Choiceland Cooperative Childcare Centre

Parent Handbook

Last Revised: August 2026

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Welcome to the Choiceland Cooperative Childcare Centre!

Designed to introduce you to the centre, provide insights on operations, and gauge an understanding of policies, and procedures, this parent handbook is your one-stop-shop for all necessary information throughout your time with the Choiceland Cooperative Childcare Centre (CCCC).

The CCCC is a non-profit cooperative that is governed by a Board of Directors, created from volunteers, with supplemental support and input from a larger volunteer committee. The centre itself is licensed and under surveillance of the Saskatchewan Ministry of Education, under the Early Learning and Child Care Branch.

As a community venture, the CCCC maintains a high expectation within its centre to be a high-quality childcare facility. The program which the CCCC embodies is one that is developmentally appropriate for early years learning and foundations. Daily programs consist of free play, outdoor/active play, and structured activities.

If you have any questions regarding information contained in this handbook, please feel free to contact: ***board@choicelandchildcare.com***

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Within this handbook, there are sets of rules, guidelines, and policies that are required to maintain operations that are safe and equitable for all.

This document also contains regulations that are set by the Ministry of Education, Early Learning and Childcare Branch, regulations that must be adhered to.

Philosophy & Code of Ethics

The Choiceland Cooperative Childcare Centre (CCCC) sees each individual child as part of our daycare family, where a safe and nurturing environment is established for the children, parents, staff, community members and outside agencies. The CCCC's curriculum focuses on building strong relationships with the family, social culture and the community, where professionalism is maintained and learning and growth is our main priority. The CCCC believes that children learn through observation and follow by example, therefore, our centre prides itself on respecting all children, staff and our facility.

The centre will act as a guide to assist each child in understanding new concepts and expanding their knowledge base through discoveries, because children are naturally curious and active explorers. The centre encourages natural curiosity and self-discovery to ensure each child has a foundation to move forward in their learning journey. The CCCC acknowledges diverse backgrounds within our community where unique family structures, cultural backgrounds and different developmental abilities will be embraced and supported. Children will be provided with opportunities daily to foster a holistic development of emotional, social, cognitive and physical growth, through encouraging open-ended explorations.

The CCCC prides itself to never engage in any type of activity that can be deemed harmful to a child and encourages positive guidance through correction and open communication. CCCC staff will communicate in an honest manner that shows respect to outside parties and honor confidentiality agreements, by securing all child and parent records, and only sharing or communicating information with legal consent or emergency necessity.

Mission

CCCC's mission is to provide access to licensed and quality childcare in the rural community of Choiceland and surrounding areas. The centre will operate a childcare facility that meets the needs of families, as well as the community. The centre will provide developmental opportunities through fostering a safe environment for growth in physical, cognitive, social, and emotional progression.

Vision

CCCC's vision is to strive for learning and growth at the centre's core levels, as well as collaboration at community and interagency levels. The centre will strive to be a committed environment where children and families are nurtured through meeting individual needs. CCCC's program is designed to empower children with the necessary developmental guidance to reach their fullest potential to ensure we are creating a confident generation of creative thinkers and natural problem-solvers.

Values

- Connection - The centre will focus on building strong, positive, and engaging relationships between children, family, staff and community.
- Care - inclusive care will be provided to ensure each child's needs are met but also, care sits at the forefront of ensuring procedures are followed to ensure the safety of all individuals.
- Creativity - The centre will ensure all activities and play resources activate a child's natural curiosity, critical thinking and problem-solving skills.
- Communication - Open, honest and direct communication is valued from all parties regarding all matters. Proper communication stems from concerns and feedback being dealt with in timely manners, managing responsibility to ensure the longevity and sustainability of the centre, and clear guidelines on policies and procedures.

Hours of Operation

The centre is open Monday-Friday, excluding statutory holidays such as New Years Day, Family Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day, Labor Day, Thanksgiving, Remembrance Day, Christmas and Boxing Day.

The site operates from 7:00 a.m. to 6:00 p.m.:

7:00 a.m. - earliest drop-off time
6:00 p.m. - latest pick-up time

Closing and Pick-Up

- Children must be picked up by the latest pick-up time (6:00 p.m.).
- Staff are paid overtime when caregivers are late for pick up.

For this reason, the daycare charges an overtime fee of $5.00 per minute, per child, past the centre's closing time.

The Termination Policy will be followed given there are any continual late pick-ups.
(See C-18 and C-18-P1 for information on this policy.)
If the centre has not been able to contact the caregivers or emergency contacts within 30 minutes of the centre's closing time, the Department of Resources will be contacted to come and apprehend the children.

Staff

Our centre's staff consists of full-time and part-time individuals who have or are working towards various training levels including Play and Exploration modules, an Early Childhood Education certificate, First Aid/CPR, Food Safe Certificates, and/or annual professional development opportunities.

Child/Staff Ratio

Saskatchewan Childcare Regulations state that the child:staff ratio will be the following:

- 1:3 in the case of infants
- 1:5 in the case of toddlers
- 1:10 in the case of pre-schoolers
- 1:15 in the case of school-age children

Enrolment and Forms

To be considered for enrolment with the CCCC, families must complete the online "Pre-Registration" form. Each child needing a space must be entered on this form or new children of a family must be entered as needed. The Pre-Registration (Waitlist) is reviewed often by the Director and is managed upon a first-come, first-served basis.

Once enrolled, beginning your journey with the CCCC includes the following forms:

- This Parent Handbook and Consent of Reading Handbook
- Child's Emergency Information
- Child's Health Resume
- Medication Forms for Antibiotics
- Child's Social Resume
- Agreement for Child Care Services
- Photo Consent
- Excursion and Transportation Consent
- Authorized Pick-Up Lists
- Subsidy Guide/Application
- Room Transition Expectations
- Teacher Information Sheet

The following forms are available online and at the centre.
They are given as part of a Starter Package and orientation with the centre.
The forms must be filled out by a parent, guardian, or caregiver and returned before the child attends the centre.

**** It is important these forms are kept up-to-date.**
Notify the centre with any changes,
especially contact number(s) and contact person(s)**

Orientation

Upon admittance from the waitlist, families will arrange a time with the Director and Administrator to complete the above forms and get an orientation of the space. Orientation includes introduction to the child(ren)'s designated rooms, what to expect within daily routines and programs, getting set-up with the Lillio communication app, and payroll/administration necessities.

Articles Parents Supply

Each child must come to the childcare centre equipped with:

- One water bottle that stays at the centre for daily use
- One complete change of clothing (i.e., undergarments, socks, shirts, and pants) that is to be kept in the child's locker at the centre
- Weather appropriate clothing that fits properly (i.e., winter clothing: jacket, ski pants, mittens, toque, boots and spring clothing: splash pants, rubber boots, etc.)
- Indoor shoes to wear each day (preferably running shoes)
- Child's own hat, cap or toque
- Sun protection and insect repellent (**non-aerosol**)
- For summer: a bathing suit and towel
- A blanket and pillow for children who require a nap - these items will stay at daycare until naps no longer required

****Reminder: label each one of the above items with your child's name ****

- *For those not toilet trained:* a sufficient number of disposable diapers, wipes, diaper cream, and/or training pants
- All baby food, formula, or milk required
    - This can be brought daily or a milk jug can be dropped off. Parents will be notified via Lillio when a new one is required.

***A Note to Caregivers*: Please leave your children's own toys at home, only bring for special circumstances, as discussed with daycare staff.**

Programming

The CCCC is strict on maintaining programming that is age and developmentally appropriate for the children it serves. Programs are fit with early years research for recommendations within structured and unstructured activities.

The physical space is accounted as part of programming and as such is arranged and re-arranged to accommodate all ages within the centre. Seating, toys, and programs are suited for the early years capacity of the centre.

The CCCC puts an emphasis on outdoor learning and play. We want children to enjoy nature, learn from experience, and be part of their natural environment. We put an emphasis on being outside more often than not, as long as the weather allows for it!

Outdoor Activities

In the fenced yard of the CCCC a variety of developmentally appropriate toys and equipment will be available, for all ages within the centre. Children will spend a minimum of 1 hour outside daily. However, the CCCC puts an emphasis on nature play and exploration of our natural environment, and thus, will opt for children to spend more than the minimum time outdoors.

Time spent outside will be dependent on weather. Any temperature below -20 and above +20 will require additional precautions if going outside (i.e., shortening of time outside, sunscreen required, hats will be used if provided, additional clothing used).

Time outside will not be allowed if temperature falls outside of -30 and +30 and the UV index must be below 5. Time outside will be restricted between the hours of 11:00 a.m. and 3:00 p.m., depending on UV and temperature. Discretion for time outside will be up to the staff.

Activities outside are hands-on and promote multiple modes of learning for children — music dramatic play, active play, and being part of a community.

Walks & Excursions

Permissions forms for off-site excursions will be required to have a caregiver signature. If a child does not have permission to attend an excursion, care will remain within the centre with a staff member. Notice of an excursion is given within three-days to a week prior to the event. Community and family volunteers are welcome to join excursions, talk with the director.

Walks & Excursions

The CCCC does not provide transportation for children and families. The centre does not own a designated vehicle for transporting, nor is there car seats for travel.

Daily Programs

On a day to day basis, the children will spend lots of time outside, weather permitting, and have opportunities to play and explore, as well as pre-planned activities, such as crafts, excursions, or skill developing activities.

Daily schedules and programs, including changes from normal routines, will be posted on the Lillio app, for families to see. The daily program will also be accessible in the daycare centre for parents to see.

Meals will be provided at 9:30 a.m., 12:00 p.m. and 15:00 p.m.The menu will be posted on the Lillio app, for parents convenience.

A standard nap/quiet time will commence between the hours of 12:30 p.m. and 14:30p.m., for all children. We will provide structured learning opportunities to learn independence and autonomy. As educators, our main focus is to foster outdoor play and learning, therefore many of our activities are nature-based to ensure children develop natural skills

The program respects the individuality of each child and adaptations are made in the schedule and activities, to meet individual needs. The main focus of our daily program is to meet each child's needs and provide ample opportunities to reach their full potential.

School-Aged Children

Upon opening in August 2026, the "Before and After School Program", has yet to begin. However, the following protocols are followed:

1. Children in Kindergarten (age 5) remain in regular spaces within the centre and thus follow all procedures and pay schedules as noted in this handbook.

2. Children ages 6-12 are strictly part of the "Before and After School Program" that runs outside the centre itself, at William Mason School.
    a. All protocols and procedures remain the same but pay schedules and rates differ.
    b. Drop-off and pick-up is also at William Mason School, not the CCCC.
3. Rates for school-aged children are to be determined during the school year and during the summer (if there is an increase in hours at the centre in the summertime).
4. The centre must be notified at minimum one week in advance, if a school-aged child requires childcare on SIP days, school breaks, and other dates with no regular school classes.

For more information on the Before and After School Program, ask choicelandchildcare@gmail.com.

Policies and Procedures

The Choiceland Cooperative Childcare Centre maintains an updated "Policy and Procedure Manual" that can be located on the centre's website (www.choicelandchildcare.com) and at the daycare itself. Please refer to the electronic version on the website for the most up-to-date version.

Below is the summary of some of the more relevant policies for parents, guardians and caregivers.

Parent Fees & Subsidies

Fees:

The Board of Directors sets full-time and hourly fees in accordance with budgetary needs and Ministry of Education grants. See policy D-01 for fees associated with enrolling with the CCCC.

Current monthly fee schedules remain posted on the centre's website.

As a condition of the "Parent Fee Reduction Grant", to reduce child care fees for Saskatchewan families, the Ministry of Education is required to gather information including child's name, current fee, and parent information to know who will receive what amount of funding. This information will be collected and used in accordance with "*The Freedom of Information and Protection of Privacy Act (FOIP)"*.

Subsidy:

Subsidies are available to parents, based on income. Applications for subsidy are available at the centre and the Executive Director is available to assist parents in filling out subsidy forms. Subsidy forms must be sent to "*Saskatchewan Early Learning and Child Care"*.

If you receive a subsidy, your child must attend the centre for a minimum of 36 hours a month, for a full-time spot and 20 hours for school-aged children. Payment of the full fee is the responsibility of the parent or guardian.

Payment & Payment Options

Full-Time Enrolment: Payments are due on the 1st of every month prior (i.e., payment for September is due on September 1st)

Part-Time/Casual Enrolment: Payments are due on the 5th of every month (i.e., payment for September is due October 5th — after total days of childcare have been calculated)

Invoices are sent via Lillio, unless requested otherwise.

Notification of Changes: Any changes to the fee structure will be communicated a minimum of two weeks in advance to parents and guardians via Lillio

Actions if Payments Are Overdue:

- *7 days overdue:* reminder letters are issued
- *15 days overdue:* a letter to cease childcare will be sent until a payment plan is determined.
    - If the payment plan is not adhered to within the month, childcare will cease until the balance is paid in full

- Payment within the month: childcare can continue
- Payment after one month means children return to the waitlist prior to re-attending the centre.

Alternate payment day(s) are subject to application and written pre-approval.

Payment Options:

Choices for payment are cash, e-transfer and pre-authorized withdrawal.

NOTE: if paying by e-transfer, please notify in the subject line the name(s) of the child(ren).

Emergency Protocols

Fire Drills and Lockdown Drills will be performed monthly to familiarize children with emergency procedures. It is the duty of the Director to ensure monthly drills are organized and fulfilled.

During a fire drill, children must leave the building and therefore, must have adequate indoor footwear.

Communicable Diseases

If a child may have category I or category II communicable diseases, CCCC will notify public health and follow the required recommendations or instructions from the public health officer.

If a child is sick with known symptoms, they must remain home or will be sent home, until they are well enough to return to the centre.

Full information on policies around illness can be found in policy C-15.

Medication, Allergies & Illness

Allergies:

CCCC will maintain a centre that is nut-free and does not allow products containing nuts. All allergies must be reported on each child's intake form and kept up-to-date. Parents will supply their own meal additives (i.e., butter, milk, etc.) and the centre will accommodate dietary restrictions as noted on health resumes. If a child has special dietary requirements, the parents/caregivers must provide cooked and prepared food for the child. Packaged snacks and special treats may be kept in the CCCC kitchen. Children with dietary restrictions will be discussed on a case by case basis and the CCCC will support both the child and parent/caregiver with the safety of the child at the forefront of accommodations. It is the responsibility of ALL staff members to familiarize themselves with allergies that are present within the centre. An up-to-date list of allergies will be posted in the staff room for reference.

Medications:

The Medication Form must be filled out and signed by a caregiver in order to have any medication administered. Medications must be in original packaging and labelled properly. Medication must also be handed directly to staff as medication must be stored in a lockbox within the daycare, including inhalers. Medication MUST NOT be kept in the child's bag.

Illness:

In the event of illness, children and staff must stay home to prevent illness from spreading to others within the centre. If a child becomes sick during the day (i.e., vomits, diarrhea, runs a fever, is congested, etc.) children must be picked up by a parent or authorized pick-up. Refer to C-15 for more information.

NOTE:

Any procedures taken during any of the above concerns will be reported on the Lillio app and in major circumstances, parents will be contacted directly and immediately. Foods or events that happened prior to the reaction or incident, will be listed to inform parents of what happened, and in the case of allergies, what may be the cause of the reaction.

Language & Abuse

Abusive language or behaviour towards staff, parents/caregivers, or children will not be tolerated under any circumstance. Please refer to the "Parent Code of Conduct and Termination Policy" (C-18) for additional information.

Food

Choiceland Cooperative Childcare Centre will provide a hot lunch and two snacks throughout the day. Weekly menus are posted in the daycare and on the Lillio app.

- All food in the centre must be nut-free.
- Tables from which food is served and used for meals will be sanitized before and after each sitting.
- Staff remain with children throughout meals to ensure safety and encourage table manners.

In the case of special diets: (refer to policy F-03 for details)

- Parents are required to bring their own additives (milk, butter, etc.). Otherwise the centre will meet nutritional needs of children.
- Infants will be fed age-appropriate food that is provided by the centre (fruit and snacks to developmentally appropriate portions and sizes).
- All other food is to be provided by the parents (i.e., baby food, formula, special milk, etc.)

Accidents

In the event of an accident involving injury, first aid will be administered (if applicable). Please refer to policy C-02-P1 for more information.

- An Incident Report, ABC Report, or Unusual Occurrence Report will be completed and signed by both the parent and staff member involved.
- All reports remain in the child's file
- Parents will be notified immediately if their child requires medical treatment (please ensure your contact information is up-to-date)

Explanation of Different Reports:

- **Incident Report:** used for minor injuries, such as scraped knee, bruise, cuts, etc.
- **ABC Report:** used when serious injuries occur from one child to another (i.e., biting/hitting). These reports are used to assist the CCCC in determining if a destructive behavioural pattern is occurring and needs to be addressed.
- **Unusual Occurrence Report**: used for major and uncommon injuries (i.e., incidents that require a trip to the hospital or serious behaviour correction – large falls, allergy attack, anaphylaxis, exposing genitals/private areas or touching another child's private areas, etc.)

Child Management Policy

Children have a need and a right for consistent behavioural expectations. Children need to know what the expectations are, why they have been set, and the consequences for not complying with them.

The Choiceland Cooperative Childcare Centre's policy around child management consists of:

- Firm but gentle care
- Discipline that is consistent and follows through with expectations
- Ensuring the safeties of children (protection from themselves and from others when needed)
- Promote the enhancement of self-awareness, self-sufficiency, and self-regulation

Caregiver Code of Conduct

The Choiceland Cooperative Childcare Centre requires parents, staff, and volunteers to behave in a manner consistent with the centre's values and beliefs at all times. Values of the centre reflect promises to provide an appropriate environment where children learn, grow, and develop. Maintaining these values is not only the responsibility of staff but each person associated with the CCCC. Adults who violate the "Code of Conduct" will not be permitted on the centre's property thereafter and for enrolled children, the "Termination Policy" may come into effect.

The Code of Conduct includes:

1) **Cursing:**
    a) No adult is permitted to curse or use inappropriate language on the centre's property at any time, whether in the presence of a child or not. Such language will not be tolerated.
    b) At no time shall inappropriate language be directed towards members of the staff.

2) **Threatening of Staff, Children, or Other Adults:**
    a) Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities, if needed. While apologies for such behaviour are appreciated, the board will not assume the risk of a second chance.

3) **Physical/Verbal Punishment of Children:**
    a) Verbal and physical abuse is not permitted on centre premises.
    b) Verbal reprimands may be appropriate but to the extent of abuse is inappropriate, especially on centre grounds.
    c) Parents and caregivers are welcome to discuss behaviour issues with the teacher and director, to seek guidance regarding appropriate disciplinary procedures.
    d) Parents are prohibited from addressing, correcting, or disciplining a child that is not their own.
    e) Shall a parent have a concern with another child's behaviour, they are to report concerns to the classroom teacher and/or director. The teacher or director will then address the issue with the other parent. Depths to conversations with other parents will not be discussed, but rather, as a parent with a concern, you will be notified that the issue has been discussed.

4) **Confrontational Interactions with Staff or Other Adults:**
    a) Any disagreements shall be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means to communicate and are prohibited.

5) **Violations of the Confidentiality Policy:**
    a) Maintaining the confidentiality of all persons associated with the centre is of utmost importance to the CCCC. Parents, volunteers, and staff must understand the implications of this responsibility. The “Confidentiality Policy” applies to all persons associated with the CCCC.
    b) Any person who shares any information considered to be confidential or pressures staff/other parents for information which is not necessary for them to know, will be considered to be in violation of the “Confidentiality Policy”.
    c) Any violation will result in the “Termination Policy” being followed, if seen fit. See policy C-18 and C-18-P1 for further information.

Caregiver Responsibilities

The following are responsibilities of caregivers that MUST be abided by:

1. During Drop-Off and Pick-Up, a caregiver (or Authorized Pick-Up) must accompany the child(ren) to the centre and greet a staff member before leaving the premises.
2. Assist children into indoor shoes upon arrival.
3. Any custody arrangements must be made known to the centre Director and room lead. **Please ensure the centre remains up-to-date with this information.**
4. Monthly attendance from the Saskatchewan Community Resources must be signed at the end of every month.
5. Caregivers are to notify the daycare of any allergies, illnesses, absences, or changes to contact information, addresses, or pick-up lists. All parent communication will be done exclusively through the Lillio app.
6. Absolutely no smoking is allowed on the property of the CCCC.

All parent communication will be done exclusively through the Lillio app

Withdrawal and Vacation Leave

Permanent termination or withdrawal from the daycare requires one month's notice. Otherwise, contact the daycare via the Lillio app for any absences (i.e., vacation, illness, or other absence).

Child Pick-Up By Alternate

Parents and caregivers must give written notice of an alternate pick-up, at minimum on the morning of the day an alternate is picking up child(ren), unless the person is on the "Social and Health Resume/ Authorized Pick-Up List". Anyone who is an alternate must complete a sign-out sheet with the staff member each time they pick-up the child(ren).

The sign-out sheet includes:

- Upon first time picking up the child(ren), the alternate must show I.D.
- The alternate will be asked if they have a carseat.
- The alternate, along with a staff member, must sign the form confirming the handoff.

Notices

Notices for parent information purposes are posted within flyers left in children's lockers, monthly newsletters, and messages via Lillio.

Lost & Found

The centre has a lost and found box, so if your child(ren) is missing something, please check this box.
At the end of each month, the lost and found bin will be absorbed to the daycare as additional clothes for the centre or will be donated.

Hygiene

The CCCC promotes good hygiene practices along with prioritizing the safety of staff and children within the centre.
Within the daycare, routine hygiene practices are followed, including frequent handwashing, proper diaper changing protocol, food safety, and procedures for illness (i.e., removal of sick children/staff from the facility). The CCCC will also maintain children's (i.e., wash blankets

and pillows used for naps) and the centre's (i.e., sanitizing stations and toys, frequent washing of towels and bedding, etc.) property.

As noted in the "Caregiver Responsibilities" section, please maintain children's bags and property. Clean out backpacks often and wash clothes prior to bringing them to the centre.

Toys

Personal toys are best kept at home, unless parents and caregivers are notified otherwise. Regardless, no weapons (i.e., toy guns, etc.) are allowed at the centre.

Visiting During the Day

Parents:

Parents and caregivers are welcome to visit their children and participate in centre activities. Staff prefer parents refrain from visiting during nap/rest times, unless you are picking up your child.

Parents are encouraged to attend centre outings such as field trips, picnics, etc. Parent involvement is encouraged within the centre.

If you wish to sit on the Board of Directors or become a committee member, feel free to review the information on the centre's website.

Additional information can be obtained from the Board of Directors at board@choicelandchildcare.com

Others:

Anyone who is not the legal guardian of a child within the centre MUST complete a Criminal Record Check (CRC) and an Authorized Volunteer Form.

Volunteer forms must be resubmitted every year by January.

Family Involvement and the Board

The Choiceland Cooperative Childcare Centre and its operations are a non-profit cooperative that is overseen, reviewed, and approved by the Board of Directors. The Board of Directors consists of a minimum of 3 and a maximum of 8 volunteers. Outside of the board of

directors, committee members at large are an integral part of fundraising and help. For more information on the governance structure of the CCCC, please read policy A-03 and Appendix A.

Interested in joining the board or committee at large?

Contact the Board of Directors via email at board@choicelandchildcare.com.

Parents and caregivers are encouraged to participate on the Board of Directors or the committee at large. Support and help through the process of operating a childcare facility is necessary for its success.

Fundraising

The CCCC hosts annual events and on-going fundraisers to help with costs associated with operating a childcare facility (refer to policy A-06 for details).

Families are expected to engage with and encourage these fundraisers as they are crucial to the operation and maintenance of the centre.

Families need to fundraise $100 per child or $250 for their family — this can be done through one of the fundraiser sales or families can opt to simply pay the fundraising fee.

Appendix A: Photo and Media Consent Form

Photo and Media Consent Form

Organization Name: Choiceland Cooperative Childcare Centre

Consent to Photograph and Record:

Photographs, video recordings, and/or audio recordings may be taken of myself and/or my child during activities, programs, or events at Choiceland Cooperative Childcare Centre. Please indicate your consent preference below by checking one option.

Permission Selection (please check one):

☐ I GIVE permission for Choiceland Cooperative Childcare Centre to photograph and/or record my child and to use these images or recordings for the following purposes, which may include educational documentation, displays within the centre, newsletters, website content, social media, promotional materials, and other official communications.

☐ I DO NOT GIVE permission for Choiceland Cooperative Childcare Centre to photograph and/or record my child for photo, video, or audio use for the centre's social media and advertising.

Use and Storage of Media:

I understand that any approved images or recordings will be used in a respectful and appropriate manner. I acknowledge that no compensation will be provided for the use of these materials and that the centre is not required to use any media that is collected.

Withdrawal of Consent:

I understand that this consent is voluntary and may be withdrawn or changed at any time by providing written notice to Choiceland Cooperative Childcare Centre. I acknowledge that changes to consent will not apply to materials already produced or published prior to the written request.

Acknowledgment and Agreement:

By signing below, I confirm that I have read and understood this Photo and Media Consent Form and have indicated my consent choice above.

Child(ren) and/or Staff Name(s):_____

Parent/Guardian Name (if applicable): _____

Parent/Guardian and/or Staff Signature: _____

Date: _____

Authorizing Staff Member: _____ Date: _____

Appendix B: Parent Handbook Acknowledgement and Consent

Parent Handbook Acknowledgement and Consent

This page shows proof that the parent listed below has seen and reviewed the Choiceland Cooperative Childcare Centre's Parent Handbook with one of the following: the Director, the Administrator, or a member of the Board of Directors.

Parent (please print name): _____

Authorizing Staff (please print name): _____

Acknowledgment and Consent

I acknowledge that I have received access to, read, and reviewed the Parent Handbook provided by the organization. I understand that the handbook contains important information regarding policies, procedures, expectations, and standards of conduct that apply to all parents and staff members.

I consent to the viewing and reading of the Parent Handbook and confirm that I am responsible for familiarizing myself with its contents.

I understand that it is my responsibility to ask questions or seek clarification from the Director, Administrator, or the Board of Directors if any part of the handbook is unclear.

I further acknowledge that the policies outlined in the Parent Handbook may be updated or revised at the organization's discretion. I understand that continued involvement signifies my agreement to comply with the most current version of the handbook and all related policies.

By acknowledging this consent, I confirm my understanding of the expectations set forth and agree to adhere to the standards and guidelines described within the Parent Handbook.

Parent Signature: _____ Date: _____

Authorizing Staff: _____ Date: _____