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# PARENT HANDBOOK

**SADOCHOK CENTRE INC.**

**Operating as Sadochok Preschool Centre**

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## Our Organization

Sadochok was incorporated in 1976 as non-profit organization under the name of SADOCHOK CENTRE INC. and operating as Sadochok Preschool Centre. It is licensed by the Ministry of Education and abides by the regulations of the CCEYA (Child Care and Early Years Act, 2014). It is also registered as a charitable body, and donations to the preschool are tax deductible.

Policy-development and management of the corporation are undertaken by a volunteer Board of Directors comprising of at least three members (one of which is the President) elected on a rotational basis by the members of corporation.

There shall be no membership fee for individuals who have a child registered at the Centre. Other individuals, accepted into membership in the Corporation by resolution of the Board, may be required to pay a membership fee set from time to time by the Board. Any interested party, former parents of SADOCHOK pupils, educators, etc., who wish to participate, may apply to become members of the Corporation.

The day-to-day operation of SADOCHOK is managed by the Supervisor. The Board of Directors is responsible for the management of the Corporation's affairs.

SADOCHOK operates Mondays through Fridays, providing quality child care and a wide range of learning and recreational activities in the Ukrainian language.

A mid-morning and a mid-afternoon snack and a hot, nutritious meal served at midday are provided as per the Canada Food Guide. Sadochok has a kitchen on the premises, so all meals are freshly cooked, and groceries are delivered to the Centre every morning.

In case of any special events, a notice will be sent home in advance, which will include the date, time, and any other relevant information.

SADOCHOK has the privilege of holding a BINGO licence, which allows SADOCHOK to run monthly BINGO events at Downsview Delta Bingo, the proceeds from which are dedicated specifically towards the cost of food and educational activities and/or materials, including books and toys. In order to run a Bingo session, a commitment of four parents (or any other individuals of the age of majority) to volunteer 3-4 hours to run each monthly BINGO session. BINGO proceeds help subsidize costs by mitigating increase in tuition fees.

**Active parent involvement and commitment is crucial for the sustainability of the organization, including volunteering to join the board of directors and volunteering to help with BINGO.**

## Program Statement

At Sadochok Preschool Centre, our mission in programming is to provide play-based, flexible, adaptive, dynamic and high-quality experiences to meet the needs of every child in an inclusive Ukrainian-speaking environment. Sadochok Preschool Centre is dedicated to supporting children’s learning, development, health, and well-being through caring and responsive Early Childhood Educators, who focus on active learning, exploration, play and inquiry, and who see children and their families as competent and capable, curious, and as active participants in all aspects of the program.

Sadochok Preschool Centre provides service for toddlers, preschool and school- age children.

Our educators use “*How Does Learning Happen? Ontario’s Pedagogy for the Early Years (2014)*” as the guiding document under the *Child Care and Early Years Act, 2014*.

We strive to be organized around the foundations of belonging, well-being, engagement, and expression in children where the goals and expectations integrate the six guiding principles of ELECT (Early Learning for Every Child Today). As we continue to explore curriculum and advance our pedagogical leadership, we reference the following Ministry documents:

- [How Does Learning Happen? Ontario’s Pedagogy for the Early Years](#)
- [Ontario Early Years Framework](#)
- [Think Feel Act: Lessons from Research about Young Children](#)
- [Early Learning for Every Child Today](#)

As qualified Registered Early Childhood Educators we are knowledgeable, responsive, and reflective in practice, and our roles are multi-dimensional. We collaborate with our directors, while making connections with the community, co-learning with families and children, and seek out professional development opportunities to provide for continuous professional learning.

### **Our goals for children, consistent with the Ministry of Education pedagogy, include the following:**

1. Cultivate and support authentic, positive, and responsive relationships and interactions to create a sense of **belonging** among and between children, parents, educators, various resource consultants and the world around us, by creating a program that is inclusive, and fostering that sense of belonging by sharing observations and strategies while maintaining ongoing communication with families;
2. Nurture children’s health, safety, nutrition, and **well-being**, and support their growing **sense of self**, by considering the overall development of the whole child and taking a comprehensive approach to our programming;
3. Provide environments and experiences to **engage** children in active, creative, and meaningful exploration, play and enquiry, by designing indoor and outdoor environments and experiences that

spark curiosity, invite investigation, and provide challenges that are responsive to individual capabilities, helping the children to extend the boundaries of their learning;

4. Foster communication and **expression** in all forms, by modeling various, positive verbal and physical interactions, and encouraging the children to interact and communicate in a positive way, supporting their ability to self-regulate by giving them opportunities to take initiative, tackle challenges with enthusiasm and persistence, and cope with and adapt to challenges, frustrations and the unexpected in everyday living.
5. Continually review and document the impact of the above strategies on the children and their families in each program at our monthly program educator’s meetings, at which time the strategies are modified as required.

We believe that capturing and documenting our practice is a form of reinforcement of the learning process for educators, family, and children. Above all, we recognize the connection between emotional well-being and social and cognitive development and the importance of focusing on these areas holistically.

We understand that each child’s development differs and that factors such as family, community and life experiences influence it. In each case, we aim to integrate all areas of the child’s development into our program in an all-inclusive way. Sadochok Preschool Centre respects, fosters, responds, supports, and includes different cultures and languages. In our inclusive learning environments, we welcome children of all abilities. Inclusive learning environment in our programs is implemented by:

- acknowledging diversity and valuing the culture and first language of all children
- environment that is accessible to each child
- recognize each child as unique and working with the families around their developmental needs

To foster learning and support children’s interests, Sadochok offers a variety of daily activities such as language and physical, literacy, numeracy, music, outdoor play, community walk, science, nature, technology, rest time, blocks (fine motor and gross motor) and creative arts.

We are providing materials that support learning of Ukrainian language, promote Ukrainian culture and heritage to support our families and community.

For children with special needs, refer to Sadochok’s *Inclusion Policy* and *Individualized Support Plan*.

**CHILDREN ARE COMPETENT, CAPABLE, CURIOUS AND RICH IN POTENTIAL.**

Sadochok Preschool strives to implement flexibility in our programming so that each child can realize their full potential by indulging their capabilities and curiosities. They can try new things and explore new ideas, all while learning and developing at their own pace.

- **Independence and self-reliance:**

Our physical set-up meets a child's need to become independent and self-reliant by allowing free choice of play materials, and except for routines, free use of these materials within limits. Materials consist of objects that can encourage representation and allow children to gain awareness of the world around them. The children are encouraged to be self-reliant in routines such as dressing, toileting, washing, eating, and tidying up their playthings. At lunch children have the opportunity to serve themselves lunch, pour their drink and scrape their plate.

- **The initiative, imagination, and courage to face the situation:**

The creative part of the program is planned to meet a child's need to develop initiative, imagination, and the courage to face situations. The child is given no set patterns to follow when working with paint, paper, play dough, markers, or any creative media; the children may use these materials the way they wish. Creative materials are always available, and children are encouraged to explore freely at different times of the day. Dramatic area (doll centre, blocks, puppets, etc.) stimulate the child's imagination. Using these toys, the child enjoys role-playing, building houses, roads, etc. These materials change based on the children's interests and developmental needs.

In the block area, we encourage children to explore properties of measurement, numeration, and probability. With our integrated play-based philosophy children are learning concepts that reflect on high order thinking and problem-solving strategies. With adult support, children can explore properties that can extend and enrich their individual interests.

Our outdoor play space is available as an extension of our rooms and can be used as an alternate play space if ratio allows in addition to our regular outdoor play times. In addition to an environment conducive to play-based learning, Sadochok provides a safe, caring and healthy environment for our children. We strive to ensure that children feel like they belong, making friends and interacting with their teachers.

We provide activities that foster ideas of belonging. These activities are based on diversity and encourage cultural exploration. We do this through storytelling, music, hands on planned activities and special field trips or visitors.

**The Sadochok Preschool Program Statement** describe the approaches that are implemented in the program:

1. Promote an environment which is healthy, safe, and supports general well being
2. Promote an environment which ensures good nutrition and safe food preparation
3. Foster engagement and the development of positive, responsive relationships between children, families, and educators.
4. Encourage the children to interact and communicate in a positive way and support their ability to self-regulate.

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5. Foster exploration play and inquiry
6. Provide child-initiated and adult-supported experiences
7. Create positive environments and experiences that support children in their learning and development based on their individual needs
8. Incorporate indoor and outdoor play, active play and quiet time
9. Foster the engagement of and communication with parents
10. Involve local community partners
11. Support others in relation to continuous professional learning

### **List of Prohibitive Practices**

The following practices are **NOT** supported by our facility:

- Corporal punishment of the child;
- Physical restraint of the child for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used as a last resort and only until the risk of injury is no longer imminent;
- Locking the exits of our Centre for the purposes of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- Inflicting any bodily harm on children including making children eat or drink against their will

In the event that the Supervisor or designate observes or is made aware of any practice that is not supported, they will address the issue with the staff member according to the strategies outlined in the *Disciplinary Policy*.

Additionally, all Early Childhood Educators have made a commitment to abide by the standards of their profession as set out in the College of Early Childhood Educators Code of Ethics and Standards of practice. All Early Childhood Educators hold themselves accountable, and will use the Code of Ethics, the Standards of practice and the CCEYA to guide their decisions and practice.

**Programs Offered:** Toddler (18 months to 2.5 years), Preschool (2.5 years to 5 years), School-age Before and After School Program (Kindergarten, Grade 1-6)

## Preschool Program

Sadochok has a preschool license for a mixed group of up to 32 children between 2.5 to 5 years of age. The Centre currently offers full-day childcare – 5 days per week. If space is permitted, we can also accommodate up to 20% of children between the ages of 2 to 2.5 years of age in the preschool rooms within our license.

## Toddler Program

Parents will provide:

- 6 (or more) diapers per day for toddlers who are not toilet trained;
- Diapering cream and baby wipes;
- Change of clothing;
- Training pants during toilet training;
- Formula in bottles and bottles for milk must be signed

## Kindergarten/ School Age (Gr. 1-5)

### After School Programs

Begins at school dismissal and continues until 6 p.m. Children are greeted by Sadochok staff each day, which allows to develop a sense of stability and familiarity. Staff plan play-based activities based on each child's interests, following the Ministry of Education's kindergarten program learning objectives. In addition to active play, children have the opportunity to socialize with their friends and have time to do homework. A snack is served every day. **Ratio: 1 staff to 13 (kindergarten) 1 staff to 15 (school age)**

### P.A. Day Programs (Kindergarten /School Age)

Kindergarten/School Age children who participate in Sadochok's Before and After school program can also register for our Professional Activity (P.A.) Day program. Activities for the day includes arts and crafts, outdoor time (weather permitting), and enrichment activities scheduled specifically for P.A. Days such as music and movement, Zumba or yoga. Breakfast, lunch and snacks are provided. Kindergarten children in the program will stay on school property for P.A. Days. **Ratio: 1 staff to 13 children (kindergarten), 1 staff to 15 (school age).**

## Hours of Operation

Sadochok is open Monday to Friday, 7:30am to 6:00pm inclusive. The Centre is open 51 weeks a year and is closed the week before Labour Day in September.

The Centre is closed on all statutory holidays: **New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.**

Sadochok will also be closed in observance of Christmas **on January 7<sup>th</sup>, Good Friday (Julian Calendar).**

**Sadochok will close earlier (3 P.M) on the following days: December 24<sup>th</sup>, December 31<sup>st</sup> and January 6<sup>th</sup>**

Additional closures could include inclement weather, such as "snow days" and other days determined by Toronto Catholic District School Board (TCDSB), such as Easter Monday, to close the school premises. Notice of closures other than inclement weather will be provided in advance if reasonably possible.

## Admission and Withdrawal

### Admission

Enrolling your child starts with a scheduled meeting with the Supervisor to discuss your child's needs and days of care you require. The Supervisor will go through the registration package, policies, program, and allow the parent to visit the classroom. A completed registration document package, along with a non-refundable registration fee, a cheque currently dated for first month payment (September) and 11 post-dated cheques dated the first of each month (October – August) are to be submitted before your child starts attending.

### Withdrawal from Sadochok/Changes in Schedule

A **one calendar month written notice (verbal notices will be disregarded)** is required for withdrawal from the Program or a permanent change in your child's schedule, and must be submitted directly to the Supervisor. Parents will be charged an administration fee equal to one-month Program Fees for early withdrawal without written notice.

There is no automatic re-enrolment during Sadochok's school year if a child is withdrawn from the program. In order re-enrol, parents/guardians will have to submit a new application, including a non-refundable registration fee and all necessary documentation. Such re-enrolment will be treated as a new application, and thus subject to availability of space in the program.

Partial withdrawals mid-month are still subject to the full month's payment for service.

### Payment of Fees and Attendance

The Board of Directors, in consultation with Management sets the fees for the upcoming new year every February/March, which take effect every September 1. Any additional changes to fees, may also be passed as a resolution at the Annual General Meeting held every November/December.

1. A NON-REFUNDABLE registration fee and a cheque currently dated for the last month (June) are to be submitted together with the registration application. (See Schedule of Fees)
2. Fees will vary, depending on the number of full days the child is registered. (See Schedule of Fees)
3. Post-dated cheques dated the first of each month (September – August) must be submitted at the time of registration, prior to attending the first day of the program.
4. All tuition fees are due on the first of each month. Post-dated cheques dated the first of each month are required at the time of registration. In the event that tuition fees are not submitted as per the above schedule, a late fee of \$50.00 will be incurred. A further fee of \$10.00 will be added for each day the tuition fee is not submitted. Failure to provide payment within 2 business days, along with any late fees incurred, for the current month, could at the discretion of the Board, result in the termination of your membership and termination of your child's registration with Sadochok. (See Schedule of Fees)
5. An additional bank charge is assessed with a \$50.00 charge for each NSF cheque written. (See Schedule of Fees)
6. There are no refunds for absent days.

7. Should a child need to attend Sadochok, for whatever reason, on a day not previously registered, the parent/guardian must notify the office and make arrangements with the Supervisor at least one business day in advance and, if accommodated, will be invoiced for the additional day at the per diem rate.
8. Late Pick-Up Payment Fee (after 6:00pm) will be charged at \$10.00 for every 10 minutes or part thereof after hours. Time shall be confirmed with Sadochok clock. (See Schedule of Fees)
9. Rates are subject to change; in the event of any changes, adequate notice will be provided.
10. Sadochok Preschool Centre is interested to participate in the Canada Wide Early Learning and Child Care System (CWELCC) and waiting for next open window to register for it. Until that time our regular fee schedule is in effect.

## **Safe Arrival and Dismissal Policy and Procedures**

### **Purpose**

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the Sadochok Preschool Centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

### **Policy**

#### **General**

Sadochok Preschool Centre will ensure that any child receiving child care at the Sadochok is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to.

- Sadochok Preschool Centre will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision.
- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

### **Procedures**

#### **Accepting a child into care**

1. When accepting a child into care at the time of drop-off, program staff in the room must:
  - greet the parent/guardian and child.
  - ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on Child Emergency Card or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).
  - document the change in pick-up procedure in the daily written record.
  - sign the child in on the classroom attendance record.

#### **Where a child has not arrived in care as expected**

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1. Where a child does not arrive at the Sadochok Preschool Centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must:
  - inform the Supervisor and they must commence contacting the child's parent/guardian no later than 10:00 am. Staff shall:
  - call parent/guardian, send text message or email via Lillio app, staff continue to contact parent/guardian if no response is received, at least once and leave message, must contact an adult to confirm absence etc.)
  - if staff is not able to reach any of the above to confirm the child's absence from care, they try to reach emergency contact from the Child Emergency contact list and inform the Supervisor if is not response.
  - the supervisor will contact the police.
2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

### **Releasing a child from care**

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
  - confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
  - where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

### **Where a child has not been picked up as expected (before centre closes)**

1. Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up [6.00 P.M the program staff] shall contact the parent/guardian by phone call and advise that the child is still in care and has not been picked up.
  - Where the staff is unable to reach the parent/guardian, staff must call again or call all emergency contacts that included in Child Emergency list. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.
  - Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall refer to procedures under "where a child has not been picked up and program is closed"

### **Where a child has not been picked up and the centre is closed**

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 6:00 P.M, staff shall ensure that the child is given a snack and activity, while they await their pick-up.
2. One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an

authorized individual, the staff shall contact the parent/guardian first and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian.

3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact authorized individuals listed on the child's file.
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 6:30 P.M, the staff shall proceed with contacting the local Children's Aid Society (CAS) 416-924-4646
5. Staff shall follow the CAS's direction with respect to next steps.

### **Dismissing a child from care without supervision procedure**

Staff will only release children from care to the parent/guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone.

## **Waiting List**

Priority is established by the date of the application. Priority is first given to full-time enrolment and to siblings of children already in the program. Sadochok does not charge or collect a fee or deposit for the placement of a child on the waiting list for admission.

To be placed on the Waiting List at Sadochok, we will require the following information:

1. Parents'/Guardians' first and last names
2. Contact telephone number(s) and email addresses
3. Child's name and date of birth (unborn children may be added to the list with expected month and year of birth)
4. Expected start month
5. Full-time (5 days) or Part-time (2 or 3 full days) enrolment

### **Procedure for Waiting List:**

1. Call or visit Sadochok in person to add your name to the waiting list. This will be your recognized date on the waiting list. The family will be issued a unique identification number beginning with the following sequence "WAIT-001". The sequence will continue in consecutive order WAIT-001, WAIT-002, WAIT-003...etc. This is in order to maintain the Privacy of the perspective applicant, should the perspective applicant wish to see the physical waitlist while on the premises. The unique number will be written on the Waitlist chart at the Centre and on the official application form, if already submitted.
2. Provide all required information for your file on the waiting list, and please update us when there are any changes to your contact information.
3. Once confirmed to be on the waiting list, the parent/guardian will be provided with the chronological order that they are on the list. The parent may contact the Supervisor directly to get an update as to the status of where they are on the waiting list.
4. There is no specified length of time that you need to be on the list to be offered a space.
5. Spaces are created when a family or child leaves the Centre. The months of July, August and September usually see the most movement. However, spaces may become available at any time of the year.
6. The Supervisor will contact families 2-4 weeks before space becomes available, as families are only required to provide two weeks written confirmation of notice of their withdrawal from the Centre.

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7. Only once the withdrawal is confirmed in writing may we notify a family about the available space.
8. Families who are waiting for a particular month will be contacted when spaces are available.
9. A family who refuses a space the first time it is offered or fails to return the first call within one week, will retain their priority on the waiting list;
10. A family who refuses a space when offered a second time or fails to return the second call within one week, will be withdrawn from Sadochok's waiting list. Once withdrawn from the waiting list, the family will have to provide a new registration form to be placed on the waiting list.
11. Once the child is officially offered a spot, parents/guardians will be required to provide a complete registration document package, along with a non-refundable registration fee, a cheque currently dated for the first month's payment (i.e. September) and 9 post-dated cheques dated the first of each month (October - June), which are to be submitted before the child starts attending.

## **RULES AND REGULATIONS**

### **Operations**

1. SADOCHOK opens at 7:30 in the morning and closes punctually at 6:00 in the evening. Parents picking up their children after 6:00 p.m. will be asked to sign a LATE PICK-UP FORM and charged an additional fee as per the FEE SCHEDULE.
2. The program begins promptly at 9:00 a.m. Lateness is very disruptive to the program and we ask that the parent/guardian leave the child with their teacher at the entrance and not enter the classroom, so that the program can continue without interruption.
3. If you wish to pass on information regarding your child, please do so briefly, outside of the classroom. Please do not enter the classroom during lunchtime as it can be disruptive to the children's routine (lunch, washroom routine, washing their hands).
4. Unless there is an emergency, children should not be picked up between 1:00pm and 3:00 p.m., as this is nap/rest time.
5. When a child is going to be absent, kindly notify the office (416-626-7195) before 9:00 a.m. on that day.

### **Off-premises Activities**

Sadochok conducts its program activities on the premises. There may be opportunities for off-premises activities, such as walks around the neighbourhood during warmer weather.

Permission forms will be provided to parents/guardians to sign prior to any neighbourhood walk.

### **Custody**

Children must be escorted onto the Sadochok premises and custody must be transferred directly to a member of the teaching staff. Parental custody is resumed when the parent/guardian picks up the child in the teacher's presence. The teacher must be aware of the child's departure.

Staff cannot legally allow a child to leave Sadochok premises with anyone other than the person(s) listed on the registration application, unless otherwise instructed by a letter (signed and dated).

## Meals /Nutrition

Sadochok Preschool programs offer a variety of nutritious foods for lunch and snacks. All children will be provided with two snacks, a hot lunch and beverages every day. Foods selected promote good health and give each child the opportunity to enjoy new foods as good eating habits are established. Menus incorporate the healthy eating guidelines of Canada's Food Guide. Weekly menus are posted for parents' information on the Parents' board and HiMama app.

**Parents rules for food from Home:** Our programs aim for "Peanut Free" environments. Due to the increased seriousness of allergies to peanuts and other foods, the programs do not provide any foods with any trace of tree nuts and peanuts or other food allergens. Since allergies can be life threatening, the centre **does not allow ANY food to be brought** into the Centre unless it has been approved by the Supervisor.

If a child has a special diet or food allergies, parents/guardians should notify staff so the appropriate arrangements could be made.

**Parents and families will be notified about anaphylactic allergies and all known allergens at the child care centre through the HiMama App and will be updated when changes to allergies occur while maintaining the confidentiality of children.**

**On special occasions (birthdays), parents are asked to bring only peanut-free snacks or a cake with the full list of ingredients.**

## Medical Attention

In case of an illness or accident, every endeavor will be made to contact parents/guardians and/or individuals listed in the registration application. In the event that the aforementioned persons cannot be reached, it is Sadochok's policy to call 911. It is thus crucial to update the contact information immediately following any changes to it.

The **DECLARATION, CONSENT AND RELEASE AND INDEMNIFICATION** form on the reverse of the application authorizes SADOCHOK for medical treatment should the parents/guardians not be available.

### Please read carefully.

1. Any prescription or over-the-counter medication brought to SADOCHOK must be specific to the child who is to receive the medication.
2. **MEDICATION MUST BE IN ITS ORIGINAL CONTAINER/PACKAGING.**
3. Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or update, and dosage, route, frequency and any special instructions on storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers: one for home and one for use in the child care Centre.
4. Over-the-counter medication (OTC) must be labelled with the child's full name on the container, and the manufacturer's original label with dosage, route, frequency and any special instructions for administration and storage and expiration date must be clearly visible.

5. Any over-the-counter medication without instructions for administration specific to the age of the child receiving the medication must have a completed **GREEN MEDICATION FORM** by the parent/guardian prior to the medication being given in the child care Centre.
6. A GREEN MEDICATION FORM for the administration of prescriptions and over-the-counter medication must be filled out **DAILY**. The form and the medication must be given directly to a staff member. This form is available inside the classroom (in the wall information sorter). The medication will be administered by the child's Teacher who accepted the medication (or the Supervisor) and another staff member, and both parties will sign the front of the green medication form.

## **Anaphylaxis**

1. Anaphylaxis is a serious allergic reaction and can be life-threatening. The allergy may be related to food, insect stings, medicine, latex, exercise, etc.
2. Upon written notification by a parent/guardian that a child has a serious allergic reaction, the daycare operator will immediately reduce the risk of exposure in the daycare setting.
3. A list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each play activity room, and made available in any other area where children may be present.
4. A Communication Plan will provide general information to daycare staff, parents, students, and volunteers obtained at the time of registration of the child.
5. The child's individual plan and emergency procedure will be developed.
6. Daycare staff, students, and volunteers will be provided with training at the time of employment and annually afterwards from a physician or parent on the procedures to be followed in the event a child has an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and the administration of the medication.
7. The Epipens (2) will be kept safely out of the children's reach, but readily available to the staff.

## **Health Policies**

The health and well-being of all children is a complex issue in any daycare centre. When evaluating whether a child is well enough to attend daycare, parents/guardians should consider the following guidelines:

1. The child is too ill to cope with the day's program.
2. The illness is highly contagious and places other children and staff at risk.

**Children should not be attending school if they have the following symptoms which have not been evaluated by their family doctor and occurred within 24 hours of a school day:**

- Fever (children's normal body temperature on average is 98.6°F/37°C) unless the child has been given medication to control symptoms i.e. medication to bring down a fever
- Vomiting, Diarrhea, Rash
- Earache with discharge

- Sore throat
- Harsh cough
- Discharge from nose that is not clear
- Yellow discharge from the eyes, crustiness around the eyes, puffy or red eyes (suggestive of conjunctivitis or "pink eye" which is extremely contagious).

If a child exhibits any of the above symptoms upon arrival or during the morning, parents/caregivers will be asked to take the child home. In this event, teachers are responsible for contacting the parents or an emergency contact (as indicated on the Registration form). This is done for the child's comfort and health, and for the protection of their classmates and staff. In the meantime, the child will be taken to the office until he or she is picked up. Please note any allergies on your child's medical forms so that teachers are aware that nose discharge is not cold related.

## **Communicable Diseases**

If a child is suspected of having a serious communicable disease (i.e. chicken pox, gastroenteritis, whooping cough), the child must not be brought to Sadochok. If symptoms develop during the day, parents will be required to take the child home immediately. The child cannot be accepted back into the Centre until there is a note from a doctor stating that the child's condition is not contagious or no longer contagious.

The Supervisor has the authority to instruct a parent/guardian to take their ill child home, if she deems it necessary.

## **Head Lice**

Head lice are very common in schools because lice spread easily among children who are in close proximity. Parents of children who have been identified as having lice will be contacted by the Program Director and required to pick-up their child. Children must be treated and have all nits removed before coming back to the Centre. It is the responsibility of the parents to ensure that the child has been appropriately treated and that all lice and nits are removed from the child's hair. Your child will be checked by a staff member prior to their return to ensure they are nit-free.

## **Immunization Records**

Sadochok is required to keep a current record of immunizations administered to each child.

Unless a valid exemption applies, evidence of the following immunizations must be provided:

Red Measles, Mumps, Rubella (MMR), Diphtheria, Poliomyelitis, Pertussis, (whooping cough) and Tetanus (DPPT or Quad Series).

If immunizations become out-of-date, parents have two weeks to have their child immunized. If by the due date we have not received a doctor's written confirmation of immunization, the child may not attend the school until immunized/proof thereof is provided. Please note that regular fees will be charged during this time.

## Emergency Evacuation and Fire Drill policy

Sadochok Preschool Centre has an Emergency Management policy to provide clear direction for staff and licensees to follow in emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved. Our Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response;
2. Next Steps during an Emergency; and
3. Recovery.

Staff will ensure that children are kept safe, are accounted for, and are supervised at all times during an emergency situation.

For situations that require evacuation of the childcare centre, the **meeting place** to gather immediately will be located at: **school playground near exit 165 at west side of Sadochok Preschool Centre.**

If it is deemed 'unsafe to return' to the child care centre, the **evacuation site** to proceed to is located at:

St Philip's Lutheran Church  
61 West Deane Park Drive,  
Etobicoke, ON M9B 2S1

**Phone:** [\(416\) 622-5577](tel:4166225577)

**Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.**

Upon arrival at the emergency evacuation site, the supervisor and staff will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.

Where possible, the supervisor will update the child care centre's voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated, and include the details of the evacuation site location and contact information in the message.

## Serious Occurrence Policy

The safety and well-being of our children in a licensed child care program is the highest priority for Sadochok. In spite of all the best precautions, serious occurrences can sometimes take place.

A serious occurrence is an event which involves either a child in our care or a staff member on duty and/or a third party other than direct families or other staff. If, for instance, one of the following occurred:

x	Death of a child	x	Abused child (parent or staff)	x	Fire
x	Evacuation	x	Abducted child	x	Flood
x	Accident	x	Abandoned child	x	Missing Child

Within 24 hours of becoming aware of a serious occurrence, or when a serious occurrence happens, the incident is reported to the Ministry of Education and will be submitted through CCLS. A notification will also be posted within 24 hours of the incident occurring for an additional 10 days. The only exception with the time frame of posting are cases with allegations of abuse or any unverified complaints.

## Appropriate Dress

1. Children should be dressed comfortably for active play and participation. They should wear clothes which will enable them to dress and undress independently (e.g. pants with elasticized waist-bands, shoes/running shoes with Velcro, etc.). All clothing is to be clearly name-tagged.
2. Children should be dressed appropriately for the weather (**mittens**, hats, boots in winter, and **WIDE-BRIM** summer hats to wear in spring/summer/fall). Children are taken outdoors daily, weather permitting.
3. **SUNSCREEN (Garnier “OMBRELLE”)** will be supplied by Sadochok and applied on all the children. A signed permission form is kept in the child’s file.
4. All the children need at least one full change of clothing. These items are to be clearly labelled and left in their bin.

## General Information

1. Each child requires two **SMALL** blankets (light or heavy-weight, depending on the season) and one **SMALL** pillow with a pillowcase. Please label boldly. These items should be taken home and washed every week. It is also the parents’/guardians’ responsibility to periodically clean out the child’s bin and clothes cabinet.
2. Children may bring a “security” blanket or one soft toy for naptime. Other personal toys are disruptive and will be put aside until the child is picked up.
3. Each child is assigned a day for SHOW AND TELL. Children are encouraged to bring something special to show their classmates. Out of consideration for other classmates’ allergies, please do not allow your child to bring treats or other food.
4. Birthdays are celebrated during lunchtime.
5. **SADOCHOK is a Peanut/Nut Free Environment and products containing peanuts, nuts and/or other ingredients that cause allergy reaction are not permitted on the premises.**

## Parent Issues and Concerns Policy and Procedures

### Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

### Policy General

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/ guardians, child care providers, and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction. If parents have concerns about their child's care, the first step is to talk

to the staff or Supervisor. This may be done at the parent's convenience, by phone or by arranging for a meeting.

All issues and concerns raised by parents/guardians are taken seriously by Sadochok Centre Inc. and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

## **Confidentiality**

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons or otherwise (e.g., to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities, or the Children's Aid Society).

## **Conduct**

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider, or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Supervisor and/or licensee.

## **Concerns about Suspected Abuse or Neglect of a child**

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the Children's Aid Society (Central Branch) at 416.924.4640 directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

## **Concerns Related to a Child's Behaviour:**

If a child's behaviour is endangering the safety and well-being of themselves, the other children, the staff, assistants and/or volunteers, or the Sadochok daycare property, and/or is listed as one of the daycare unacceptable behaviours as noted in this Handbook, the Supervisor will meet with the family to come up with an acceptable course of action.

The family will sign off on the written course of action, which will be provided to the President for information purposes only. Non-compliance by the family may result in the removal of the child from school.

Any concerns by a family regarding a child other than your own can be brought to the attention of the Supervisor or teacher. The Supervisor's/teacher's ability to respond to the concerns will be governed by the confidentiality clause contained in this policy.

The President may become involved in any step of this process if circumstances warrant such involvement at his or her discretion.

## Procedures

When a parent has an issue or concern, they should follow the following procedures:

1. The parent should speak directly to the staff member involved.
2. If the parent feels dissatisfied with the response from the staff member, the parent should contact the supervisor with their concerns.
3. If the concerns are still unresolved, a written request for resolution can be addressed to the President and the Board of Directors. The written request should include a brief description of the situation and steps that have been taken and the desired outcome.
4. The President will ensure that the request is dealt with at the next scheduled Board meeting. An initial response to an issue or concern will be provided to parents/guardians within 3 business day(s).
5. The person who raised the issue/concern will be kept informed throughout the resolution process. The President will notify the parent(s) in writing of the proposed action plan.
6. Investigation of issues and concerns will be fair, impartial and respectful to parties involved.

<b>Nature of Issue or Concern</b>	<b>Steps for Parent and/or Guardian to Report Issue/Concern:</b>	<b>Steps for Staff and/or Licensee in responding to issue/concern:</b>
<b>Program Room Related</b> E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to - the classroom staff directly OR - the supervisor or licensee.	
<b>General, Centre- or Operations-Related</b> E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to - the supervisor or licensee.	
<b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b>	Raise the issue or concern to - the individual directly or - the supervisor or licensee. All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	Provide contact information for the appropriate person if the person being notified is unable to address the matter.  Ensure the investigation of the issue/concern is initiated by the appropriate party within 5 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.

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<b>Student- / Volunteer Related</b>	Raise the issue or concern to -the staff responsible for supervising the volunteer or student or -the supervisor and/or license All issues or concerns about the conduct of students and/or volunteers that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.
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### Escalation of Issues or Concerns:

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Ministry of Education Licensed Child Care Help Desk at 1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)

- Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act, 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education’s Child Care Quality Assurance and Licensing Branch.
- Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

### What information to include

When parent is making a complaint, they have to give as much information as they can. This will make it easier for the Ministry of Education to look into their complaint.

The Complaint must include:

- Name of the child care centre or private-home day care agency
- Address of the child care centre, or location where licensed private-home day care is being provided
- A description of your concern

### Parent’s privacy

Personal information provided in connection with a complaint is collected under the authority of the *Child Care and Early Years Act, 2014*.

Parents are not required to provide personal information when they make a complaint. There are some situations where the Ministry may disclose parent's information such as when the investigation of the parent's complaint results in a hearing or prosecution involving the child care program.

If parents do not consent to the collection of their personal information, they do not include any personal information when making a complaint.

## **Parent/Guardian – Teacher Liaison**

Parents/guardians are encouraged to stay in close contact with the teaching staff regarding their child's progress. Conversations of more than one minute are disruptive to the Centre. Please feel free to pose any questions or comments to the staff at a **mutually convenient time outside of program hours or make arrangements to meet with the Supervisor.**

Parents/guardians are asked to inform the Supervisor as soon as possible of any important happenings or crises in the home as the child may need special attention.

If a child will be absent for an extended period of time, the parent/guardian should discuss with the Supervisor what parts of the program the child will be missing, so that the parent/guardian can help to ensure the continuation of the program for their child.

## **Board of Directors**

In order for the preschool to maintain its high standard, parents/guardians have the opportunity to contribute their time, talents, and commitment either as a member of the Board of Directors. Opportunity to join the Board of Director's occurs at the AGM held every November/December.

Each parent/guardian is asked to cooperate in all of the Boards' endeavours.

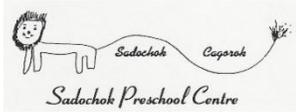
## **Supervision of Volunteers & Students Policy**

Sadochok Preschool Centre ensures that the regulations in the *CCEYA* are followed. This policy deals with Ontario Regulation 137/15, Section 2, Subsection 2.9.

Volunteers and students play a vital role at Sadochok Preschool Centre in supporting the staff in the daily operation of this child care Centre, the programs, the services and administration. Sadochok Preschool Centre also believes that a placement in our child care Centre is a valuable opportunity where the student/volunteer will learn and experience hands-on the importance of early childhood care and education. Equally, the Sadochok staff and Board of Directors appreciate the energy and enthusiasm new people bring to the environment.

Volunteers and students will not be included in the ratio of staff to children. They are always supervised by a Sadochok employee at all times. No volunteers and/or students are left alone with the children. Sadochok staff will confirm verbally that no volunteer or student is left unsupervised.

The contents of this handbook summarize the regulations and policies established and ratified by the Board of Directors. Any suggested amendments may be presented in writing and will be placed on the Agenda of the next board meeting. Regulations and policies are subject to change upon Board ratification.



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35 West Deane Park Drive  
Etobicoke, Ontario  
M9B 2R5  
416-626-7195

## **DAILY SCHEDULE PRESCHOOL ROOM**

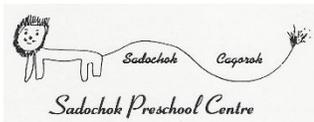
- 7:30 – 9:00** CHILDREN ARRIVE AND ARE GREETED BY TEACHERS, FREE PLAY, PUZZLES, BOOKS, DRAWING, COMMUNICATION
- 9:00 – 9:15** WASHING HANDS, PRAYERS, SNACKTIME, BATHROOM,
- 9:15 – 10:15** PHYSICAL ACTIVITIES: OUTDOOR WALK TO THE PARK, PLAYING WITH SAND, CLIMBER, ETC.  
IN THE CORRIDOR: RIDING TRICYCLES, ETC (cold weather)
- 10:15 – 11:45** ACTIVITY TIME: GROUP GAMES, SONGS, FINGERPLAYS, POETRY, STORIES, GROUP INSTRUCTION AND DISCUSSION, ASSIGNED TASKS, ART, HANDCRAFTS
- 11:45 – 12:00** PREPARATION FOR LUNCH – BATHROOM, WASHING HANDS
- 12:00 – 12:30** PRAYER, LUNCH
- 12:30 – 2:30** PREPARATION FOR NAPTIME – BATHROOM, WASHING HANDS, GETTING SETTLED IN COT, SOFT MUSIC, NAPTIME
- 2:30 – 3:00** GRADUAL WAKE-UP, QUIET ACTIVITY, WASHROOM, SNACKTIME
- 3:00 – 4:00** AFTERNOON CIRCLE (LISTENING STORY, MEMORIZE RHYMES, SINGING SONGS, MOVEMENT TO MUSIC,) ARTWORK,
- 4:00 – 5:00** OUTDOOR ACTIVITIES IN THE PLAY AREA, GOING FOR A WALK OR A CLIMBING ACTIVITY
- 5:00 – 6:00** FREE PLAY, GETTING READY TO GO HOME, DEPARTURE.

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## DAILY SCHEDULE TODDLERS ROOM

- 7:30 – 9:00** CHILDREN ARRIVE AND ARE GREETED BY TEACHERS, FREE PLAY, PUZZLES, BOOKS, DRAWING, COMMUNICATION
- 9:00 – 9:15** GETTING READY FOR SNACKS – BATHROOM, WASHING HANDS, MORNING GYMNASTIC, PRAYERS
- 9:15 – 9:30** SNACKTIME
- 9:30 – 10:15** ACTIVITY TIME: GROUP GAMES, SONGS, FINGERPLAYS, POETRY, STORIES, GROUP INSTRUCTION AND DISCUSSION, ASSIGNED TASKS
- 10:15 – 10:45** GETTING READY FOR OUTDOOR PLAY, DIAPERING, DRESSING
- 10:45 – 11:45** PHYSICAL ACTIVITIES: OUTDOOR WALK TO THE PARK, PLAYING WITH SAND, CLIMBER, ETC.  
IN THE CORRIDOR: RIDING TRICYCLES, ETC (cold weather)
- 11:45 – 12:00** PREPARATION FOR LUNCH – BATHROOM, WASHING HANDS
- 12:00 – 12:30** PRAYER, LUNCH
- 12:30 – 2:30** PREPARATION FOR NAPTIME – BATHROOM, WASHING HANDS, GETTING SETTLED IN COT, SOFT MUSIC, NAPTIME
- 2:30 – 3:00** GRADUAL WAKE-UP, QUITE ACTIVITY, SNACKTIME, WASHROOM, WASHING HANDS, DRESS UP FOR OUTDOOR
- 3:00 – 4:00** OUTDOOR ACTIVITIES IN THE PLAY AREA, GOING FOR A WALK OR A CLIMBING ACTIVITY
- 4:00 – 5:00** AFTERNOON CIRCLE TIME (LISTENING STORY, MEMORIZE RHYMES, SINGING SONGS, MOVEMENT TO MUSIC,) ARTWORK,
- 5.00 – 6:00** FREE PLAY, GETTING READY TO GO HOME, DEPARTURE.

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## Appendix B – Schedule of Fees (September 2025 – August 2026)

### SADOCHOK PRESCHOOL CENTRE -- SCHEDULE OF FEES September 3, 2025 – August 22, 2026 (school year)

#### 1. BASE FEES

**Non-refundable - \$100.00 Registration Fee** required together with completed Application for all **NEW enrollments** only. This does not apply for the continuation of enrolment for existing child who previously paid the fee.

#### MONTHLY FEES

##### PRESCHOOL (2.5yrs-4yrs) PROGRAM

###### Days Attended\*\* Monthly Rate

5 Full Days \$ 1,480.00

3 days \$860

2 Days \$600

##### TODDLER (18 – 30 months) PROGRAM

###### Days Attended\*\* Monthly Rate

5 Full Days \$ 1,640.00

3 Days \$980

2 Days \$660

#### Afterschool Program

##### Days Attended\*\* Monthly Rate

5 Full Days \$450

3 Days \$270

2 Days \$180

**Sadochok Preschool Centre is interested to participate in the Canada Wide Early Learning and Child Care System (CWELCC) and waiting for next open window to register for it. Until that time our regular fee schedule is in effect.**

Upon admission, a September 2025 cheque (dated August 15th, 2025) and 11 post-dated cheques dated the first of each month between October 1, 2025– December 1, 2025, are required at registration, otherwise your child is not enrolled. There are no exceptions. Mid-year registrations, ALL cheques for the balance of the school year must be submitted prior to your child starting, otherwise they are not enrolled. For continuation of enrolment for existing child, ALL cheques must be received by **June 30, 2025**, otherwise your child is not enrolled.

**(Please make cheques payable to “SADOCHOK PRESCHOOL CENTRE”)**

#### 2. NON-BASE FEES

- ✓ **All tuition fees are due on the first of each month. If tuition fees are not submitted as per the above schedule, a late fee of \$50.00 will be incurred. A further fee of \$10.00 will be added for each day tuition is not submitted.** Failure to provide payment within 2 business days, along with any late fees incurred, for the current month, could, at the discretion of the Board, result in the termination of your membership and termination of your child’s registration.
- ✓ **NSF CHARGE: \$50.00/each NSF charge incurred. Once notified, full payment is due by the next business day.**
- ✓ **LATE PICK-UP PAYMENT FEE (after 6:00pm)** will be charged at \$10.00 for every 10 minutes or part thereof after hours. Time confirmed with Sadochok’s clock. For example: if a Parent/Guardian arrives at 6:05pm, they will be charged \$10.00. Our teaching staff still must be paid for all hours worked caring for your child. There are no exceptions. Any child picked up after 6:30pm, will be subject to an additional charge of \$100.00, payable immediately to the staff - no exceptions.

**3.** There are **no refunds** for absent days. Absent days include illness, holidays and Toronto Catholic District School Board declared snow days or any other imminent school closure beyond our control.

**4.** Families wishing to take vacations throughout the year may do so at any given time, however, full monthly fees are still required to maintain your spot with the Centre. Families wishing to withdrawal for a period of time and then re-enroll are subject to space availability and must submit a new registration package and new enrolment registration fee.

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A family wishing to withdraw their child in the middle of the month or any part thereof, may do so at any time, however they are still required to pay for the full calendar month regardless of how many days their child will attend that month. For example: a family pays for the full month childcare on May 1. Family decides to withdraw on May 15 to go overseas for an extended vacation until June 30, the full May month tuition must still be payable, and no partial refunds will be given back for that month. In addition, if family wishes to hold their spot for June, they must also pay the full month tuition, otherwise, they will forfeit their spot to someone else. The Centre does not “hold spots”

**5. A one calendar month written notice (not verbal) is required for withdrawal from the Program or a permanent change in your child’s schedule and must be submitted directly to the Supervisor. Parents will be charged an administration fee equal to one month Program Fees for early withdrawal without the written notice.**