

# PARENT NEWSLETTER

SEPTEMBER 2018

## ODYSSEY CHILDCARE

### Special Points of Interest:

- *Provider Meeting is on Provider Stress and Compassion Fatigue*
- *Activity Plan is on All About Me and My Friends*
- *Closure Day Sept 3/18—Labor Day*
- *andrea-odyssey@shaw.ca/ noreen-odyssey@shaw.ca—www.odysseychildcare.ca*



### FORMS

Welcome to all our new families. Please take the time to review our policies and parent handbook found on our website. If you have any questions please feel free to call or email.

With so many changes we would like to take this opportunity to talk about forms and parent permission.

**Attendance Sheets** are the forms that parents sign their children in and out on. This must be done at drop off and pick up and sign at the end of

the week.

**Offsite permission** is the form that the parents will sign giving permission for the providers to take the children to any location that is not the home environment. This includes walking destinations, as well as vehicle and school transportation.

**Medication forms** must be filled out at the office before any medication can be left at the day home and before it can be administered by

the provider.

**Alternate care form** is what gets signed giving permission for another Odyssey approved person to be left with the children if the provider needs to leave the home for an appointment.

**Waiver forms** are signed if your provider is closed and you DO NOT want alternate care or a credit on your account.

Please ensure to read every document thoroughly before signing it.



### SUBBING AND BACK UP PACKAGES

Unless the provider has a holidays clause or a waiver form is signed the parents can get alternate care or a credit on their account when their provider closes for a holiday or personal day. Credits must be requested within the same month a provider closes. If families choose not to use

alternate care 12 hours notice must be given to the alternate provider or they still get paid. Credits within the last month of care cannot be done through the agency.

In order for any child to attend alternate care the back up package (supplied by the agency

upon contract signing) must go with the child or they cannot attend. The back up package includes application for care, emergency card and immunization records. Please have your provider review before and after alternate care to ensure all paperwork is still in the package.

Office hours are  
8:30 am-4:30 pm  
M-F. On the 15th  
and last day of the  
month or the Friday  
before until  
6:30pm

## PARENT NEWSLETTER

### BACK TO SCHOOL

Please ensure any providers who are transporting your children to school have the correct drop off and pick up times of the school bells. Also that they are on the approved pick up list.

With the new school year comes changes in the homes as well.

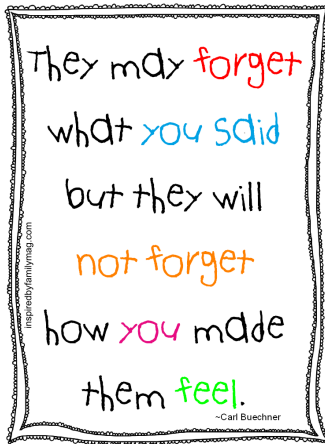
Please remember with the weather change to dress the children appropriately for the weather and to bring extra clothing.

School zones are in effect again as school starts for the year.

Also with the providers transporting please ensure you are signing the

offsite activities form and you are comfortable with the transport and supervision arrangements.

Also a reminder to update the agency and your provider with any changes to addresses, phone numbers or change in work.



Taken from yahoo images

### COMMUNITY EVENTS/SWAP AND BUY

We usually put community events in this section but would like to try something a little different. We will still be putting in community event after this month along with the swap and buy.

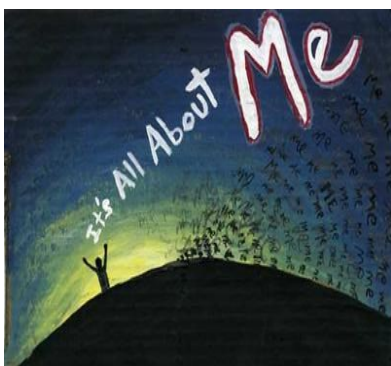
If any parents or providers would like a busi-

ness card placed for advertising send an email to Andrea with the card requesting it to go in the next newsletter.

If there is anything that a parent or provider is selling and they would like it placed in the newsletters please for-

ward to Andrea by email. Email address on front of newsletter.

### ALL ABOUT ME



With this theme and new children starting in the day homes we would like to invite all families to bring recipes, snacks, pictures, traditions, or anything else you can think that would introduce the other children to your heritage, culture or fam-

ily. This is a great way for the children to bring part of their home life into the day homes. They are so proud to share things from home with their friends.

If there is something we can share with the whole agency please

feel free to email or phone with you suggestions.



