12:15 pm – 2:45pm

Supplies needed by each child (**please label everything**):

1. Slip-on or velcro runners to be left at pre-school.
2. A water bottle to be left in their lunch bag or backpack.
3. School bag large enough to store all their personal items, crafts, etc.
4. An extra set of clothes to be left in their backpack. In case of bathroom accidents or paint spills, etc.
5. Small snack to be brought daily in a non-disposable container such as a lunch kit.

NOTE: Outside clothing and footwear must also be labeled clearly with the child's name.

Daily schedule

a.m. classes	p.m. classes	
9:00 – 9:15	12:15 – 12:30	Drop off, children remove outdoor gear, wash hands
9:15 – 10:00	12:30 – 1:15	Circle, Attendance, Calendar, sharing, group activities, songs/movement, Alphabet book/Number book
10:00-10:15	1:15 - 1:30	Bathroom, wash hands, Snack time
10:15- 11:00	1:30 - 2:15	Structured Craft, Free play, fine motor activities, Water/sand table
11:00 -11:15	2:15 - 2:30	Circle time, story time
11:15- 11:30	2:30 - 2:45	Dress to go home/ Home time
11:30	2:45	Dismissal

Behavior Management Policy

Since we live in a community, it is important that our children learn to behave appropriately in a variety of class situations. Great importance is placed on the behavior of the children to reflect the following values:

- ◆ Self-respect
- ◆ Respect of others
- ◆ Respect of property
- ◆ Order
- ◆ Safety
- ◆ Fair play
- ◆ Dependability

The pre-school endeavors to treat the children fairly and to respect their rights and opinions. The notion of Time Out is used as a consequence to improper behavior. It is the responsibility of the pre-school to create a positive learning environment, one where warmth, cooperation, mutual respect, and confidence reign.

The pre-school is licensed by the Manitoba Child Care Program and the policies of the pre-school are those as stated in the Licensing Manual for Day Care Centres, Child Day Care Program, Department of Community Services and Corrections. In particular:

A licensee shall not permit, practice, or inflict any form of physical punishment, verbal or emotional abuse, or denial of physical necessities for any child in attendance, (subsection 9.1)

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In addition, the staff and Board of the pre-school is bound to comply with regulations in respect to suspected child abuse occurring outside the pre-school's operation:
Every case of suspected child abuse shall be reported immediately to the Director of Child Welfare. (subsection 9.4)

It is important to note that the above regulation takes precedence over the confidentiality requirements of the regulation stated below:
Every licensee shall keep information concerning a child or his family as strictly confidential; but parents or guardians shall have access to such information upon request. (subsection 4.3)

Emergency Procedures

The teacher or teacher's aide is responsible for notifying the Principal's office (where proper channels will be followed) over the intercom immediately in the case of a medical emergency. In case of fire, the alarm outside the class shall be pulled. All staff shall be knowledgeable about the use of fire extinguishers. A first aid kit is available for staff use if necessary. An evacuation procedure is designated by the school. Fire drills are conducted monthly. The removal of daily attendance reports and emergency child information records are the responsibility of the teacher in case of evacuation.
The designated place of shelter in the event of an evacuation is:

Organization Overview

Board of Directors

The Board of Directors consists of at least 8 or more persons including the following officers: 2 Coordinators, an Assistant Coordinator, Secretary, Treasurer, and Special Events Coordinator. All these positions are held by parent volunteers. Board meetings are held monthly during the pre-school term and anytime thereafter as may be deemed necessary. Two general meetings per year are held with the parent body, usually in March (registration night) and September (AGM - before classes begin). See also Appendix A, the Constitution for more information. If we do not have a parent board then the program cannot run. Please consider joining while your child is enrolled, it is a great way to be involved and have a say in your child's program!

License

The license is to be displayed on the bulletin board in the 4 year old classroom. It is issued by:
Manitoba Family Services
Child Day Care Office
114 Garry Street
Winnipeg, Manitoba
R3C 1G1
Telephone: (204) 945-2197

Classroom Space

Must be applied for annually to the Louis Riel School Division. The use of the school facility on other occasions such as for the purpose of general meetings, registration, etc. must be applied for to the School Division and the date cleared with the Principal.

Insurance

Comprehensive general liability coverage is purchased annually.

Pre-school Term

The pre-school term is from approximately mid-September to May 30, normally a 65 -95 day term. The pre-school may be closed to coincide with School Division wide in-service days. A pre-school calendar will be provided.

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Class Cancellation

Pre-school classes are canceled only when it is announced that schools in the Louis Riel School Division are closed due to weather conditions. Classes will continue as usual even if school buses are not running. In the event that one or more teachers are ill, and no substitute is available, classes may be cancelled.

Parent-Teacher Meetings

These are made available to parents if so desired. At this time we are asking that parents email the teacher through the school email the preschool to schedule a zoom meeting or phone call to discuss any updates or concerns.

Fees and Withdrawal

Fees are established and parents are advised of same at the Spring registration meeting (see Appendix B, the Fee Schedule). **The registration fee is *non-refundable*. During the pre-school term the remainder of the fees will be refundable only if a replacement student is found.** In the event of a student entering mid program, the fees will be prorated.

Snacks

Being located in a nut free facility, each child must bring a nut free nutritious snack daily. Please avoid bringing chocolate, candies, etc. for your child's snack. Water is not provided at the pre-school as a beverage therefore please send a filled water bottle with your child. No hot beverages are to be consumed by adults in the classroom while children are present.

Supplies and Equipment

Supplies and equipment are purchased from general revenue unless obtained from donations.

Salaries

Salaries for teachers and teacher's aides are reviewed annually.

Fund Raising

Fund raising projects have been decided upon or against on a yearly basis by the Board.

Financial Assistance (Grants)

Grants are received from different governments such as Day Care and Lotteries but this is not a reliable source of monies as it is dependent on government fiscal policies from year to year.

Subsidies

The Board has developed a policy to address the administrative aspects of subsidies. Parents will be asked to review and sign the policy if they are approved for subsidization.

Financial Records

Financial records are kept and maintained by the Treasurer in keeping with generally accepted accounting principles.

Communicable Diseases

The parent of a child who has contracted a communicable disease must notify the teacher. In turn, the teacher shall notify at least one member of the Board. This Board member will notify the other Board members and, if applicable, the Health authorities. Information will be sent to the parents either by written notification or a notice posted outside the classroom as per public health requirements.

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Policies of Operation

Registration

All children must be 3 (for the 3 year old program) or 4 (for the 4 year old program) by December 31st of the current registration year.

All children must be toilet trained.

When registering your child in the program, a ***non-refundable deposit*** must be paid in order to hold a space. The balance of the fees is payable in full at the September meeting or in installments from September to December (or January for the 4 year old 3 day program).

We will require your child's birth certificate (this is the only proof of age acceptable as evidence) no later than the first day of pre-school. We will also require your MHSC number and the child's individual medical number, as well as your child's doctor's name, address and telephone number at the time of registration. If possible please bring this to registration.

Transportation

It is the responsibility of the parent or guardian to arrange for their child's transportation to and from pre-school. The teacher is responsible for the child during class hours and only after the child's presence has been acknowledged by the teacher inside the classroom. The teacher must be told who will be picking up the child from pre-school and the names of those responsible must be provided in writing for the pre-school. Identification may be requested.

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Field Trips

It is the responsibility of the parent or guardian to arrange for their child's transportation to and from the field trip location. Should the parent be unable to attend the field trip, transportation arrangements can be made with another parent. While in transit, the child/adult ratio should not exceed three (3). In addition there should be only as many persons in one vehicle as there are seat belts in that vehicle. All children are required to wear seat belts while riding in a parent's vehicle to and from the designated destination. Parents must provide car seats for their children if desired. Parent volunteers are asked to assist the staff in the supervision of the children assigned to them for the duration of the field trip. For this reason, **no siblings** are allowed on field trips. Children are required to wear the yellow Guyot t-shirts (provided by the program and belongs to the program) while on field trips.

Late Pick-up Policy

One warning will be issued by letter from the Board for late pick up of a child. The second late pick up will result in a **\$5** fee for 5 to 15 minutes late and an additional **\$10** for the next 15 minutes. As a non-profit organization, we do not have any additional funds to pay our teacher(s) overtime for this service.

Parent Participation - 3 and 4 year old program

Parents are always welcome to visit the classroom. Volunteering is not mandatory however, we have many opportunities through out the year for parents to join us in class. We encourage anyone interested to join our parent board.

Class location

We are currently renting a classroom at Niakwa Place School. (We are currently looking at changing our name, as we realize how it could become confusing for people since we are no longer located at École Guyot)

First Aid

Parents are required to sign a First Aid release in the event of an accident. All teachers and aides have completed a recognized First Aid/CPR course.

Toilet Training

All children must be toilet trained. They **must not** be wearing pull-ups or diapers. A spot may be held for a child that is not fully competent as long as fees are paid as indicated on the payment schedule.

Health Issues

Please **DO NOT** send your child to pre-school if:

- 1) they are running a temperature (above 37.5).
- 2) they have a cough
- 3) they have a sore throat
- 4) they have had diarrhea in the last 12 hours.
- 5) they have vomited in the last 12 hours.
- 6) they feel sick or unwell.

These are guidelines set down by the Day Care Office that governs our programs. They must be adhered to in an effort to keep staff and students healthy.

Please note, we have additional Covid related documents that highlight protocols and procedures.

Allergies, Asthma, and Other Health Concerns

Upon registration, parents will be asked to describe any 'physician diagnosed' allergies or health conditions that their child may have. This information will be reviewed by Guyot Pre- Kindergarten staff and posted in each classroom.

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If any child should have a life threatening allergy or any other serious medical condition, the Programs Coordinator II will be responsible for implementing the URIS Policy. This policy includes the notification and facilitation of parents, staff, the Board and health care officials in their respective responsibilities that pertains to the welfare of the child. **For more information, see the GHPK URIS Policy (Unified Referral and Intake System).**

Privacy Policy

In accordance with the Manitoba Child Care Association's (MCCA) Privacy Policy, the Board has developed a policy which will outline our principles and guidelines for the collection, use, disclosure and retention of personal information. It has always been the practice of École Guyot Pre-Kindergarten to regard all student information as confidential. Please find enclosed a copy of Our Privacy Protection Pledge and Personal Information Consent Form. These need to be read, signed and returned with your registration package.

Inclusion Policy

1. Access

Community

Children of all abilities are accepted into the program. It is encouraged that all children participate in all the regular offered activities and field trips. If additional assistance or support is (or may be) required for your child to complete any of the offered activities, please ensure to highlight this on the registration form so that the Board and staff can create an environment in which these needs will be satisfied in a positive approach and manner.

Environment

All classroom materials are available at levels designed for children access.

The classrooms are set up to enable access for support equipment such as a wheelchair or walker.

Our program is usually split into short segments so that all children can participate successfully.

Our program offers a variety of activities to stimulate and engage all children. (Music, Dance, Playdough, Rice Table)

2. Participation

Children are encouraged to play with their peers during the free play portions of the program.

Staff and volunteers encourage children to learn names and foster friendships.

Respect for all members of the group, whether staff, peer or volunteer is developed and promoted.

Field trips and out-of-classroom activities are planned to include the abilities of all children in the program.

Individual Early Learning & Child Care

Activities are varied throughout the day so that children can participate in both large group activities and interact in smaller groups.

All children are offered choices in activities during the less structured portions of the day.

Staff communicate with parents on a regular basis to discuss children's progress.

3. Support

Families are encouraged to discuss concerns with the teacher or to bring any concerns to the Board.

Successes of each individual child are shared with parents.

Collaboration

We offer individual program planning meetings with the parents of any child with additional support needs.

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The Early Childhood Educator will work with any additional support care-givers to determine how to create a positive group environment in the best manner possible for all students.

Staff Supports

Any additional training for the pre-school staff would be provided for any required medical procedures.

The Board would support staff taking additional training in the area of inclusion.

Please read these “Policies of Operation” carefully.

By registering your child in this program you are agreeing to abide by these rules.

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APPENDIX B

2023 - 2024 Fee Schedule

****Please note that all fees are non-refundable. Refunds of the total fee less the non-refundable registration fee will only be given if another child is found to fill the vacated space.**

All cheques should be made payable to **École Guyot Pre-Kindergarten Inc.** A \$15.00 service charge will be applied to all NSF cheques. A \$20.00 late fee will be charged for fees not received by the due date.

- ◆ The \$125(3)/\$125(4) **registration fee** is due at the March registration meeting and is **non-refundable**.
- ◆ The **balance** of the fees must be paid by post-dated cheques at the **Annual General Meeting** held in **September (Date to be announced)**. (A monthly payment option may be available upon request.)

The AGM is contingent on the LRSD allowing visitors into their facilities. An alternate plan will be put in place at least one week prior to this date and sent to all registered participants via the provided email.

Program	Registration Fee	Balance Owing	Total Fee	Approx. Fee Per Day
3 year old/ 4 year old (2 day)	\$ 125	\$ 582	\$ 707	68 days \$ 10.40
4 year old (3 days)	\$ 125	\$ 894	\$ 1019	98 days \$ 10.40

- ◆ Please date your post-dated cheques as indicated in the table below, and **write your child's name and the program on the cheque. Option for e-transfer also available.**

Program	Sept 5, 2023	Oct 15, 2023	Nov 15, 2023	Dec 15, 2023	Jan 15, 2024	Feb 15, 2024	Total	Total Including Registration Fee
3 year old	\$97	\$97	\$97	\$97	\$97	\$97	\$582	\$ 707
4 year old (3 days)	\$ 149	\$ 149	\$ 149	\$ 149	\$149	\$ 149	\$ 894	\$1019

The children will have a chance to meet the teacher and see the classroom with their parents at the **Meet and Greet on September 7th & 8th, 2023.** .

TENTATIVE AGM September 6th, 2023

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2023- 2024 Registration Form

Please Print

Last Name: _____ Child's Name (circle one used): _____

Address: _____ Postal Code: _____

Phone Number: _____ Privacy Policy verification

Date of Birth (day/month/year): _____ Male / Female (circle one) Age verification

E-Mail: _____ (Birth certificate provided – Board to confirm)

Parents' Information

Father's Name: _____ Mother's Name: _____

Father's cellular #: _____ Mother's cellular #: _____

Father's address & phone # if different than student: _____ Mother's address & phone # if different than student: _____

Phone number and location (address) of parents while child is in class. (Day Care Act requirement)

Father: _____ Mother: _____

Emergency Information: In case of illness or accident when parents cannot be reached

Name: _____ Address: _____

Home Phone: _____ Business Phone: _____ Relation to Child: _____

Child's Doctor: _____ Phone #: _____

Family Medical #: _____ Individual Medical #: _____

Does your child have a 'physician diagnosed' health condition? (ie. asthma, diabetes, life threatening allergies). Please answer yes/no. If yes, please explain:

A URIS application is attached for children with a health condition.

Program Selection:

_____ 3 Year a.m. Tuesday/Thursday

_____ 4 Year a.m. Monday/Wednesday/Friday

_____ 4 Year p.m. Tuesday/ Thursday

Parents are required to volunteer a minimum of 15 hours per school year. How are you willing to help?

<input type="checkbox"/> Board Member	<input type="checkbox"/> Classroom Parent	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Toy Cleaning	<input type="checkbox"/> Other, list skill sets:
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How did you hear about the program?

Questions/ Authorizations:

1. Does a **Restraining Order** apply that prohibits any person(s) access to your child? **yes / no**
(please circle)
(If yes, please attach the details to the application – Day Care Act requirement).
 2. Is there a **Custody Agreement/Court Order/Written Agreement** that applies **yes / no**
(please circle)
to your child? (If yes, please attach documentation.)
 3. May we include your **e-mail address** on a contact list to be sent home to parents for making play dates/birthday invites with new friends? **yes / no**
(please circle)
-

Signature/Authorization:

I / We _____ understand that I / we must abide by all of the terms and regulations as described under the "Policies of Operation" (included in the Registration Package) set out by the School Administration and/or the Board of Directors of ECOLE GUYOT PRE-KINDERGARTEN INC. I / we have read, and **I / we agree to these terms and regulations.**

I / we give permission to the Pre-Kindergarten Teachers and Teacher's Aide's at ECOLE GUYOT PRE-KINDERGARTEN INC. to **administer First Aid treatment** as deemed necessary by these individuals to _____.

Parent's signature _____ Date _____

- or -

Signature _____ Relation to child _____ Date _____

Pick Up List

Below please list the names of people who will be picking your child up, including yourselves. Identification may be requested.

#	Name	Relationship to Child	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Please report any changes to the registration information to your child's teacher.

ÉCOLE GUYOT PRE-KINDERGARTEN INC.

(A French Immersion Pre-School)

200 Pebble Beach Road, Winnipeg, Manitoba R2J 3K3 Winnipeg, Manitoba R2M 3E5

Ph: (204) 257-9712 Email: EcoleGuyotPreK@gmail.com

ÉCOLE GUYOT PRE-KINDERGARTEN INC. (the "**Facility**")

PERSONAL INFORMATION CONSENT FORM

This Form applies to each of the children named below who will be attending the Facility and who are herein collectively called the "**Child(ren)**".

By signing below, I hereby consent to the Facility:

- a) collecting:
- (i) all of the personal information included in any Application / Enrollment / Registration Form (a "**Registration Form**") that I may complete and give to the Facility about the Child(ren), me and any other individual whose personal information is included in the Registration Form, and
 - (ii) any additional personal information regarding the Child(ren), me and/or any such other individual that the Facility may reasonably require and collect by way of additional documents and/or interviews/meetings;
- b) collecting all of the personal information included in any Subsidy Application/Financial Assistance Form (a "**Subsidy Form**") that I may complete and/or give to the Facility about the Child(ren), me and any other individual whose personal information is included in that Subsidy Form, and forwarding that Subsidy Form to the appropriate government office for review by them;
- c) collecting any additional personal information included in any other document that I may complete and/or give to the Facility about the Child(ren), me and any other individual whose personal information is included in that document - for example:
- (i) a Child Information Record,
 - (ii) a Family Information Record,
 - (iii) a Pre-Authorized Payments Form,
 - (iv) a Custody Arrangements Agreement,
 - (v) a Medication Administration/Authorization Form,
 - (vi) an Emergency Medical Attention Form,
 - (vii) a Daily Care Record,
 - (viii) a Food Allergy Action Plan, and
 - (ix) any Special Needs Form,
- (collectively, the "**Other Forms**", and with the Registration Form, any Subsidy Form and all Other Forms being herein collectively called the "**Forms**");
- d) collecting, on an ongoing basis, additional personal information about the Child(ren), me and any other individual who is referred to in any Form (a "**Named Individual**"), as reasonably required at any time by the Facility to provide for:
- (i) the physical, emotional, social and intellectual well being and safety of the Child(ren), or

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- (ii) the general administration and operation of the Facility (which includes record keeping, debt collection and fund-raising activities);
- e) using all of the personal information included in any Form and all other personal information previously or subsequently collected by the Facility regarding the Child(ren), me and/or any other Named Individual, as reasonably required by the Facility to provide for:
 - (i) the physical, emotional, social and intellectual well being and safety of the Child(ren), or
 - (ii) the general administration and operation of the Facility (which includes record keeping, debt collection and fund-raising activities);
- f) disclosing, on a “need to know” and, where applicable, on a confidential basis, any personal information about the Child(ren), me and/or any Named Individual:
 - (i) to the Facility's employees, independent contractors (ie. people who regularly work at the Facility but who are not paid as employees), directors, therapists, volunteers (which may include parents and/or legal guardians of other children attending the Facility), work experience students and educational or regulatory observers; or
 - (ii) to any third party who requires such information in order to:
 - A. provide (or assist the Facility in providing) for the physical, emotional, social and/or intellectual well being and/or safety of the Child(ren); or
 - B. assist the Facility in its general administration and/or operations (which includes record keeping, debt collection and fund-raising activities); or
 - C. assist the Facility in providing products and/or services to the Child(ren) and/or to me; or
 - (iii) to a public authority or an agent of a public authority if, in the Facility's reasonable judgment, it appears that there is imminent danger to life or property which could be avoided or minimized by the disclosure of that information; or
 - (iv) to any third party who requires such information and who is part of the Facility's organizational group; or
 - (v) to any third party with whom the Facility is negotiating for the purpose of that third party taking over some or all of the Facility's services and/or other activities; or
 - (vi) to representatives of other licensed child care facilities if I have not promptly satisfied my debts to the Facility;
- g) disclosing the name of the Child(ren) in any class list produced by the Facility for the Child(ren)'s class(es) at the Facility and made available to families of children in each class/time slot;
- h) disclosing the Child(ren)'s first name and the first initial of the Child(ren)'s surname on a name tag (whenever other children in the Facility are given name tags) on the Child(ren)'s clothing and on various items throughout the Facility – for example, a sign-in/sign-out sheet, an allergy sheet, a cubical, a locker and a notebook or scrapbook;
- i) disclosing (and celebrating) the Child(ren)'s birthday(s);

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- CHECK THIS BOX IF YOU DO NOT WANT YOUR CHILD(REN)'S BIRTHDAY(S) DISCLOSED OR CELEBRATED.

- j) allowing appropriate photographs and/or videos of the Child(ren) to be taken by therapists, by work experience students and by educational or regulatory observers while they are at the Facility;

- k) taking appropriate photographs and/or videos (or allowing appropriate photographs and/or videos to be taken) of the Child(ren) and using any such photograph and/or video in the Facility's program activities, archives and/or promotional materials; and
 - CHECK THIS BOX IF YOU DO NOT WANT YOUR CHILD(REN)'S PICTURE TO BE TAKEN FOR THIS PURPOSE.

- l) allowing appropriate photographs and/or videos of the Child(ren) to be taken by:
 - (i) employees of the Facility for their personal records; or
 - CHECK THIS BOX IF YOU DO NOT WANT YOUR CHILD(REN)'S PICTURE TO BE TAKEN FOR THIS PURPOSE.

 - (ii) representatives of the media or of any granting organization, for use in any media coverage, article or promotional materials; or
 - CHECK THIS BOX IF YOU DO NOT WANT YOUR CHILD(REN)'S PICTURE TO BE TAKEN FOR THIS PURPOSE.

 - (iii) parents of other children at the Facility at special events or field trips organized by the Facility.
 - CHECK THIS BOX IF YOU DO NOT WANT YOUR CHILD(REN)'S PICTURE TO BE TAKEN FOR THIS PURPOSE.

Also by signing below, I acknowledge that the Facility may collect and disclose personal information regarding the Child(ren), me and/or any Named Individual, without the consent of the Child(ren), me or that Named Individual, where:

- a) the Facility is required by law to make any such disclosure (for example, to the Manitoba Child Day Care Program in order to comply with licensing conditions); or

- b) a staff member of the Facility suspects abuse, neglect or endangerment involving the Child(ren) (for example, to the Director of Child Welfare, Manitoba Child and Family Services or to a law enforcement agency).

Signature of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Name of Parent/Legal Guardian (Please print)

Name of Parent/Legal Guardian (Please print)

Date

Date