

GENERAL INFORMATION

Registration Information

- Registration for January programs will begin on Monday December 7th – see front page for details
- Programs requiring payment must be paid upon registration. If you are in need of financial assistance, please call 519-571-1626 ext. 25 **BEFORE** registration begins to make arrangements.
- Refunds requested before the program starts will be subject to a \$5 administration fee. Refunds will NOT be processed once programs have started.

PEER Program Registration Steps: (*For Creative Cooking and Social Club only*) for Session #1 Jan.13-Feb. 17

1. Obtain a form from the front desk staff or visit our website to download a form
2. Return form to staff at the front desk or e-mail to ourplace@ourplacekw.ca by **Mon. January 4th at 12:00pm.**
3. Staff will contact ONLY those whose names were put on the list to inform them that they have been registered.

If the program requires payment then they will then have 72 hours (3 days) in which to confirm their registration with payment

In an effort to register additional people in Social Club Infants less than 6 months can stay with you in group.



Peer passes are available for a fee of \$5 for Creative Cooking. Passes are available only if space is available in the peer program that morning. Participants will have already signed in as drop in and must have their children in the early learning program before obtaining a peer pass. Peer passes are to be given out by the facilitator only. Participants then take the pass back to the front reception to pay the appropriate fee.

Centre Housekeeping



Please remember to leave your strollers in our ‘Stroller Parking Lot’. These mats are located along the wall outside the gym doors. To ensure the safety of all and to keep our hallways clean, we are asking for your cooperation.



If you or your child(ren) are ill, we ask you do not attend programs. If you are registered in a program, we ask you call the centre and let us know you will not be attending that day. We have a Health Policy for Families & Children for your reference available at the front reception.



Programming can be held out in the Outdoor Learning Area at any point during the Early Learning Programs. We ask that you dress your child for the weather outside.



Please remember to bring dry shoes for you and your child(ren). For safety reasons, we can not allow wet boots or shoes into the gym, classrooms or workshop rooms



Please note: There is **NO** access to the kitchen on **Tuesday afternoons** from 11:45 a.m. - 4:00 p.m. However you are welcome to use the kitchen on Tuesdays between 9:00 and 11:45 a.m. to prepare snacks and drinks for your family.



Parents and caregivers are **required** to remain at the Centre **at all times** during our programs.

Tours for new families visiting our centre will be done daily Monday to Friday at 10:30 a.m. or as needed at other times of the week. Call the front desk for more information @ 519-571-1626.

In our efforts to ensure the safety of everyone in our centre: We ask that if you have a ride that is coming to the centre to pick you up – please let the front desk reception know. If we know that you are expecting someone to check in and ask for you, we will ask them to sign in and they can come to find you. If we do NOT know of any pick up arrangements, we will ask the person to wait in the front hall while we come and find you. We ask that **EVERYONE** signs in as they arrive in the centre as this helps keep Our Place a safer place for everyone.