



POLICIES AND PROCEDURES

Welcome to Cradles Learning Centre! This document outlines our key policies and procedures to ensure a safe, nurturing, and effective learning environment for your child.

1. **Admissions Policy:** - Enrollment is open to children aged 0-4 . - Applications are processed on a first-come, first-served basis, subject to availability. - Non-discriminatory policy regarding race, color, religion, national origin, gender, or disability.

2. **Health and Safety:** - Regular health checks conducted upon arrival each day. - Up-to-date immunization records required for enrollment. - Strict cleanliness and sanitation practices in place.

3. **Attendance and Punctuality:** - Regular attendance is encouraged for consistent learning. - Parents must notify the Centre in case of absence.

4. **Payment Policy:** - Fees are payable in accordance with the chosen payment schedule. - Late fee charges for overdue payments.

5. **Cancellation:** - If a parent cancels a child's enrollment, there is no cancellation fee.

6. **Pick-up and Drop-off:** - Designated drop-off and pick-up times must be adhered to. A late fee of \$25.00 will be charged on pickups after 4:30PM - Children will only be released to authorized individuals.

7. **Behaviour Policy:** - Encouragement of positive behavior through reinforcement. - Procedures for addressing behavioral issues in a supportive manner.

8. **Parental Involvement:** - Regular communication between parents and teachers encouraged. - Opportunities for parental involvement in Centre activities are always available.

9. **Emergency Procedures:** - Comprehensive emergency plan in place. - Regular drills for fire, evacuation, and lockdown scenarios.

10. **Confidentiality:** - Strict adherence to confidentiality regarding child and family information.

11. **Changes to Policies and Procedures:** - Parents will be notified of any significant changes to policies or procedures.

This document is a summary of our policies and procedures and is subject to change. For detailed information, please contact the Cradles Learning Centre administration.