

# Winfield Pre-Kindergarten Parent Guide



"Play is often talked about as if it were a relief from serious learning. But for children, play is serious learning. Play is really the work of childhood."

- Fred Rogers

## ***Program Philosophy***

The foundation for learning is a responsibility that is shared by family, professional staff members, and members of a child's community. Everyone plays a vital role in building a stronger and brighter future for our children. It is for this reason that family members and members of the community are encouraged to be actively involved in the program on an on-going basis. Parents are encouraged to work closely with their child's teacher to ensure that their child is receiving the best of care and to ensure that they are receiving the support they may need that will enable them to learn and grow. Children will be provided a safe and nurturing environment where they are given the opportunity to learn and develop at a pace that is appropriate for them. In order to meet the learning needs of children and to encourage them to learn and grow it is important to understand who they are as an individual. An important way to understand a child is to try to look at the world through their eyes. It is only then that you are able to make decisions that are developmentally appropriate for them. As a caregiver, we are able to set clear goals for learning and development that are both achievable and challenging for each child. We are able to make informed decisions regarding their learning, care, support, and safety. As well, we strive to understand each child in order to ensure that what they are learning in the program is respectful for both the child and their family. All children, regardless of their circumstances, are to be treated with equality, dignity, and respect. All children, regardless of their circumstances, have the capability to learn and succeed in their daily lives. Children will be provided opportunities to learn and grow from their own learning experiences. Children will be encouraged to complete tasks on their own with support and guidance from staff members and everyone will be encouraged to work together as a team. Children will be encouraged to help other children complete tasks. Children learn from their own experiences and from their surroundings. The importance of play and social interaction is an important part of every child's life. Through these experiences children learn how to interact with other children and adults. It plays an important role in their development of social, emotional, physical, and mental skills. From these experiences they become more confident in themselves and more independent. They are given the opportunity to have fun learning. It is important to create positive experiences for children that will enable them to feel better about themselves and that will leave a lasting impression on their lives. Children who are active in their surroundings and in what they are learning lead a more productive and fulfilling life-style.

## ***Our Preschool Program Features***

- 1. Variety of small and large-group activities**
- 2. Field Trips**
- 3. Music and Art**
- 4. Hands-on experiences that support and encourage your child's growth and development**
- 5. Regular teacher-family communication ie: monthly newsletters, private updates if needed.**
- 6. Themed units that reflect your child's interest for learning. Through these experiences children will learn and grow and become more confident in themselves and in what they can achieve.**

I encourage you to contact me should you have any questions or concerns or would like to arrange a time to meet with me regarding matters pertaining to your child or the program.

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\*Please make cheques payable to "Winfield Pre-Kindergarten Association"

\*Please forward payment inquiries and cheques to Treasurer

Program Information:

Months of Operation: September to end of May

Days of Operation: Tuesday and/or Thursday (8:45 AM to 11:45 AM)

Age of children: Child must be age 3 by the beginning of the September  
Children must also be toilet trained

If they turn 3 during this session, they must wait and start in January as to not disrupt the program.

Parents are still welcome to pre-enroll their children in September for the January start date.

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Holidays: Please refer to the monthly newsletter for dates of when the school will be closed due to holidays.

IF WINFIELD SCHOOL BUSES ARE NOT RUNNING - SCHOOL IS CANCELLED \*\*\*All parents will be notified in a timely manner in the event the program is not running on a particular day due to unforeseen circumstances such as bad weather conditions. **"No makeup classes due to weather, road conditions, illness, or general absence."** If Winfield School is closed (or buses not running) due to bad weather conditions the program will also NOT be running for that particular day. -40 with or without the wind chill is the norm.

## **Pre-Kindergarten Executive (Parent Board)**

The Pre-Kindergarten Executive is made up of volunteers that change yearly as children graduate and move on so do the parent volunteers. Parent volunteers play a vital role in the ongoing success of the playschool program. It is for this reason that parent involvement is welcome and truly encouraged. There is information provided for parents who may be interested in becoming a member of the Board. (Please see: Board of Director Responsibilities handouts). Parents are members of the board and directors will be elected from these members.

## **Parent Involvement**

Parents play a vital and key role in their child's program. In order to ensure that a program is sustainable and that children receive the best in care and support it is important to encourage parents to become actively involved in the program on an on-going basis. Parents are an important team player in the success of their child's learning and growth. Everyone is encouraged to work together as a team. Parents are encouraged to be involved in the following ways:

- When registering, parents agree to help out with field trips and other outings
- Attend meetings/ toy cleaning (dates and time will be posted in newsletter and calendar)
- Volunteer in the classroom
- Ensure all information provided on forms is up to date and correct
- Participate in small and large group activities with the children
- Maintain communication about their child with the teacher
- Participate in fundraisers
- Ensuring their child is dressed appropriately (Accordingly to the weather)
- Ensuring their child is dropped off and picked up at designated times
- In order to ensure the safety of all children it is important for parents to follow program policies and procedures.
- Inform teacher in a timely and appropriate manner of any questions or concerns they may have regarding their child and/or the program
- Sharing of ideas for program activities/outings and ideas for parent and family workshops

Every Tuesday and Thursday we are require by Alberta Children Services (Licensing), to have a parent come in to help in the classroom once we reach more than 6 students. It is important to keep in mind that if we are unable to have a parent come in to help out we will have to cancel school for that particular day. Parents will be notified of the days they are to volunteer. A volunteer list outlining who will be coming in and on which date, will be made available to parents by the teacher.

***Please keep in mind of the following:***

1. If you are unable to come in on your designated day to help out, **you** are responsible for making arrangements for another parent to come in. Please let the teacher know in a timely manner if you are unable to come in and who you have arranged to come in for that day. The teacher is **NOT** responsible for making arrangements for someone to come in should a parent not be able to volunteer on their designated day. Parents will be provided a contact list of all the parents whose child is registered in the program. In order to ensure the safety of the children placed in our care, in the event a parent does not come in to help out on their designated day OR provide a replacement, **CLASS WILL BE CANCELLED FOR THAT PARTICULAR DAY AND YOUR BOND CHEQUE WILL BE CASHED.**
2. In accordance with the Early Learning and Child Licensing and Regulations, every staff member including parent volunteers of the preschool program are required to obtain a Criminal Record/ Child Welfare Vulnerable Check. This process can take one to three weeks. Please provide a copy of this report to the teacher. All information you provide will be kept in confidence. Please bring the Criminal Record check form provided at registration to your local RCMP station. Please note that it is necessary for any parent/legal guardian or volunteer who is new to the preschool program to have this completed prior to volunteering. If you have already completed a Criminal Security, you will **NOT** have to have another one completed for minimum of 3 years.
3. The Winfield Pre-Kindergarten Program requires parents submit 2 - \$50.00 fundraising bond cheque post-dated for Sept 1 and Jan 1st. At the end of the school year these cheques will be shredded. In the event a bond cheque being cashed due to failure to comply with scheduled volunteering or fundraising duties - a replacement cheque will be required **immediately.**

## ***Tuition and Fees***

Registration fee **\$25.00**

(This includes the Winfield Pre-Kindergarten Association Membership fee of \$1)

Tuition:

**\$7.40** for 1 or 2 days /week /month (remainder is covered by the Affordability Grant)

Tuition can be paid per term:

September to December      29.60

January to May                      \$37.00

Payments can be made for the whole year: **\$66.60 (+ 25.00 registration fee)**

Payments are due the first school day of September. Second term cheques should be postdated for the first school day in January.

Monthly payments can be arranged at the beginning of the year with 9 postdated cheques dated for the 1<sup>st</sup> of every month. Please forward all payment inquiries and cheques to Treasurer.

E-Transfers can also be sent to [Winfieldprek@outlook.com](mailto:Winfieldprek@outlook.com)

***\* Please make cheques payable to "Winfield Pre-Kindergarten Association"***

***\* Receipts will be issued for income tax purposes***

## ***Fundraising***

The Winfield Pre-K program is non-profit and relies on fundraising to meet the required financial needs. Funding raised for our program is used for things including and not restricted to teacher's salary, program and learning materials, workshops, children's literature and music, field trips and other program appropriate activities and equipment. The Winfield Pre-K program requires parents to submit 2 - \$50.00 fundraiser bond cheques with the child's registration which will be cashed upon failure to meet fundraising responsibilities. Fundraisers include raffles, silent auctions, bake sales, bottle drive, BBQ, etc. The money brought in by the parent must be equal to or greater than the bond to or the fundraising bond cheque will be cashed at the end of the fundraising endeavor. This is to ensure that all parents will participate and guarantee available funds for incurred expenses.

Any information regarding current fundraising projects will be provided to families in the monthly newsletter.

## ***Registration***

- Children will be accepted if age of 3 upon commencement of the September session and are toilet trained. If their birthday is between September and January, the child will be required to wait and start in the January session as to not disrupt the programming.
- Please complete registration forms/consent forms/ medical forms/ all documentation (Please inform teacher of any changes in information as soon as possible) All information will be kept in your child's file and will be kept in confidence. No information will be shared unless written authorization has been given by the parent or legal guardian of the named child.
- Families of children with special needs are encouraged to meet with the teacher to establish a program plan for their child that would best meet their child's individual needs.
- A photocopy of your child's birth certificate must be included with your child's registration form.

## ***Items to Bring With Your Child***

- Clean pair of indoor shoes for school use only
- A change of clothes and a box of tissues
- Water Bottle
- Any medication must be given to the teacher with your child's name clearly labelled on the original container. Medical/Allergy Action Plan and Medical Consent forms to be completed and accompany medication and kept on file.
- A healthy snack (Milk or water will be provided by the program)

***\*Please label all your children's belongings with their full name.***

## **Program**

Children will be provided an opportunity to actively participate in a variety of learning activities. "Children learn by doing." Children will be encouraged in having care and play experiences that support their development and learning. The child will be protected from all forms of physical punishment, physical and verbal abuse and emotional deprivation. Our program allows for diversity in the background and circumstances of children in the program and their families, including those who may be experiencing social or economic vulnerability and the abilities of the children in the program will be respected and valued. Children will be encouraged to learn and grow from their experiences. The teacher will provide activities for the children to participate in that are suitable for their age level. All activities will be carried out in a safe and appropriate manner. Children will be encouraged to play and to actively explore learning new and different things about the world around them.

Our program will take into consideration the child's familial and indigenous or other cultural, social, linguistic and spiritual heritage as being central to the child's safety, well-being and development. The care of your child will be appropriate to the child's mental, emotional, spiritual and physical needs and stage of development.

**Social:** Children are encouraged to interact with each other in a positive and safe learning environment. Children are encouraged to resolve problems and to complete tasks and activities on their own and in a group setting. Children are encouraged to actively participate within their surroundings.

**Physical:** The teacher will provide activities for the children to participate in that will enhance their development of fine motor and gross motor skills. The children will be provided an opportunity to participate in activities such as puzzles, indoor games, outdoor games, and dance.

**Intellectual:** The children will be provided an opportunity to experience learning about themselves and the world around them. The children will be encouraged to participate in activities such as science games, science experiments, math games, reading games, printing activities, reading, storytelling, and puzzles.

**Creative:** The children will be encouraged to do such things as craft projects, art projects, dramatic play, storytelling, and dance.

**Emotional:** The children will be provided an opportunity to listen to a variety of different kinds of music. Children will be encouraged to express themselves in a safe, respectful, and appropriate manner. The children will be provided activities to do that will enable them to gain a better understanding of their feelings.

(For example, " I feel happy when ...."). They will be able to actively participate in activities such as indoor games, outdoor games, reading time, storytelling, and dramatic play.



## ***Off-Site Activity/Field Trips***

In order to ensure the safety of children attending the program Consent forms "must" be returned to the teacher one week prior to the date of the assigned field trip or outing. Please ensure that contact and medical information provided to the teacher is current. A detailed letter will be sent home with your child. In this letter you will be provided information regarding where we will be going, the date and time of when we will be leaving, the date and time of when we will be arriving back to the school, what we will be doing for the day, any transportation arrangements, and supervision arrangements. Please note that all safety protocols will be followed while we are away from the school. If you are unable to attend the field trip with your child, or will be sending your child with another person, please let the teacher know as soon as possible and a permission letter may be required from you.

## ***Emergency Evacuation of School***

If Winfield School was to be evacuated due to an emergency the Emergency Evacuation Plan will be activated. School Administration will notify the teacher if the school was to be evacuated due to an emergency situation. In order to ensure the safety of your child, school administration will be provided a class list of all of the children who are attending the Tuesday and Thursday program. The Emergency Evacuation Plan is posted by the classroom door and is practiced throughout the school year. The teacher will notify the child's parents, legal guardian, or emergency contact of what happened and when they are able to safely pick up their child. Please note that all safety protocols will be followed in order to ensure the safety of your child.

## ***Policies and Procedures***

### **Child Discipline Policy**

Children are encouraged to interact with each other in a safe, appropriate, and respectable manner. We are strongly committed to providing a safe and nurturing environment in which all children are able to learn, to play, and to grow from their experiences. Boundaries are put in place to ensure that children are kept safe at all times. For example, children are not allowed to leave the classroom unless an adult is with them. By setting of appropriate boundaries for children they learn to respect themselves as well as others, they feel more secure and comfortable within their surroundings, they learn how to resolve problems in a constructive and positive manner, they learn how to express their feelings in a safe and appropriate manner, they learn how to make responsible choices, learn how to become more independent, and learn how to be accountable for the choices that they make.

**\*\*Please note:** Biting, name calling, acting out in an aggressive manner, and bullying will not be tolerated. The child's parents or legal guardian will be notified immediately by phone of the incident. The child's parents or legal guardian will also be notified in writing of the incident. As well, a meeting will be set up to discuss the matter in greater detail. Matters of this nature will be taken seriously. An Incident Report will be completed and placed in the child's file. The Licensing Officer will be

immediately notified of the incident and will be provided copies of all information pertaining to the matter. Depending upon the severity of the incident, the child may be removed from the program.

***The following methods will be used to encourage children to resolve problems and to express themselves in an appropriate and safe matter:***

***Natural Consequences*** - Through these experiences children will learn how to make responsible choices and how to be accountable for the choices that they make. For example, "If you break the crayons you will not be able to use them to finish coloring your picture."

***"I " Statement*** - Through these experiences children learn how to identify what they may be feeling, why they may be feeling that way, and how their behavior affects others. The teacher or child is able to state their feelings about a child's behavior and why they may feel that way. "I feel sad when someone won't share with me. Sarah, how does it make you feel when Sally doesn't want to read the book with you?"

***Giving of Information:*** The teacher will provide the child with encouragement, guidance, support and understanding. The teacher will ask the child open-ended questions relating to what the child may be doing in order to help the child identify what it is that they are doing and what could happen as a result of their actions. For example, "What could happen if we stand on the chair?" "Chairs are for sitting on and not for standing on."

***Making Choices:*** The teacher will encourage children to make positive choices. Children will be provided with acknowledgement of when they are making positive choices. Through these experiences children learn how to make independent and responsible choices. They learn how to be accountable for their behavior. The teacher will provide the child with choices of what they can do. For example, "Tommy you can have the blue cup or the yellow cup to use for painting."

***Contingencies:*** A contingency is a situation in which a second action is determined based upon the child's first action. For example, "When you put away the puzzle we can read a story."

## Potential Health Risk Policy

All precautions are taken to ensure the health and safety of children in our care. Should your child exhibit the following signs and symptoms you will be notified by the teacher to have your child picked up for the day. If the teacher is unable to reach the child's parents or legal guardian by phone they will notify the family's emergency contact person. It is important to make arrangements as soon as possible to have your child picked up in order to ensure they are receiving immediate care and attention and to ensure the health and safety of other children in our care.

- Vomiting
- Having a fever (a temperature that is greater than 38 degrees C or 100.4 degrees F)
- Having diarrhea (runny, watery, or bloody stools, a stool that runs out of a diaper, or a sick child who cannot make it to the bathroom on time)
- Having a new and unexplained rash or cough.
- Having a severe and persistent cough
- Having a sore throat with fever, swollen glands, and/or rash.
- Having eye discharge that is thick with mucus or puss, or pink eye.
- Having head lice or nits (eggs).
- Having yellow colored skin or eyes. Pale grey or whitish skin accompanied by fever and/or lethargy (tired).
- Your child exhibits extreme irritability and continuous crying.
- Covid Alberta Health checklist/Guidelines to be followed when applicable.
  
- H1N1 Influenza: Symptoms of influenza include sudden fever of 38 C (100.4 F) or higher, headache, dry cough, muscle aches, joint pain, extreme weakness and exhaustion. (May include vomiting and/or diarrhea.)

Should your child exhibit any of these symptoms while at home please notify the teacher and have your child stay at home till he/she is feeling better.

Please ensure that the child's Medical Consent form is signed and all information provided is current, and notify the teacher of any changes.

When completing this form please include information regarding what types of allergies your child may have. In order to ensure the health and safety of your child this information will be provided to other families.

**Communicable Disease:** The Public Health Unit must be notified immediately. A physician's certificate will be required in order for the child to return to the program.

### **Incident Reporting:**

An incident form must be completed including the name of the child, date and time of incident, and nature of incident. This information will be provided to the licensing officer. The licensing officer will be notified immediately of the incident. Incidents of a serious nature must be reported to licensing staff within two working days. Parents will be notified of the incident by phone and also in writing. A copy of all information will be kept in the child's file. The program will also obtain a copy of all documentation for their records. Policies will be reviewed annually and updates as needed.

An incident form must be completed and forwarded to Regional Office in Red Deer immediately. The following incidents will be reported immediately. Annual Incident Report Form will be completed at the end of program year. This information will be forwarded to the Licensing Officer. They are as follows:

- an emergency evacuation
- an intruder on the program premises
- a serious illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in a hospital overnight
- an error in the administration of medication by a program staff or volunteer resulting in a child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/or requires the child to remain in the hospital overnight
- an unexpected absence of a child from the program (ie: lost child)
- a child removed from the program by a non-custodial parent or guardian
- an allegation of physical, sexual, emotional abuse and/or neglect of a child by the program staff member or volunteer.
- the commission by the child of an offense under the Act of Canada or Alberta, and/or a child left on the premises outside of the programs operating hours.
- unexpected program closure
- the death of a child

### ***Emergency Care***

If in the event your child requires immediate medical attention the following steps will be taken:

1. Carry out Standard First Aid procedures and protocol.
2. Once ambulance has arrived your child will be taken to nearest medical center for medical treatment.
3. The teacher will notify the child's parents or legal guardian of what had happened. If the teacher is unable to contact the child's parents or legal guardian their emergency contact will be notified.
4. The Licensing Officer will be notified of the matter and all documentation will be forwarded to them.

**\*\*All copies of information pertaining to this matter will be kept in child's file.**

**\*\*\*\* Please ensure that all information provided to the teacher is current.**

## **Supervision of Sick Children**

If in the event your child becomes ill while attending the program they will be placed in an area in the room that is quiet and away from the rest of the group. Your child will not be left unsupervised. They will be closely monitored by the teacher till their parent, legal guardian, or emergency contact arrives to pick them up for the day.

## **Nutrition Policy**

The Canada Food guide/Alberta Nutrition guidelines will be followed for providing Milk/Water.

A list of food items to NOT bring in due to a food allergies will be made to all families.

On special occasions such as during Christmas season and for birthdays, prior arrangements will be made and families will be notified by the teacher of what to bring with their child to class. Families are encouraged on these particular days to bring in one food item such as a vegetable or fruit tray. A list will be provided by the teacher of what to bring with their child on that particular day.

Due to health reasons children will be encouraged not to share their snacks with the other children. Parents are encouraged to provide a healthy snack for their child. Milk or water will be provided by the program staff. Children are encouraged to finish their snack prior to doing any other activity.

## **Administration of Medicine Policy**

The administration of medication to a child can only occur where written consent of the parent or legal guardian is obtained. This information will be kept in the child's file. The medication must be in its original labelled container. The medication must be administered according to the labelled directions that are provided on the labelled container. All medication that may be needed for a child in an emergency will be stored in a place that is inaccessible to other children. Please ensure that all medication is given to the teacher upon arrival.

***The teacher must provide the following information while administering your child's medication:***

- The name of the medication.
- The time of administration.
- The amount of medicine administered.
- The teacher's initials.

A copy of this information will be kept in the child's file and a copy of this information will be provided to the child's parents or legal guardian.

All medication will be stored in the medication lock box which is stored on the shelf above the sink so that it is inaccessible to the children. Medication that may be needed in the case of an emergency must be stored on the shelf (puffers and epipens included), so it is inaccessible to the children.

## **Smoking/Vaping Policy**

### **Smoking, Vaping**

**12(1)** A licence holder must ensure that no person smokes or vapes any substance on the program premises or at any time or place where child care is being provided.

**(2)** No staff member or volunteer shall smoke or vape any substance on the program premises or at any other location where child care is being provided to the children in the program.

**(3)** No staff member or volunteer shall leave any substance or material related to smoking or vaping in a place on the program premises that is accessible to children or at any other location where child care is being provided to the children in the program.

## **Children's Records Policy**

Children's records are to be kept up to date and the teacher is to be notified of any changes. Registration forms need to be filled out completely including child's name, date of birth, home address, legal land location, parent's or legal guardian's name and home address, telephone numbers, and the telephone numbers of two people that can be contacted in case of an emergency. Please ensure that all forms provided are completed and are given to the teacher. A file will be created for your child. Records will be kept at the school in a secure place. Please provide copies of any documentation pertaining to visitation or court documentation pertaining to custody.

## **Portable Records Policy**

A portable record of each child will be created. Portable records must be kept up to date at all times and must include the child's name, date of birth, home address, parents or legal guardian's name, telephone numbers, and the name, address, and telephone number of two people who can be contacted in case of an emergency. Portable records are to be taken to the playground and on all field trips and on all off-site activities. Telephone numbers of the local emergency response services and poison control center must also be included.

## **Supervision Policy and Practices**

Staff members are required to ensure that children are at all times under supervision that is effective in ensuring their safety, wellbeing, and development. The staff must ensure that the room is set up in a way where children are able to be supervised closely. Children are not allowed to go to the washroom without an adult. Children are supervised closely while playing outside and while attending fieldtrips and other outdoor activities. Staff must ensure that in accordance to Schedule 5 of the Child Care Licensing Regulations that staff:child ratios are being met. There must be two adults present at all times when there are 7 children in attendance. Staff members must be present and interacting with the children. The teacher will make sure that the parent or legal guardian has signed the child in and out each day and that the arrival and departure times are accurate.

### ***Staff will provide effective supervision by:***

- Directing and closely monitoring children while carrying out activities that may involve some risk, such as playing near water, near doorways, or during transition times when children gather in larger groups.
- Observing play and anticipating what may happen next in order to provide caregivers with the opportunity to assist children and intervene in the event of potential danger
- Listen closely to children, even those who are not in the caregiver's direct line of sight (such as those in outdoor play spaces)
- Positioning selves to allow for the supervision of the entire group of children
- Monitoring children's health to identify early signs of fever, illness, or unusual behavior
- Documenting names of children who are leaving the room to attend fieldtrips (clipboard list) or playing outdoors.
- Conducting roll call upon arriving at the destination during an emergency evacuation
- Watching and participating in children's play to ensure that children are playing in a safe manner
- Avoid carrying out activities that may draw attention away from active supervision (texting, reading, using the phone, administrative tasks)

Parents will be provided information regarding the program's supervision practices while attending the registration meeting at the beginning of the year and by reviewing the parent handbook that they are required to read at the beginning of the year.

## ***Drop-Off and Pick-Up Policy***

In order to ensure the safety of the children while attending the program it is important for the child's parents or legal guardian to make sure that all information provided to the teacher is current. If in the event there is a court order in place for custody and/or visitation the teacher must have a copy of this information. This information will be placed in the child's file.

1. Upon arrival the child's parent or legal guardian must complete the daily Sign-In Sheet and must accompany their child to the classroom.
2. Upon picking up the child for the day the child's parent or legal guardian must complete the Daily Sign-Out Sheet.

Please be punctual when dropping off and picking up your child. Doors will open at 8:45 AM. Please notify the teacher if you are unable to pick up your child as well notify the teacher of who you have authorized to pick up your child. Children will only be released to their parent, legal guardian, or individual who is listed on the Emergency Contact List. ***Authorized persons must present a photo ID to the teacher prior to the child being released to them.*** Please notify the teacher if you are going to be arriving late to drop your child off for the day or will be arriving late to pick up your child for the day.

## ***Termination/Suspension of Services:***

We reserve the right to suspend or terminate services for failure to make payments or for actions that are deemed to be inappropriate and that may place the children's safety at risk. Upon termination, all outstanding fees must be paid in full.