

Your Child's First Day of "Little School"!



Welcome to Tundra Buddies Community Daycare Centre! The first day of “Little School” is an exciting milestone in both your own and your child's life. They are about to embark on a journey that will lead them on many roads filled with wonder and discovery. As exciting as this new experience may be, it can also be quite stressful! New situations and change can, at times, be unsettling for all of us. For many children this may be their first experience of separation from parents or caregivers at home. It is common for even the most outgoing child to be anxious their first day of school.

Please remember that all of the Teachers and staff at Tundra Buddies will be available to provide support and assistance; making your child's first school days happy days. Below, we have provided a few suggestions for assisting your child during this time:

- Prepare your child by explaining what they can expect. Answer all of their questions directly and honestly.
- Be positive! Little ones are sensitive and hyper aware of the feelings of those around them. Your enthusiasm and positivity will assure your child that school can be a fun and exciting place.
- Establish healthy routines for your child; both at night and during the day. Routines add predictability and are comforting for young children.
- Bring your child a “stuffy”, “baby” or “lovey” from home. These comfort items are important in helping your child settle and reminding them of home.
- Remind your child of where you will be and when you will return. It is important to explain to your child that you will return for them.
- Maintain and establish a clear good-bye routine. This may include warning the child you are leaving in 3 minutes, a kiss and hug, or a wave from the window. Once you tell your child you are leaving, it is **important** to follow through. Extending the good-bye with, “Ok just one more kiss, and then I really have to go” will only heighten anxiety for yourself and your child. Avoid sneaking out, as this seems to encourage children to become less trusting and makes the second day of school even harder.

Again, please know we are here to help make your child's first day wonderful. If you have any questions or concerns, please contact your child's Teachers or the Executive Director.

Sincerely,

Tundra Buddies Community Daycare Staff

Child Information Form

Child's Name:

Nickname:

Age:

Birthdate:

What is your child's nature: (Please circle all that apply)

Friendly

Aggressive

Cooperative

Happy

Shy

Withdrawn

Affectionate

Competitive

Angry

Other

What are your child's fears: (Please circle all that apply)

Strangers

Animals

Dark

Storms

Loud Sounds

Other

Does your child have any previous daycare/ school/group/class experience? Please

describe:

How long does your child sleep at night and does your child take any naps? Please

describe:

Describe your child's appetite:

_____always hungry _____never hungry _____eats at mealtimes _____snacks

_____snacks all day _____has to be coaxed to eat

Are there any foods your child cannot eat due to allergies, religious customs, etc.?

Please describe:

Does your child have any siblings? (please describe the names and ages)

Does your child have any pets? (please describe the names and types)

What are your child's interests (arts and crafts, dolls and dollhouses, trucks, colouring,
etc.):

Speech and Language

What languages are spoken in your home?

Does your child use any special words for toileting?

Health and Special Needs

Does your child have any allergies? (medications, foods, pollen, etc.)

Please describe **each** allergy, reaction and treatment in detail:

Does your child have any issues related to their health or any developmental disability that will affect the way our staff care for your child? Please describe in detail.

What are you hoping that your child and family will gain from this experience?

Is there anything else you would like to share with us?

Thank you for completing this form.

Child Vaccination and Immunization Form

I, _____ (parent/guardian) agree to provide the Executive Director of Tundra Buddies Community Daycare Centre the vaccination and immunization record of my child, _____. I acknowledge that failing to provide an up-to-date vaccination and immunization record OR Doctor's Note regarding the decision not to vaccinate and immunize may affect my child's enrollment in this program.

Signature of parent/guardian:

Date:

EMERGENCY CONTACT INFORMATION

Child's Name: _____

Birthdate: _____

Health Card #: _____

Home Address: _____

Parent or Guardian 1: _____

Home: _____ Work: _____ Cell Phone: _____

E-mail Address: _____

Place of Employment: _____

Department: _____

Parent or Guardian 2: _____

Home: _____ Work: _____ Cell Phone: _____

E-mail Address: _____

Place of Employment: _____

Department: _____

Emergency Contacts:

Name/Relationship 1:

Home: _____ Work: _____ Cell Phone: _____

Name/Relationship 2:

Home: _____ Work: _____ Cell Phone:

Name/Relationship 3:

Home: _____ Work: _____ Cell Phone:

Adults Authorized to Pick-Up:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

**We must have written permission for anyone other than the parent/guardian to pick a
child up from the center.**

Child's Family Doctor: _____

Phone: _____

Address: _____

Hospital to take child to in case of an emergency:

Child's Dentist: _____

Address: _____ Phone: _____

Special Conditions, Disabilities, Allergies, or Medical Information for Emergency

Situations:

Parent/Legal Guardian Consent and Agreement

As this child's legal parent/guardian, I consent to Tundra Buddies Community Daycare staff to administer first aid to my child. I consent to the use of emergency services including ambulance services in the case of an emergency. I understand that I will be responsible for all charges not covered by my insurance. I agree to review and update this information whenever a change occurs and at least once a year.

Date: _____

Parent/Guardian 1 Signature: _____

Date: _____

Parent/Guardian 2 Signature: _____

Use of Amauti in Infant Room Form

I (parent/guardian), _____ give consent to
Tundra Buddies Community Daycare staff to have my child, _____ in an
Amauti while in the centre. This may be during a walk outside or in the building. As well
as to comfort the child or aid child to sleep.

Parent Signature: _____ Date: _____

General Field Trip Authorization Form

I (parent/guardian), _____ give consent for Tundra Buddies Community Daycare staff to take my child, _____ on short field trips and other outings as part of the daily program. These outings include fire drills which require offsite travel, trips to the park and walks around nearby neighborhoods. I acknowledge that these trips may **only** be completed on foot, in child sized wagons or in strollers.

Parent Signature: _____ Date: _____

Media Policy

Comments, engagements and/or photos posted on social networking sites (such as Facebook, Twitter, etc.) or comment sections of media, by families/staff, may have a negative effect on the staff and the reputation of the Tundra Buddies Daycare. Any concerns should be brought directly to the Executive Director, or the Chair of the Board of Directors.

Clients who put the reputation of Tundra Buddies Daycare and its' employees at risk by posting harmful comments, engagements or photos on social networking/media sites may cease to be clients of Tundra Buddies Daycare.

Posting comments that are judged as negative by the majority of the members who sit on the Board of Directors, related to Tundra Buddies Daycare and/or its employees, on any social networking/media site may result in the removal of the client from Tundra Buddies Daycare.

If you are approached by the media to comment on the Tundra Buddies Daycare or its' operations, you must notify the Executive Director.

I, _____, have read and agree to this policy.

Signature: _____

Date: _____

Witness: _____

Date: _____

PARENT CONTRACT

Part I - Acknowledgement of Parent Handbook

Part II - Consent to Communication Application and Photography

Part III - Acknowledgement of Social Media Policy

Part I - Acknowledgement of Parent Handbook

I have read and understand the following policies as outlined in the Parent Handbook.
I have asked all pressing questions prior to signing this form.

I, _____ (Parent/Guardian's Name) fully understand and agree to abide by these policies. I agree to give one month's notice to Tundra Buddies Daycare before withdrawing my child. If I am unable to do this, I will pay for a full one-month period upon withdrawal of my child in the form of a forfeit of the one-month advance fee deposit.

I, _____ (Parent/Guardian's Name) have read and agree to abide by this policy.

Signature

Date

Part II - Consent to Communication Application and Photography

At Tundra Buddies Daycare we use a communication application called 'HiMama'. Your child's classroom teachers will send you updates throughout the day about your child; ranging from their meals to activities. You will receive pictures of your child, as will any family members on your child's account. Oftentimes teachers will add a small or large group picture to an activity to all applicable children. Classroom teachers also create and work on individual child portfolios throughout the year which will follow children until they leave the centre. By signing this Consent to Communication Application and Photography, you are giving your approval for your child to be photographed and for those pictures to be used via the HiMama app and in any applicable portfolios or centre documentation. If you do not consent to your child being photographed, they will still have a HiMama account, but no photographs of your child will be used or sent.

If you consent to your child being photographed, please sign below.

I, _____ (Parent/Guardian's Name) give my consent to allow my child _____ (Child's Name) to be photographed by centre staff and for the centre staff to keep and/or display these photographs.

Signature

Date

Part III - Acknowledgement of Social Media Policy

Comments, engagements and/or photos posted on social networking sites (such as Facebook, Twitter, etc.) or comment sections of media, by families/staff, may have a negative effect on the staff and the reputation of the Tundra Buddies Daycare. Any concerns should be brought directly to the Executive Director, or the Chair of the Board of Directors.

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Buddies Daycare. If you are approached by the media to comment on the Tundra Buddies Daycare or its' operations, you must notify the Executive Director.

I, _____ (Parent/Guardian's Name) have read and agree to abide by this policy.

Signature

Date

Tundra Buddies Daycare Visual Media Consent Form

Photos and videos may be taken throughout the day of your child engaged in their childcare activities.

Child's Name: _____

Child's Date of Birth: _____

Parent / Guardian's Name: _____

Parent / Guardian's Signature: _____

Parent / Guardian's Phone number: _____

Please check one choice, either 'give' or 'do not give':

I ☐ **give** / ☐ **do not give** permission for photos and/or videos of my child and their work to be submitted to the media by TBDC (such as Nunatsiaq News, Nunavut News North, CBC, and other media outlets).

I ☐ **give** / ☐ **do not give** permission for photos of my child to be used on the Tundra Buddies Facebook page.

I ☐ **give** / ☐ **do not give** permission for photos of my child to be used for the purpose of sharing with the Nunavut Dept of Education, the Kakivak Association, the Qikiqtani Inuit Association and other such organizations who have provided funding and/or who have supported the Tundra Buddies Daycare Society for reporting purposes.

I ☐ **give** / ☐ **do not give** permission to have photos of my child taken at the Tundra Buddies Daycare and/or any of its' family events by staff members. I give permission to have these photos sent to myself, family members and my child's classmates through the HiMama app.

*Parents must receive permission directly from the parent/guardian of any other child if they post the child's photo on any social media platform.