



**Elizabeth's Early Learning Centre**

**Parent Handbook**

**2016**

## **Table Of Contents**

- Welcome
- About Me

### **In the Classroom**

- Daily schedule
- Personal items
- Outdoor play

### **Registration and Cancellations**

- Registration
- Daycare fees
- Closures
- Withdrawal

### **Policy and Procedures**

- Sickness and Vacation
- Food and health
- Child abuse
- Confidentially
- Criminal Records Check
- Drop off and Pick up
- Emergency preparedness
- Supervision
- Guidance
- Vehicle Transport

## **Welcome**

Welcome to Elizabeth's early Learning centre est. 2016. This is a centre focused on following the children's lead in their learning and exploration. Children will be treated as individuals with the program tailored to each of their unique needs. There will be many planned outings into the community, with the children taking a real pride in where they live and the world around them.

## **About Me**

I am 27 years old, I have 3 children (Annalise [7], Eliyana [3], and Eddie [1]) and a husband named Sean. It was a plan right from when I first entered into my Early Childhood program at North Island College; once we were done having children of our own and in a large enough house, the daycare would come to life. I have been working for the past 5 years at Kinnikinnik Childcare Centre. I have worked in all programs from ages 0-3, 3-5, & 5-12years. The majority of the last 5 years was spent doing infant and toddler care. I am excited to start on this next chapter of my life, and being able to bring all my past experience forward into my own space.

## In The Classroom

Daily Schedule:

7:30-8:45	Centre opens, breakfast and school drop off
8:45-9:30	Free play
9:30-9:45	Bathroom
9:45-10:00	Morning snack
10:00-10:30	Circle time and structured activity
10:30-11:30	Outside play or table toys
11:30-11:45	Bathroom
11:45-12:00	Story time/Morning pick-up (11:30 on Fridays)
12:00-12:30	Lunch
12:30-2:00	Nap time/Rest time
2:00-2:15	Wake-up and get ready to pick up at school
2:15-2:45	Pick up children from school
2:45-3:00	Bathroom
3:00-3:15	Snack
3:15-5:30	Free play/Outdoor play (Big kids do homework 4:00-4:30)
5:30	Centre closes

## Personal Items

Items to bring to daycare are: an extra change of clothes, outer wear appropriate for the season, a pair of indoor shoes with a waterproof bottom (in case of fire drills), a comfort item and blanket if staying the full day. Please label these things so there is less chance of them getting mixed up. Parents are to provide diapers and wipes for children who are still toilet learning.

Any toys that are brought from home must stay in the child's cubby or they must be willing to share.

## Outdoor Play

There will be a big focus on outdoor play; there is plenty of area to play in at the daycare. As well as we are in walking distance to many great parks in the area. Please have proper supportive foot wear for walks. In the spring there is entire month spent learning about farming and planting the daycare garden (we'll get to eat it too!).

## Registration and Cancellations

There is a \$50 non-refundable registration fee to hold your space. This will be re-applied to your last month of care. Before any child can attend all registration papers must be handed in (immunization record, info sheet, emergency info card). The more you fill out the better it is to get to know your child and their needs. It is highly suggested that you visit the daycare and let your child have a tour.

## Closures

The daycare is open Mon-Fri, 7:30-5:30. In the event of unsafe weather conditions the centre will be closed. The centre follows S.D 71's weather closures. The centre is closed all statutory holidays, as well as a week over Christmas and 1 week in the summer (lowest enrolled week). Fees are not waived over centre closures; this is included in your monthly fees.

## Withdrawal

In the event that either the caregiver or family chooses to terminate care, there must be a written 1 month notice by the parent. If no notice is given you may be charged for an extra month of care. This notice is waived in the first month of care, as to ensure best fit for the child and caregiver.

## Fees:

Before School Care (Ecole Robb Road)				
1 Day	2 Days	3 Days	4 Days	Add Fridays
\$25	\$50	\$75	\$100	\$125
After School Care (Ecole Robb Road)				
1 Day	2 Days	3 Days	4 Days	Add Fridays
\$75	\$150	\$225	\$300	\$100
Preschool Morning Curriculum				
1 Day	2 Days	3 Days	4 Days	Add Fridays
\$85	\$170	\$255	\$340	\$65
Full Day Care				
1 Day	2 Days	3 Days	4 Days	5 Days
\$170	\$340	\$510	\$680	\$850

## **Policies**

### **Sickness/Vacation**

In the event that your child is unable to attend do to sickness please call in to let the caregiver know. If the caregiver is sick, they will try to find a suitable trained sub to come in for the day. If unable to find someone it is the parent's responsibility to find alternative care. Fees will not be waived for your child's sick days. Daycare fees will be waived if the caregiver is unwell for more than 2 consecutive days without being able to hire a sub to take over.

Please do not send a child who is not feeling well. This includes any combination of the following; runny nose, fever, low energy, emotional, rashes, vomiting, diarrhea, nausea, etc.

Please notify caregiver of any vacation times when your child will not be attending, so that the day can be planned accordingly. The daycare will be closed for 1 full week over Christmas as well as another week in year (to be determined). These are included in the monthly fee schedule.

### **Food and Health**

The centre follows Canada's food guide. Morning and afternoon snacks will be provided. Children are to come with their own lunch from home, with no added sugar treats and a limit on processed foods. Healthy food leads to healthy minds.

It is important for children to get 90minutes of physical activity a day. Outside play will be strongly encouraged so please bring appropriate clothing for rainy/cold days. There is a covered outdoor area to play as well as a large motor room for indoor days.

### **Child abuse**

It is the caregiver's legal responsibility to report any suspected cases of child abuse. There are no exceptions.

### **Confidentiality**

Confidentiality is expected for both the families in care and the caregiver's family. If there is any breach by either party care can be terminated with no notice.

### **Criminal Records Check**

All adults and volunteers will have ea current and up-to-date criminal records check done.

### Drop off and Pick Up

Children must be walked into the centre with a parent/guardian over the age of 16. The caregiver will keep track of arrivals and departures; there is no need to sign in. Pick up of a child must be by an approved person (on registration paper), they will be I.D'd the first time they pick up. If someone not on the list is going to pick up it is the parent's responsibility to let the caregiver know in the morning.

If the caregiver believes that the person picking up is under the influence of anything she will not let the child leave and will contact another approved person for pick up.

### Emergency preparedness

The daycare will practice monthly fire drills and every 6 months will practice earthquake drills. Children will become familiar with the evacuation routes and where to meet (beside the garden). The centre requires \$2 towards a whole centre emergency kit. In the event of an emergency parents and guardians will be contacted once the caregiver has ensured everyone is safe.

In the event that the centre has to close for more than one week due to extreme weather the daycare fees will be refunded for the closure and applied to the next months bill.

### Supervision

Children's safety always comes first. Constant supervision will happen at all times, except when children are using the toilet, but the care provider will be close by (next room). All children come into the nap room for a rest, those that do not nap are welcome to do a quiet activity on their nap cots. Once the children are asleep, the non-nappers will come out into the play room to play with the care provider. A baby monitor will be used to hear when the napping children start to wake up.

While outside in the yard the care provider will constantly be counting to children to be sure everyone is there. When on walking field trip the children will hold onto a rope and walk in front of the care provider. When in the community on field trips the children will have a buddy system and stay close by the care provider.

All children will always be in sight.

### Guidance

The caregiver practices gentle guidance by first trying to distract the child, if that does not work the caregiver will bring the child to another area to play (not isolated). If the behaviour continues the caregiver will have to give the child some time to sit and think. This is the last resort and very rarely happens. Every step will be explained to the child and the child will be given time to think of a solution before the caregiver starts the 3 steps above.

#### Vehicle transport

There is a travel release form in the registration package. Every child transported by daycare vehicle will sit in an appropriate car seat for their height, weight and development. On the event that there is not enough room for transport on field trip days the caregiver will request one parent volunteer to join.

Thank you for choosing Elizabeth's Early Learning centre