



## ENROLLMENT PACKAGE

P.O. BOX 481, 65 CUMBERLAND STREET  
LUNENBURG, NOVA SCOTIA, B0J 2C0  
TELEPHONE: 902-634-9148

Web Page: <http://www.brightstars-lunenburg.com/>

EMAIL: [brightstars@eastlink.ca](mailto:brightstars@eastlink.ca)



BRIGHT STARS CHILDREN CENTER  
PO Box 481, Lunenburg, Nova Scotia, B0J 2C0  
Telephone (902) 634-9148  
Website: [www.brightstars-lunenburg.com](http://www.brightstars-lunenburg.com)  
Email: [brightstars@eastlink.ca](mailto:brightstars@eastlink.ca)

Dear Parents:

WELCOME to BRIGHT STARS CHILDREN CENTER. We are pleased to have Michele Ernst as our Director and Teacher and Trudi Inglis as our Teacher's Aide. We are looking forward to getting to know you and providing your child with a fun filled and positive learning experience.

The monthly fees are very important to the running of the Pre School.

A deposit is required to hold your child's space. **Please attach the 1<sup>st</sup> month's fee to your application form and return by mail or drop off at the school.** Please note this is a non-refundable deposit. In addition, please prepare 9 post-dated cheques that are due on your **child's first day of school.**

**Fees:**

The Tadpole Class fee is \$80.00 per month.

The Polliwog Class fee is \$100.00 per month.

In addition, there is a snack fee due in September & February of \$35.00

You may also pay for the complete year by cheque or cash on the first day of school.

An income tax receipt, for child care, will be issued in February

If your child withdraws from the school during the year, one month's written notice is required, and the unused cheques will be returned. Please make all cheques payable to Bright Stars Children Centre Society. The school year runs from September to June (starting first Monday/Tuesday following Labour Day), an email will be sent out sometime in August with confirmed dates.

The Polliwog Class is held on Monday, Wednesday and Friday mornings or afternoons from 9:00 a.m. to 11:30 a.m. and 12:00 p.m. to 2:30 p.m., the Tadpole Class is held on Tuesday and Thursday mornings from 9:00 a.m. to 11:30 a.m. We ask that you do not drop your child off before 8:50 a.m. for the morning programs and 11:50 a.m. for the afternoon programs to allow Michele and Trudi time to prepare for each program.

Fundraising is essential part of the running of our school. If you are not interested in fundraising there is a set fee that can be paid instead, please speak to Michele or Trudi if you would like more information.

Please feel free to contact Michele or Trudi

By phone: 902-634-9148

or email [info@brightstars-lunenburg.com](mailto:info@brightstars-lunenburg.com)

with any questions or concerns that you may have.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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**Medical/Emergency Information:**

Family Doctor: \_\_\_\_\_ Phone no. \_\_\_\_\_

Child's Health card number: \_\_\_\_\_

If a parent cannot be reached, who do we call in an emergency?

Contact's name: \_\_\_\_\_ Phone no. \_\_\_\_\_

Relationship: (i.e., friend, neighbor, grandparent) \_\_\_\_\_

1. Contact's name: \_\_\_\_\_ Phone no. \_\_\_\_\_

Relationship: (i.e., friend, neighbor, grandparent) \_\_\_\_\_

2. Contact's name: \_\_\_\_\_ Phone no. \_\_\_\_\_

Relationship: (i.e., friend, neighbor, grandparent) \_\_\_\_\_

3. Contact's name: \_\_\_\_\_ Phone no. \_\_\_\_\_

Relationship: (i.e., friend, neighbor, grandparent) \_\_\_\_\_

- No refund or reduction in fees will be made for withdrawal from the school without one month's prior written notice delivered to the school. This notice requirement may be waived at the discretion of the Board if there is an immediate replacement. Please note that children enrolled at Bright Stars Children Centre must be three years old before they may start. Children must be able to adjust to the regular school program and must be toilet trained. I have read and understand the above terms and conditions, and wish to enroll my child at Bright Stars Children Centre.

Signature of parent or guardian. \_\_\_\_\_

Date \_\_\_\_\_



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## POSITIVE ENVIRONMENT

A discipline policy begins by creating a positive environment where good will and harmony are the norms, where there is tolerance for others, and where there is potential for student progress through consistent recognition of positive behavior. The more positive the environment, the less need there is for discipline.

Examples of such positive behavior would be the following:

- ★ Smiling
- ★ Giving praise
- ★ Working harder
- ★ Being fair
- ★ Co-operating
- ★ Showing courtesy
- ★ Saying thank you
- ★ Being respectful
- ★ Showing enthusiasm for school events
- ★ Respecting the differences of others
- ★ Showing self-control, helping others with such
- ★ Being honest
- ★ Taking responsibility for one's actions
- ★ Encouraging others in their pursuits

Positive behavior is always acknowledged and rewarded in our school. Students who exhibit positive behavior and attitudes may be recognized in the following ways:

- ★ Receiving praise from teacher
- ★ Making parental contact to express appreciation
- ★ Saying thank you



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## **Discipline Policy**

In our School environment, we need to provide the children with good examples. Children learn from the people (young and old) who they spend most of their time with. Therefore, we should always display positive interaction. Children at the ages of 3 to 5 are experiencing a vast amount of emotional and physical growth. The level of support and guidance they receive will help them to understand their behavior has an impact on what happens between them and others around them, and to things in their environment.

Children need to learn that they are responsible for their own actions, and that consequences will prevail when unacceptable behavior is displayed.

### **Description of unacceptable behavior:**

Physically or verbally hurtful to others (children or adults, including the teacher), hitting, kicking, biting, throwing objects, name calling, or talking with any type of disrespect.

In the event of unacceptable behavior the following will result:

Time-out will be used in the classroom, followed by a discussion about the incident and what the child could do or say differently to deal with the situation.

### **First Time**

The teacher will record the incident, and parents will be notified. The intention is for the teacher to make a parent aware of their child's unacceptable behavior and ask this parent to discuss it with the child.

### **Second Time**

The teacher will record the incident, and again notify the parent(s).

### **Third Time**

The teacher will record the incident, and ask the parent(s) to attend school with their child for the next two classes.

When inappropriate behavior does occur, we believe in positively redirecting that behavior. For example, letting the child know what he/she may do. Giving the child choices. Directing the child to another activity. Giving attention to the child who has had inappropriate behavior directed toward him/her. Helping a child, who has acted in an inappropriate manner, to take responsibility for his/her own actions. (i.e. pick up toys that may have been thrown.)

If an inappropriate behavior continues over a period of time, or the behavior is harmful to others, the teacher will discuss the situation with parents. By doing this, we feel we will gain a better understanding of the whole situation. We believe keeping the lines of communication open between home and school will help us better provide for the children in our care.



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## Code of Conduct

Dear Parents & Guardians:

We have a Code of Conduct in order to provide a safe, caring, enjoyable, and educationally productive environment for your children.

Children, if they are to behave the way we want them to, deserve to know what behaviors we expect, why we expect those behaviors and the consequences if the expectations are not met.

Displaying your support for these expectations will help your child understand that the home and school are working together.

I have discussed the Discipline Policy with my child.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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## FIELD TRIPS

We, the undersigned parents or guardians of \_\_\_\_\_  
(Name of child)

agree to take full responsibility for this child while he or she is on a field trip or taking part in any other outside activities provided at BRIGHT STARS CHILDREN CTR. We also take full responsibility when the child is being transported to and from the field trips and activities, either by the teacher or any one of the volunteers.

Signature of parents or guardian:

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### Please Note:

This paper should be sent along with other forms. If the child does not bring this paper, he/she cannot be taken on a trip. The above statement is to protect the teacher and volunteers on these trips.



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## Emergency Consent Form

I give permission for staff of Bright Stars Children Centre to seek medical attention for my child \_\_\_\_\_ in the event that myself, my partner, or my emergency contact cannot be reached.

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Signature

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Date



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## Permission to Photograph

I, \_\_\_\_\_

(Parent or Guardian Name)

give permission for **BRIGHT STARS CHILDREN CENTRE**

to photograph my child; \_\_\_\_\_

(Child's Name)

for the following purposes:

TYPE OF USE	(Please check one)	
	GRANT PERMISSION	DECLINE PERMISSION
<b>Still Photographs:</b>		
Display in Bright Stars personal scrapbook	<input type="checkbox"/>	<input type="checkbox"/>
Display in hallway on wall	<input type="checkbox"/>	<input type="checkbox"/>
Display photos on Bright Stars website (no names will be mentioned)	<input type="checkbox"/>	<input type="checkbox"/>
Use photos in promotional materials	<input type="checkbox"/>	<input type="checkbox"/>

I understand that it is my responsibility to update this form in the event that I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrolment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



(Parent/Guardian Signature)

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## PICK UP PERMISSION LIST

Only those persons listed below will be permitted to pick up your child from Bright Stars. If you need to make additions or deletions to this list throughout the year please supply the Director or Teacher's Aide with the information.

I \_\_\_\_\_ give the following persons permission to pick  
(Parents Name)

up my child from Bright Stars Children Ctr.:

Child's Name: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Please complete the attached 4 page Child's Health Questionnaire and return it along with your application form.

Please note: Immunization Dates must be provided; it is not acceptable to Community Services to say "All Up to Date". They require actual dates of immunizations be kept in each child's folder. If for some reason your child has not received immunizations, please state this on the form and a waiver form must be filled out and signed by parents/guardians before your child can attend.

Thank You