

WELCOME TO C.P.E. HELLENIQUE TA PEDAKIA

Dear Parents,

Hello everyone, my name is Georgia Haloulos and I am your director and have been here since 1986. I am a graduate from Concordia in the field of education and I look forward to meeting you all and your wonderful children. Welcome to our home. I would like to introduce to you all my team here at CPE HELLENIQUE TA PEDAKIA. First Mr. Harry Bistolas my assistant whom you see every day and his desk is located outside my office you cannot miss him all our kids call him Harrrrrrriiiiiii a wonderful person dedicated and helpful not only to staff but to our kids and has been with me for the past 17 years. Our educators, qualified and experienced make sure on a daily bases that our children feel SAFE , SPECIAL, UNIQUE AND at the same time have FUN. Together we all make sure that our kids are safe in a fun and educational environment. Please note due to many Georgia's in our center our kids call us by our last names pronunciations may vary.



Group Staff

- *Georgia Nikolakakis – Qualified Educator*
- *Dina Karambatsos - Experienced*
- *Joanna Sotiriou, Qualified Educator*
- *Manon Kadosh Laforest - Qualified Educator*
- *Cathy Tzouvadakis – Over 17years Experience*
- *Leonie Charles Antoine – Qualified Eduator*
- *Maria Agrapidi Panagiotaropoulos- Qualified Educator*

And of course our Cook who makes sure our kids receive a daily well-balanced meal.



Our Cook :

- *Ms. Aspassia (Soula Bagiotis)*

I would like to thank all parents who were and are patient during this month, especially the first weeks of September. September is a difficult month for all. The children clinging to their parents, crying, yelling, then we have the changing of group's etc. (which is very normal) but with time and patience everything has calmed down. The children will have adjusted to the daycare, have made new friends and most important, the children will have grown to trust us.

SIGN IN /OUT FORMS: Please remember to sign in your child when you enter the center and sign out only when you leave the center. This is our emergency list if we ever have to evacuate. Lists are located on Harry's desk.

Please ensure that the educator is aware that your child has arrived (in his/her classroom)and also advise educator that you are picking up you child or departing from the center.

Please do not leave any **plastic bags**, snacks in the cubbies or anywhere else in the center.

LATE ARRIVALS

We would like to take this opportunity to stress the importance of being on time or calling in late or absent. Please note that we have a long waiting list and current parents who have part time status want more days but we have no space. **Cut off time is 10:00a.m.**, if we have not been notified then your child cannot come in for the day because we will replace his spot for that day. If full time parents are constantly (3 consecutive times) late or absent without valid reason then we have no choice to switch these parents to part-time status and give the space to those in more need.

We here at CPE HELLENIQUE TA PEDAKIA follow an educational program; all children must be in by the latest 9:30a.m. we request this time because the morning circle time commences and if we have children attending later it becomes distracting to the class and the staff. Morning snack is served at 8:50am and by 9:15 finished, no snack is served thereafter. Unless the child has an appointment of any sort there should be no reason for coming to daycare late. Children at to be picked up by 5:45p.m., after 6:00 daycare charges \$1.00/min and after 3 late pick-up daycare has the right to refuse the child. Please remember staff wants to go home to their families as well.

PARENTS ORIENTATION EVENING:

*All parents are requested to show up at the annual orientation where we go over the rules, regulations and policies of our daycare. It is important that you be present, Annual general assembly is scheduled mid September **of every year , at 6:30p.m.***

CHANGE OF PERSONAL INFORMATION

If at any point throughout the year your contact information changes (**cell number, home #, e-mails, etc..**) please inform us as soon as possible please. It is crucial that we are able to contact you at any given time. If you are not picking up your child please make sure you call the daycare to inform us **of who** will be picking up your child and make sure we have a correct number to reach you to confirm before child leave our center.

CALENDARS:

Please make sure you follow your calendars and check with **bulletin boards (upon entering and leaving daycare)** in case of any changes daily or upcoming events.

ENTRANCE BULLETIN BOARD

Always double check the entrance bulletin board for any updates or changes made to your calendars.

WEB SITE: *Feel free to go to our website: www.cpehellenique.com please ask Harry for parents code.*

E-Mails: Please make sure Harry or I have your e-mails, we will inform parents via e-mail of any new information. We are going Green