



**BRIGHT BEGINNING  
CHILD CARE SOCIETY  
PARENT HANDBOOK  
780-532-9170**

*Please call if your child will be absent*

*Centre Web site use address bar and go to:*

<http://www.abrightbeginningchildcare.ca>

*Facebook A Bright Beginning Childcare Centre*

*Email: [abrightbeginning@hotmail.ca](mailto:abrightbeginning@hotmail.ca)*

Revised March 2018/Sept 2019

A BRIGHT BEGINNING CHILD CARE  
10226 108ave. WEST ENTRANCE of AVONDALE School  
GRANDE PRAIRIE, ALBERTA  
T8V 6Z1  
PHONE: (780) 532-9170

Welcome to the Centre;           A LITTLE HISTORY

A Bright Beginning Child Care was founded by two women, Ardith Leggat and Marietta Stephen. The Centre was founded in 1995 to fulfill a need in Grande Prairie for another quality child care facility. In 1999, Ardith left, Marietta continued to provide quality child care. Marietta felt that the Centre belonged to the community and approached parents at the centre and persons within the community to form a Society to govern the Centre. So in 2003 the Child Care Centre was taken over by a non-profit Board. The Board consisted of parents and community people. Later in 2005 the Centre received Charitable status. In 2007 the center achieved accreditation. 2018 was approved as an Early Learning and Child Care Program under the provincial government. Did a move and increased space Aug of 2019.

#### PROGRAM DESCRIPTION

A Bright Beginning Child Care is operated by a non-profit society that is dedicated to providing quality affordable child care. Our program provides child care to children 12 months to 6 years of age. The child care centre consists of 4 large rooms which are set up with a variety of learning centres. These centres encourage children to participate at their own pace and follow their own natural sense of curiosity and discovery. Weekly plans are based on learning objectives, which are based on observation of children regarding their interests and developmental level. Each week the program plans are posted near or in your child's room. Please stop and familiarize yourself with the events planned. The centre provides 2 snacks (8:30 am & 3 pm) and a balanced nutritional lunch at 11:30 am. A menu is posted in the front hall to the right of the kitchen door.

We are committed to giving your child (and family) a happy, supportive and nurturing environment that promotes learning, in a classroom environment that respects and values human rights. This in turn will encourage the children to except children and others as individuals.

Future goals are to acquire a building that will be owned by the society and provide an affordable home for the Centre.

The Board members of the Society welcome newcomers all parents with children at the Centre are members so please become involved. Meetings are posted in the front hall and are held at the Centre.

Thank You,

From the Staff and Board of Directors

## TO BE COMPLETED BEFORE CHILD'S FIRST DAY

- Subsidy application form, if you are applying.
- Full registration form
- All consent forms must be completed
- Arrange play date to help your child adjust (children aged 1-3)
- The \$200.00 deposit and a society membership fee of \$10.00 must be paid.

## THING TO BRING ON FIRST DAY

- Indoor shoes or foot ware that is comfortable and stays on child's feet.
- Change of clothing (shirt, pants, underwear, socks) to be kept at day care (please label everything). Please put in a XLG. zip-lock bag or labeled backpack.
- A picture of your child or family to hang with their belongings (optional).
- A family picture so that your child can stay close to you.
- Toothbrush.
- Blanket for quiet time.

## BABIES AND TOTS ONLY - all of the above plus:

- One week supply of diapers if not yet trained (please label) and a container of wet wipes (please label).
- Blanket and a crib-sized sheet for quiet time (please label).

## THINGS TO EXPECT IN THE FIRST WEEKS

- Room staff will inquire about a date and time for a class room orientation
- Your child may cry more on the 2 or 3 day as the new routine is established
- Questions concerning your child from staff as they get to know your child
- Being ID'ed by staff that perhaps are not primary caregivers to your child, till they get to know who is authorized to picking-up at the end of the day

A BRIGHT BEGINNING CHILD CARE CENTRE  
PARENT HANDBOOK

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## A BRIGHT BEGINNING CHILD CARE

### PHILOSOPHY

A Bright Beginning Child Care strives to provide a learning through play environment, which makes provision for the development of the whole child - social, emotional, physical and intellectual. We recognize that each child requires nurturing adults who will encourage exploration of the environment, interaction with peers and self-expression.

Our goals are to provide an environment which values individual children and families, respects their uniqueness and nurtures their growth and development.

We allow children to be individuals by allowing them to play in developed learning centers that are based on their interests. We also encourage them to express their unique feelings and ideas by providing positive reinforcement. We are aware that children test limits set for them, but by being consistent we endeavor to teach them, co-operative living and the need to respect the rights of others.

The Centre strives to create conditions in our environment which reflects the goals and values of our multicultural society and teaches children the uniqueness and the importance of each other's background and lifestyle.

We encourage safe ways to express feelings without hurting others or damaging equipment.

We help the child to understand their world better by reasoning and providing simple explanations.

We believe that good listening habits practiced by both adult and child enhance communication and produce a good learning environment.

Parents are partners with staff in guiding their child through these key developmental years. An "Open Door" Communication Policy encourages parental involvement and communication between parents and staff.

Staff are viewed as role models and professionals who take part in the education process of children. Professional development is a commitment. Each individual is encouraged to further develop their skills and expertise within their profession. To do this we support the Grande Prairie Regional College - Early Child Development diploma program.

Our goal is to implement an educational program that incorporates the needs and development of the child through the art of play and to assess the program regularly to ensure that the child's needs are being met.

## ADMINISTRATION POLICY & PROCEDURES

### HOURS OF OPERATION

Monday - Friday - 7:00 am to 6:00 pm

### CLOSURE DAYS

Expect that the Centre will be closed for the following holidays; New Years, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day. If day falls in the middle of the week it may be adjusted to fall with a week-end. Closures will always be posted on front door a week prior to the closed day.

### ENROLLMENT

A Bright Beginning Child Care Centre is a 56 space Centre, licensed by the Department of Social Services, Child Care Branch. We accept children ages twelve months to six years (before starting grade 1). Our Child Care Centre provides both full time and part time care as well as casual to drop in care if and when there is a space available.

### STAFF/CHILD RATIOS

The Child Care Regulations stipulate the following staff/child ratios:

Babies (12 months-18 months)	1 staff / 4 children
Tots (19 months -36 months)	1 staff / 6 children
Juniors (36 months - 4.5 years)	1 staff / 8 children
Seniors (4.5 years - 10 years)	1 staff / 10 children

Our Centre is licensed for:	8 Babies	- 2 staff
	12 Tots	- 3 staff
	16 Juniors	- 3 staff
	20 Seniors	- 3 staff

As well as our regular full time staff we will have subs who will cover shift changes and when regular staff are away taking courses or due to other absences. We strive to hire 3 staff for each room to enhance required ratios.

## REGISTRATION

**Upon registering**, parents are required to complete and submit the following:

- Child's Health and Social Resume

**Upon placement**, parents are required to complete and submit the following:

- Emergency Information Card
- All families are required to purchase a \$10.00 Society Membership
- Permission For Off-The-Premises Excursions
- Parental Agreement Form
- Picture Permission Form
- Financial Contract
- \$200 deposit credited to your last months child care fees
- Pick-up Permission Form (as needed)
- Subsidy Forms if family qualifies

The Director will periodically ask that forms be updated. It is the parent's responsibility to do so and to return them as soon as possible. It is the parent's responsibility to request an update form when changes occur.

The parent **MUST** inform the Child Care Centre of any changes in:

- Name
- Marital Status
- Address / phone number (home, work or school)
- Employment and hours of work
- Persons authorized to remove your child from the Centre
- Work Schedule / School Schedule
- Child's health / safety issues

The Child Care Centre should be notified immediately after any change has occurred.

**Upon request** a yearly receipt can be prepared for you for income tax purposes.

The Centre is a registered *Charitable organization*. Please inquire with your employer for any contributions that they could supply for the Centre, in return we will provide a tax receipt for them and advertise their Logo and contribution on our Facebook page and website. Inquire with the Director.

## CHILD CARE FEES

Child care fees are due no later than the 20th of each month for that month. The following conditions exist unless other arrangements have been agreed upon:

- \$25.00 late payment fee charged is applied after the 20<sup>th</sup>
- Full time and part time children's fees are based on scheduled days of attendance, that schedule needs to be provided by the 20<sup>th</sup> of the preceding month (at time fees are due for that month) if no schedule is provided \$550.00 will be charged to your account for that month, **As per Fee Schedule.**
- Drop-in child care is paid at time of Drop-in
- \$30.00 service charge for N.S.F. cheques

A late fee of \$1 will be charged for every minute your child is in care past operating hours. An exception may be made if parent notifies the Centre in advance of unavoidable delay (i.e. work related, family emergency or car trouble). This \$1.00 per minute is payable to the closing staff.

### PLEASE NOTE

All full time, and part time children will be expected to notify Centre of any absences. **A pro rated fee will only apply to absent days that have been given 2 weeks notice, which brings days of attendance down as per schedule that was given for that month .**

In the situation that a child withdraws from the program and a balance is remaining on the account, the parent has 2 months for the balance to be paid. Account will then be handed over to a collection agency and the all costs will be added to the outstanding balance (this includes the percentage charged by the collection agency).

## COMMUNICATION IS THE KEY

Please inform Centre of your child's absence. The Centre has an answering machine that will take messages after hours, call  
**Phone number is 780 532 9170**

## WITHDRAWAL

Four weeks (written) notice and the regular hour of attendance are required before withdrawing your child from the Centre. This will insure that you are credited your deposit. **IF INADQUITE OR NO NOTICE IS GIVEN your Deposit will be retained.** If your account is carrying an outstanding balance and the account needs to be sent to collections, a penalty of an extra \$200.00 will be charged on top of and costs charged by collection agency.  
(at the discretion of the Director)

## CHILD CARE SUBSIDY

Parents may be eligible for a government subsidy for child care fees. Subsidies are available to single parent or low income families.

For information as to eligibility you may call 1-877-644-9992 or check the website at [www.albertasupports.ca](http://www.albertasupports.ca).

It is the PARENT'S RESPONSIBILITY to apply, follow through and re-apply for subsidy when needed. The parent will take ALL responsibility for pro-rating from subsidy and any disputes with subsidy. Feel free to ask the Director for help in filling out the forms. The Director is there to help with her knowledge to the best of her abilities. The Centre's computer is also available as all Subsidy applications are to be done on line.

A \$25.00 late fee penalty will be applied to your account if a lapse in subsidy occurs and in the event that subsidy is not back dated you will be charged the full fee for those days attended.

The Director will inform you if subsidy has not been paid for your child's care for the previous month. It is then the PARENT'S RESPONSIBILITY to contact subsidy immediately and provide whatever information is necessary. The parent shall then contact the Director, providing information on their subsidy status. Failure to contact subsidy and rectify the situation will result in the parent being responsible for the unpaid subsidy portion of their fee.

Subsidy requires parents to have their child in attendance a minimum of 100 hours per month for full time care and when less than 100 hours are used regularly it is paid out on actual hours of attendance. Subsidy for the first and last months of care are based on the child's actual hours of attendance for those months. It is the parent's responsibility to report any absences to the Subsidy Office (i.e. sickness, vacation or child is with non-guardian parent). If child is in a full-time space ensure that attendance is a min. of 100 hours to avoid being charged subsidy's shot fall.

## ARRIVAL & PICK UP PROCEDURES

- Parents are required to accompany their child into the Centre, remove their outdoor clothing and make contact with a staff member when dropping off their child. Children must not be left alone at the door or in the cubby area, due to fire and safety reasons. We want to know that your child has arrived.
- **It is essential that the parent sign their child in and out daily in the attendance register.**
- The parent is required to inform staff when they are removing their child from the Centre.
- If the parent is unable to pick up their child, we require that verbal or written notice to be given, by the parent with regards to who will be picking up the child and the approximate time. Identification will be asked for to ensure the safety of the child. Under no circumstances will the child be released from our care to any individual other than those who have been authorized by the parent. When a parent calls to give an alternate pick-up person for that day a pass word will be requested. This password was established at time of acceptance to Centre.
- The Child Care Centre staff will not give a child to any one whom they feel is unfit to drive due to alcohol or drugs. Staff will insist that an alternate method of transportation is used. If necessary, the child will be placed in the care of the Department of Social Services. The Child Care Centre has a responsibility to ensure the safety and well being of children.
- If the parent is unreachable, all Emergency contacts, other family or individuals listed as contacts are unreachable, the child will be placed in the care of the Department of Social Services after 30 minutes of trying.
- The parent must supply the Child Care Centre with at least one alternative adult name with full address and contact numbers in case of emergency.

## PARENT PARTICIPATION

We expect parent's participation in fundraising, special events and children's activities. Each class also will post events for parent's participation. The Centre engages in two catalog-type fundraisers yearly. We have an ongoing bottle drive, just drop off your empty returnable containers at the Centre. We are applying to partner with other organizations to supply volunteer hours to share proceeds. Being that the Centre is non-profit, parents with board experience and/or interests are invited to join the monthly meeting. Upcoming meeting dates are posted in the front hall and are held at the Centre. The Centre is also on rotation with the casino, about every three years next date June of 2018. Your participation is welcomed during your child's day with us. Watch for special events or opportunities posted on your child's weekly planning sheets, which are posted just outside the classroom doors.

## SMOKING

Smoking is prohibited in and on the Child Care Centre premises at all times. Staff and volunteers are prohibited from smoking on field trips and casual outings when present with children. There is a designated area out in the parking area away from the view of the children.

Our Centre supports an **“OPEN DOOR” Communication Policy**, what to expect:

1. You will be welcomed to drop in and observe/participate in your child’s program at any time. If consultation with a educator is desired, please let us (director and educator) know ahead of time so that arrangements can be made to dismiss her from ratio with-in the room. A phone discussion can also be arranged. Periodically throughout the year staff will post time slots to do a parent educator interview by phone, to review and discuss developmental milestones and any concerns.
2. Parents will be given an orientation to the room in which there child is placed. During this process we ask that you as your child’s primary care person, will have valuable information (this information will be shared with-in the Centre as needed) concerning the rearing of your child and the expectations you may have of the program.

**We need to work in partnership.**
3. A daily log book will give you an insight into your child’s day. Pictures of classroom activities and personal accomplishments will be posted (with you consent) in the Centre’s hallway.
4. The Centre will distribute information to parents through emails; monthly newsletter, workshop opportunities and reminders. Please make sure your email address is current. Parents may email [abrightbeginning@hotmail.ca](mailto:abrightbeginning@hotmail.ca), for absences and schedules. We ask that parents/guardians refrain from using social media (Facebook) to contact staff individually. But do welcome parents to join the Centre’s Facebook page “a bright beginning childcare”, where we explore the centers in the rooms monthly and pass on other links and information.
5. Parents can expect ongoing communication concerning:
  - Their child’s progress. (We use screening tools in conjunction with observations to assess individual development)
  - The family’s beliefs, culture and traditions (to build into our weekly program plans)
  - Program activities (giving opportunity to participate in class room activities and fieldtrips) Centre social events
  - Centre operations ( fundraising and Board governance)
  - Community events and opportunities ( are posted on the front entrance bulletin-board)

Parents are asked to make themselves familiar with the Parent Handbook, which states the Centre’s policies and procedures, which apply to:

- the care of their child
- the program
- the general operation of the Centre

If you have any questions please do not hesitate so ask your room staff or the Director. Parent Handbook is available on our website at [www.abrightbeginningchildcare.ca](http://www.abrightbeginningchildcare.ca)

Parents concerned with the care of their child, or any incidents in the Centre, are urged to speak with their child’s educator. If satisfaction is not forthcoming, please follow the procedure outlined in the **“ACTION FOR PARENT”** section of the Handbook.

Staff will welcome the interests and concerns of parents on any

# COMMUNICATION IS THE KEY

## ACTION FOR PARENT

A parent who is concerned about their child's care should contact their child's teacher immediately. However, if the parent does not receive satisfaction from their child's teacher, or does not wish to contact them, they should contact the appropriate individual shown below, in order of listing (i.e. If help is not forthcoming from the supervisor, contact the Director and so on.): Also included is an action form.

### 1. Child's Teacher:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

2. Director: Marietta Stephen 780 532-9170 (w) Our Centre supports an

780 532-0950 (h)

### 3. Board Members:

A current list can be obtained from the Director

### 4. Department of Social Services, Day Care Branch:

Licensing Officer

Martina Strickland 780 538-6272

## RESOURCES FOR PARENTS

The Centre has many resources for parents; on the front counters we have a binder with many serves outside of the Centre brochures and information sheets and articles if you would like a copy please ask. Inquire with your room staff or Director for any special needs that you are looking for and we will try our best to help you connect. The Centre works in partnership with outside agencies and programs that can assist with developmental delays and /or special programing that a child may need. There are also resource books on Parenting and nutrition that can be signed out. When Staff /Director receive information on sessions, and workshops that are being offered within our community parents will be Emailed the information and it will also be posted on the front entrance bulletin board.

## SEPARATION POLICY AND PROCEDURES

Separation is a process we go through all our lives. Though often challenging and exciting, this growth towards independence can be painful and scary, especially for young children. Parents and teachers working together showing children that they trust and believe in one another, offer a foundation of support when the world suddenly seems a new and different place.

### PREPARATION:

- Tell your child how you felt when you were their age and starting school. This will help them realize that they are not alone with their feelings.
- Encourage your child to talk about what they might be thinking. This is one of the best ways to help them prepare for their first days in a new program.
- Bring your child to the Child Care Centre when you are registering them. This will give them an opportunity to explore a new environment, meet their teachers and other children while you are still close at hand.
- Play dates are essential for children under the age of 3 years. These hours at the Centre together will give you and your child a good understanding of the day's routines, and familiarize you with the care givers and the surroundings.

### THE FIRST DAYS:

- Do something special together the night before. Together you can pick out what your child would like to wear and he/she might like to help you select what you are going to wear.
- Try to have a special morning ritual. Take time to do something special. Even sitting down to a quick breakfast can help get the day off to a good start.
- Decide on a special "friend" or object to bring to the Child Care Centre. Ask your child if he/she might like to bring a favorite stuffed animal toy or even a favorite hat or something of yours. These objects can be comforting.
- On the way to the Child Care Centre, discuss what each of you will be doing that day.
- Let your child see that you and his/her teacher are building a relationship. Take time to stay and talk a bit and bring your child into the conversation.
- Take time to say good-bye. It may be tempting to leave while your child is involved in an activity and might not notice, but this doesn't promote trust in the long run. Clear good-byes build trust. Over time, good-byes can strengthen children's beliefs that you will come back. You might ask your child "How should we say good-bye? Do you want to give me two hugs? Can we rub noses?" This way your child has a choice about what you will do, and together you can build your own good-bye rituals.

## **WHEN A CHILD CRIES**

If you can, stay a bit longer so that you and your child's teacher can help to reassure him/her and get him/her settled into an activity. If your child continues to cry - give him/her a hug and let them know you are leaving. Hand your child to a staff member - feel free to phone and check on your child. Be assured that your child will not be left to cry all day and that you will be called if he/she doesn't settle within a reasonable time.

A child's crying is tough on parents but trust us that your child will be safe and well cared for in your absence. If crying persists you will be called and you may call to check up anytime.

## **CHILD GUIDANCE/DISCIPLINE POLICY**

The purpose of guidance and discipline in this Centre is to provide a safe and healthy learning environment in which a child can feel secure. Each child will be encouraged and supported to develop positive relationships with peers and staff. Staff strives to be appropriate behavioral models, showing respect for children, parents, co-workers and their environment. To this, parents can expect that staff will:

- Provide clear, simple and consistent limits regarding appropriate behaviors within the Center. Such limits will be offered in a positive manner. Harsh or belittling language will not be used at any time. Any child disciplinary action taken will/must be reasonable in the circumstances
- Demonstrate affection and caring for your child through appropriate forms of verbal and physical interaction.
- Maximize opportunities for appropriate and positive behavior for your child through the program and activities.
- Staff will give verbal direction and redirection as the main means of guidance. Role modeling and guiding children through social interactions and situations that the child is having problems with.
- Recognize, validate and label your child's feelings in situations, which may be difficult for him/her.
- Supervise your child at all times and will not remove your child to an unsupervised area as punishment. Children are given flexibility with age appropriate behavior ( three year old to go to washroom by themselves, four year old may remove themselves to a quieter area for self-reflection).
- If behavior problems persist you will be asked to assist staff in a guidance plan that will meet the needs of your child, yourself and the staff.

When a child becomes disruptive within the classroom the staff will evaluate why and if He/she is imposing possible harm to himself or others, child will be requested to display appropriate behavior. If the child remains non-compliant staff will either engage themselves with the child to role-model appropriate behaviors or request that child make a good choice in an alternate play center. Staff will remain actively engaged with that child

to redirect, role model, and problem-solve to an appropriate activity till acceptable conduct is displayed.

In a severe case of a meltdown (child throwing, overturning objects, screaming disruptively), the child will be removed from the room and supervised by the third staff of the room or the director if available. The child will be taken to the office or the staff room, whichever one is suitable and/or available at the time. The staff will help the child to calm, that he/she may regain control of themselves. The child and staff will engage in reading or another quiet activity until calm, and then the child may return to join his/her classmates. This removal is necessary for the safety of all children and staff involved. Parent will be called if child has intentionally struck/hurt a staff.

As parents, guiding your child through these key development years, it is desirable that staff and parents work closely and honestly together. Please inform staff of any changes in the home and or extended family that your child may be experiencing.

Child care environments are for sharing experience for everyone to learn from and enjoy. In extreme situations that have not resolved over a period of time with strategies, guidance and inclusive involvement, were the health and safety of others are at risk the parent will be asked to find alternate child care and the services of the Centre will be discontinued.

The Director will be pleased to discuss any questions you may have about any aspects of this Guidance Policy. A copy of the submitted policy can be requested.

## **Incident/Accident/illness Reporting**

### **Parents will be notified immediately In the event of a serious Incident/accident or serious illness involving a child at the Center:**

In the event of a non- serious Incident/accident or illness staff will fill out an Incident/accident/illness report form and have you sign it at the end of the day at pick-up or staff will call you ahead by phone, as well the Director will be notified. Monthly, all reports will be reviewed and discussed in the event that strategies or changes need to be made.

## **SICK CHILD POLICY AND PROCEDURES**

A sick child must not be brought to the Child Care Centre. In order to protect your child and others, the Child Care Centre has the following guidelines.

Keep your child at home when he/she:

- Has a fever - an oral temperature of over 100°F or 37.8°C, normal temperature is 98.6°F or 37°C.
- Has an eye infection (Conjunctivitis or Pink Eye) that is not being treated by medication. The eye looks red and tender, with some burning, itching and may have a thick yellow discharge.
- Has developed a rash, which the parent cannot identify or that has not been diagnosed by a physician.
- Has diarrhea, usually more than two abnormally loose stool with-in three hours.
- Is vomiting.
- Is suffering from a severe cold - the child is fevered, severe coughing and discharge from the nose.
- Is afflicted with a communicable disease - some examples are: chicken pox, mumps, rubella, red measles, strep throat, head lice, etc. A physician must diagnose the child and the parent must report to the Director the diagnosis and when the child can return to the Centre.
- Is not able to participate with the days program, this includes outside play.

NOTE: With any of these conditions, arrange to see a physician as soon as possible. Ask the physician about the illness and when the child can return to the Child Care Centre.

**When your child remains at home because of illness, please notify the Centre of the child's absence and the reason why. 780-5329170**

Your child may return to the Child Care Centre when:

- The physician has diagnosed the illness and stated that the child is not contagious and may return to the Child Care Centre.
- The cold is mild and the child has no fever and is eating and sleeping well.
- The child has a type of infection and the child was given an **antibiotic for twenty-four hours before returning to care.**
- The child's rash is not contagious.
- The child has a loose bowel movement because of something the child ate or because of medication that he/she is taking.
- Has been treated with an appropriate treatment and is clean of nits (Head lice).

## **SICK CHILD POLICY AND PROCEDURES** continue

**NOTE:** If you are unsure at all, whether or not you should keep your child home, please call the Director. She will be able to advise you, about the need to see a physician, keeping your child at home or returning to the Child Care Centre. It is a good plan to have a person who you feel is responsible, mature and loving that could care for your child during these illness periods.

If your child becomes ill while at the Child Care Centre, you will be called and asked to arrange that your child be picked up immediately. The Centre is not staffed for and does not have a separate room to care for a sick child. The definition of an ill child as to Government Regulation is a child who:

- Is vomiting, has a fever, diarrhea or a new rash or cough;
- Requires greater attention than can be provided without compromising the care of other children in the program; or
- Displays any other illness or symptom that the staff member knows or believes may indicate that a child poses a health risk to other children, caregivers or staff.

Your child can return to the program if the child's parent provides a written notice from a physician indicating that the child does not pose a health risk to the program or if the Director is satisfied that the child no longer poses a health risk to other children or Centre staff.

If your child is taking medication or a treatment which is only being administered at home, it would be appreciated if you advised room staff and/or the Director.

## **MEDICATION POLICY & PROCEDURE**

Medication will be administered to a child if:

- It is a prescribed medication clearly labeled with the name of the physician and child and the dosage instructions.
- Medications need to be handed to Centre Staff to be stored in designated locked boxes.
- Non-prescription medications must be in the original container and dosage requested must not exceed the recommended daily dosage.
- Parents will be required to sign a medication form giving us permission to administer any medications. Staff will then sign the form after medication is administered.
- For everyone's safety please do not leave any type of medicine including cough candies in your child's cubby or backpack. Pass the medications to a room staff, who will ensure your child receives it. The medication will be returned when administration time has ended.
- Emergency medication requires a completed Allergy Information form to be filled out and an on file, with a signed Medication form (i.e. epipens, puffers). These are then kept in the classroom backpack.

## **PHYSICAL CARE POLICY & PROCEDURES**

The purpose of this Physical Care Policy is to ensure the physical health and well-being of children attending the Centre. It is recommended that parents inform staff about their child's physical needs at registration and that parents, at the same time, be informed about the routines and procedures followed by the children and the staff in the Centre.

### **DRESSING AND TOILETING**

Parents can expect the Centre staff will:

- Encourage individual responsibility and support will be given for dressing and toileting. Assistance and support will be given to the children to encourage these new skills.
- Ask parents to provide required clothing and footwear. Spare clothing for emergencies should be available.
- Encourage the development of healthy personal habits by modeling good personal hygiene.
- All clothing, linens, and bottles or cups to be labeled for the individual child.
- Follow Ministry of Health recommendation for diapering and toileting to promote good child health.
- Follow appropriate procedures to prevent illness and the spread of communicable disease.
- Give adequate skin care to genital and rectal areas, if necessary (i.e. when child is unable to accomplish the task unaided).
- Require children to wash hands thoroughly (with soap and water) when they arrive at the Centre, after toileting and before eating. Tots and Babies will be washed with wet cloths or staff will assist at sinks.
- Administer topical ointments or special care in toileting as instructed in writing by the parents.

### **PHYSICAL HEALTH**

Parents can expect that Centre staff will:

- Encourage parents to be informed about immunizations.
- Ask parents to notify them of any concerns regarding their child's health (i.e. medications, allergies, immunization records).
- Record and report illness or injury experienced by their Child at the Centre.
- Advise parents immediately of any communicable diseases that their child may have been exposed to.
- Require parents to provide written permission for the administration of medication. All prescriptions must be, in its original container, labeled with the child's name, the name of the drug and the directions. Staff will not administer any drug that has not been prescribed by a physician. See sick child policy.
- Possess current First Aid Certificates.
- Provide adequate First Aid Supplies.

## SUPERVISION COMMITMENT

We strive to provide Effective supervision to the children at all times to ensure their safety, well-being, and development. Interacting and engaging in play, both indoors and outdoors, with the children, this will help in planning activities that interest the children and promote developmental growth also will give opportunities to talk about playing safe to avoid harm. Effective supervision reduces the risk of harm by preventing injuries and accidents. It promotes positive, responsive and intentional learning environments. Effective supervision requires centre caregivers to be involved, engaged and familiar with the children in their care. Only when ratio allows, will activities that draw attention away from the children be performed. Co-workers will inform each other that they are not actively supervising while engaged in housekeeping, phone calls, children's files etc. To uphold regulated 'child to staff ratios' and enhance these ratios whenever possible. Caregivers will be familiar with child to staff ratios and max group sizing. We will regularly evaluate and assess supervisory practices with caregivers to ensure that we are meeting the needs of the children in our program. If you would like a copy of the center's policies the encompass supervision inquire with the Director.

## EMERGENCY EVACUATION PROCEDURES

Children will be immediately evacuated in the event of a fire, gas leak or any other danger/or safety of the children with-in the building. They will be evacuated to **The Prairie Mall Food Court**. Parents will be notified and can pick up their children from there. **Please ensure that we always have current and correct contact information numbers.** The Centre will circulate an update form 2 times per year.

## PERSONAL ITEMS

**Please label all items** your child brings to the Centre including boots, shoes, hats, coats, mittens, change of clothing, blankets and stuffed animals this also includes snack bags and snack items See page 5 for an option for purchasing labels. A permanent marker is always available.

## TOILET TRAINING

If your child is still in diapers, please bring a daily supply (cloth is welcomed) we prefer a bulk package. We also require a container of diaper wipes. Staff will let you know when your supply gets low.

Parents should advise staff when toilet training has begun at home. Please do not send pull ups as they are more difficult to change. Children who are toilet training should have extra clothing, pants, socks and several pairs of training pants or regular underwear.

## MEALS

The Centre staff will provide a comfortable, relaxed and non-coercive environment for the children during these and all routines. The caregivers will inform you of any significant changes in routines of their child or the group. Centre caregivers will model healthy attitudes towards food at mealtimes and will encourage children to try food that may be unfamiliar to them.

The Child Care Centre provides lunch and two snacks daily, including beverages. A cook who is knowledgeable in the area of a child's eating habits and in its preparation prepares meals. The Centre provides and follows nutritional requirements that have been set by the Canada Food Guide, making any changes when research or guidelines deem necessary. Parents of children with food allergies may need to supplement with special food, which can be stored in the kitchen and prepared by cook if instructions are given.

Menus are posted weekly on the parent's bulletin board, located in the front hall of the Centre next to the kitchen.

We are a NO NUT AND PEANUT FREE Centre

With the exception of special occasions, candy is not allowed at the Child Care Centre. Please do not send your child to the Child Care Centre with any candy or unhealthy snacks. We request that Snacks from home are nutritious and labeled. Snacks that do not meet the nutritional needs of the child within the CFG will be supplemented/exchanged with items that are.

The Center has a Policy in place for those parents wishing to celebrate their child's birthday or special cultural event. Please ask Director or room staff for a copy if you are planning such an occasion.

## OUTDOOR PLAY

It is the policy of the Centre to provide all the children with the opportunity to play, explore and experience the outdoors daily, this promotes and gives opportunity for large muscle movement in the fresh air. The only exceptions would be rain and extreme weather. On cold winter days outside playtime to explore the winter wonderland is important, it will be limited to a minimum of 20 minutes, when the temperature is minus 20 degrees this is including the wind chill. **DUE TO THE STAFFING RATIOS WE ARE NOT ALWAYS ABLE TO ACCOMMODATE PARENT'S REQUESTS TO KEEP THEIR CHILD INDOORS.** If your child is too ill (refer to sick policy page 12 ) to play outdoors, then perhaps he/she should be remaining home or with alternate care. The staff will ensure that your child has been dressed properly for the weather in the outdoor clothing that you have provided or in the Centre's extras. This will ensure all children are dressed appropriately for the weather.

## TOYS FROM HOME

Except for toys that are sometimes needed in the initial child's transition from home to the Centre, we ask that you leave your child's toys at home or in your vehicle. If an item is brought to the Centre, please label it and help your child choose a toy that will complement the weekly plans of your child's room. Inform your child that he/she will need to share and that he/she will need to be responsible for the item not the teacher or Centre. We will not be responsible for it. We will encourage your child to play with it appropriately with respect and will require the child to share with classmates. Children will be given a choice. If a toy causes disruptions or brings stress into the classroom, that choice will be to put it away in a safe place, or to play and share. No guns, war toys, or toys of destruction that promote physical aggressiveness will be allowed at the Centre. All electronic equipment needs to be kept at home or in the care. Parents will be requested to take the item with them or it will be placed in the director's office for safe-keeping.

## NAPTIME

Children are required to have a quiet time in the afternoon. Babies, Tots, Juniors and Senior room children should bring a blanket labeled with their name. The Centre will launder sheets and blankets weekly. The rooms will be darkened from 1 to 2:30. Children that do not sleep will be required to engage in reading or puzzles on their mat to give the other children opportunity to fall asleep in a quiet environment, before getting up to do table activities. Children will be relaxed with soothing quiet music and personal nurturing by caregivers to make this time a pleasant experience.

## TOOTH BRUSHING PROGRAM AND PROCEDURES

- Staff encourage good hygiene and will assist child with tooth brushing after lunch meal
- Toothbrushes are hung on individual hooks in the washroom area out of the direct reach of the children.
- Starting with children in the Tot room and children that attend on a regular scheduled basis.
- Toothbrushes are changed out after a child has been ill, or when bristles show wear, or every 3 months, whichever comes first.
- Parents will be asked from time to time to supply the toothbrushes and the Centre will also approach Dentists for donation of brushes.

**Parents with concerns or questions about the physical care of their child should consult with their child's educator or the Centre Directors (see "Open Door" Communication Policy Page 7)**

## WHAT TO WEAR TO THE CHILD CARE CENTRE

Think of your child's comfort - and provide simple clothing that is free of complicated fastenings. Think of the messy art materials and other messy activities - and provide clothing that is washable. Think of the playground – and provide clothing that is sturdy. Think of how you would feel “playing” outdoors in wet, cold and windy weather. For your child's comfort we recommend that the following outdoor clothing be available:

### FOR SUMMER:

- Bring a bathing suit and towel and a light T-Shirt to be worn over bathing suit to prevent sunburn
- Sun hat (no straw hats)
- Appropriate walking shoes/water shoes (no thongs)
- Sun block (children must use a sunscreen with SPF 15)
- Water bottle

### FOR FALL:

- Rubber boots
- Hooded jacket (no strings if possible)
- Light gloves/mitts
- Long pants

### FOR WINTER:

- Winter boots
- Mitts that are easily put on and stay on and keep hands warm
- Hat, neck warmer
- Ski pants
- Warm jacket with hood

### FOR SPRING:

- Rubber boots (extra socks a must)
- Splash pants
- Hooded jacket (no strings if possible)
- Light gloves/mitts

All children must have a pair of indoor shoes during the rainy weather and winter months.

Finally, think of our collection of unlabeled unclaimed clothing please **LABEL ALL OUTER GARMENTS**, including hats and boots. If you do not have a permanent marker, we have markers available at the Child Care Centre for such use. We have also partnered with a company that supplies printed washable labels for clothing and specialty labels for shoes, bags, bottles, cups and other products. If you are interested, please ask for order forms at the Centre or visit [www.stickonyou.biz/abrightbeginning](http://www.stickonyou.biz/abrightbeginning) to order online

## INFECTION CONTROL POLICY AND PROCEDURES

### HANDWASHING

Remember hand washing is the best prevention for spread of infection. Think germs.

#### WHEN:

- When staff, volunteers or children come to the Centre – wash hands well with soap and warm water;
- Before staff, volunteers, children or parents eat or drink;
- After wiping a child's nose or cleaning up a child's spit-up;
- After using the toilet;
- And before food preparation or serving food.
- After coming in from outside activities

#### HOW:

- Use soap in the dispenser and running water, rub hands vigorously for 20-30 seconds remembering to wash all surfaces;
- Back of hands, wrists, between fingers and under fingernails (nails should be kept short for care givers);
- Rinse your hands well. Leaving water running, dry your hands using a single use towel/cloth then turn off the taps using the towel instead of bare hands.

### SICK CHILD

- Staff must notify the Director of a child's first signs of illness
- A sick child is not to be brought to the Centre (see "Sick Child Policy" pg. 11)
- The Director and staff must be aware of illness in the child's home.
- Communicate with parent about what alternate care has been arranged for the sick child.
- The Director will notify the Public Health Nurse of any communicable disease outbreaks and follow guidelines set by the Public Health Department.

### SANITATION

- Kitchen counters, change areas, bathroom surfaces, eating and play surfaces will be disinfected daily.
- Bathrooms thoroughly cleaned and disinfected daily.
- Carpets will be vacuumed and floors washed daily in playrooms, Entry area, halls and kitchen.
- Tots and Baby's toys that are used are disinfected daily.
- Larger toys are sprayed and wiped with disinfectant.
- Carpets are shampooed as needed.
- All "spit-ups" etc. on the floor are cleaned immediately with disinfectant.
- Upholstery is shampooed as needed.
- Supervisor may request additional cleaning needed.
- Soiled linens are stored in a closed container until they are washed.
- All garbage that is wet or decaying must be placed in the kitchen garbage can which is a covered container.

## DIAPERING PROCEDURES

Procedures are posted at change tables in the Baby room and tot room. All soiled diapers are discarded in a closed container. The diapering surface is sanitized after each child. Please speak with the room staff if you have any concerns or special requests. We want to achieve and provide the most comfortable and enjoyable experience for your child.

## IMMUNIZATION

- Immunization is not mandatory in Canada
- Director will inquire about your child's records. We would like to know which children are not or are immunized for the purpose of data collection over the years your child is with us. Also that we can inform you quickly of cases that may affect your child.
- Our staff are encouraged to inform themselves on the pros and cons
- When a child is suspected to have a communicable disease the parent/guardian will be requested to remove child from center for the requested period of time that is prescribed by a physician.
- All communicable diseases will be posted in room as they occur.
- Please educate yourselves on your choice and risk factors; information is also available from the directors.

## CHILD ABUSE- STAFF REPORTING RESPONSIBILITIES

Parents, please note:

- We are required BY LAW to report suspected abuse or disclosed abuse.
- Failure to report abuse can result in prosecution under the Family Services Act.
- We are NOT permitted to contact the parent, unless specifically directed to do so by the Department of Social Services.
- Reporting procedures are designed to protect the child.
- Our responsibility is to report suspicions/disclosures, NOT to determine if abuse has occurred.
- It is the responsibility of the Department of Social Services to investigate and decide if abuse has occurred.
- Our concern is the safety and well-being of the child.

If you would like more information or have any concerns, please do not hesitate to contact the Director.

## **PROGRAM POLICY**

In order to ensure that the philosophy and goals of the Centre are being achieved, and that the Centre's program is successful, and that the children are receiving quality care, the following elements are considered and adopted when developing the Centre's program.

The Centre experience:

- Should be pleasurable for both children and adults. Humor, laughter and fun should be a part of every day.
- Utilizes play as an indispensable avenue to learning (emotional, social, intellectual and physical learning). Children use play to translate experience into something internally meaningful to them, to clarify concepts, to provide emotional relief, to facilitate social development and to create periods of satisfying delight.
- Plans will be posted weekly to inform parents of upcoming events and parental involvement opportunities.

The Centre program:

- bases learning on actual experience and participation. Young children learn through their senses (taste, touch, smell, hearing and sight).
- has variety, providing children with many different kinds of experiences as well as changes in basic experiences.
- has stability and regularity combined with flexibility.
- is comprehensive, considering the development of the physical, emotional, social, creative and intellectual self.
- is fashioned around individual needs of the child, allowing each child to develop as an individual and an independent learner.
- is planned with definite objectives in mind. Days are planned to fit into the overall goals identified. Planning coupled with evaluation ensures the accomplishment of the identified goals.
- has balance between self-selection and adult direction. Both approaches are valuable.
- includes the parent as part of the life of the Centre. Communication between parent and Centre staff provides an easier transition for the child.

Good human relations are regarded as a fundamental ingredient. Genuine caring about children and other adults in the setting is sensed by the child and adds stability and security.

## PROGRAM DEVELOPMENT

The program at the Centre is developed around the interests of the children. A variety of learning activities that enhance the development of the whole child, are available to children on a daily basis. Some examples of these activities are:

**Cognitive Development:** Stories, finger plays, flannel board stories, counting, ABC's, block play, music and movement, cooking activities, art and sensory play, science activities, puzzles, color, shape and senses.

**Fine Motor Development:** Crafts, art and sensory play, puzzles, lacing and threading, cooking activities, block play, sand and water play, peg boards and dressing up.

**Gross Motor Development:** Outdoor play, bikes and riding toys, climbing apparatus, excursions, exercises, music and movement, balls, jump rope and block play.

**Social Development:** Dramatic play, block play, co-operative play, music and movement, art, stories, puppet play, cooking activities, language activities and free play.

**Emotional Development:** Dramatic play, art, music, stories, puppet play, pretend play, free play and language activities.

**Circle Time** is a group time in which children participate in a variety of activities which includes songs, fingerplays, games, story telling, expressive and receptive language activities, music and movement, exercise, art, science and math activities, etc.

**Free Play** is a time when children are permitted to choose materials, companions, and as far as possible, manage play independently. Adult interaction is in response to a child's needs. Supervision is used as an educational interaction (e.g. help children to problem solve, encourage child to talk about activity, introduce concept in relation to child's play).

Your child's daily program will depend upon his/her age. Children are divided into groups according to their age, so that age appropriate activities can be planned for them and so that they will be able to identify with a particular adult, group of children and room as being their own. Teachers also know their children better when working in smaller groups. Weekly program plans of the week's events and experiences are posted; familiarize yourself with their location in your child's room. The program plans will give you information on what your child is learning and how you can support be of assistance or participate with them.

Examples of the children's daily routines are provided in the following pages. All schedules and routines are flexible so that periods may be extended or shortened when the need arises.

# Daily Routine for the Baby room

- 7:00 am – meet in Tot Room (with opening staff)
- 8:00 am – first staff from baby room joins opening staff
- 8:30 am – walk over to baby room
  - Wash hands for morning snack
- 9:15 am – clean up snack, diapering
- 9:45 am – free play
- 10:00 am – Experience (inside or outside)
- 10:45 am – Tidy up time, Group time (songs, stories, finger plays)
- 11:00 am – handwashing, Lunch
- 11:30 am – clean up lunch
- 12:15 pm – diapering and free play
- 12:30 pm – drink before going down for nap
- 12:45 pm – Nap time; beds out, lights out, relaxing sounds on
- 2:00 pm – Quiet time activities for those children awake
- 3:00 pm – Lights on, afternoon snack
- 3:30 pm – clean up snack, diapering
- 4:00 pm – Free play
- 4:10 pm – Older babies move to tot room (for ratio 1ft staff done for the day)
- 5:05pm – Remaining babies move to closing room with closing staff

All children clothes and diapers are checked and changed as needed  
throughout the Day

# Tot Room Daily Schedule

*Potties are done on request from child or reminder to child as needed.*

- 7:00 – 8:30 am – Arrival/ Greeting & free play (Opening room)*
- 8:30 – 9:30 am – Morning snack, free play continues*
- 9:30 – 10:00 am – Craft / Art / Sensory Exploration*
- 10:00 am – Diapering/ potties and handwashing*
- 10:15 – 11:30 am – Clean room/ outside play / walk / free play/ story time*
- 11:30 11:45 am – Group time and wash for Lunch*
- 11:45 – 12:15 pm – Lunch*
- 12 :15 pm – Diapering / potties / wash / tooth-brushing ( in small groups)*
- 12:15 – 12:45 pm – Free-play on carpet area, varying activities (lunch clean-up)*
- 12:45 – 2:30 pm – nap – time*
- 2:00 – 3:00 pm – Quiet table activities, potties/ diapering & washing for pm snack*
- 3:00 – 3:30 pm – Snack*
- 3:30 – 3:45pm – Hand washing*
- 3:45 – 6:00pm – Free play and outside play*
- 4:30 pm – potties / diapering, hand washing*
- 5:30 pm – if outside, all children to come in from playground, washing hands and faces as needed, gather in tot room (closing room)*

# JUNIOR ROOM DAILY SCHEDULE

7:00 - 8:00	<i>Children meet in the Tot room</i>
8:30	Children go to the Junior Room
8:30-9:30	Children are invited to have breakfast and to share conversation with their friends and teachers
9:00-11:15	<p>Children at this time may choose from a variety of play centers including:</p> <p style="padding-left: 40px;">Water Table, Sand Table, Dramatic Play, Books, Blocks, Nature, Art &amp; Creative Expression, Puzzles, Games, Manipulative Toys, Sensory Play Dough, Or if the weather permits we go outside daily (10:15-11:15) OR WE WILL BE LEAVING ON A FIELD TRIP☺</p>
11:00-11:30	Children are asked to clean up and begin preparation for group time, singing, stories, and games.
11:30 – 12:00	Lunch is served; after lunch children are encouraged to scrape their plate, then wash hands and brush teeth
12:00-12:45	Children begin their quiet time with books or puzzles Or table activities (science, art, math, etc.)
12:45	Children get ready for rest time
1:30	Non sleepers get up to do Quiet play
3:00	After noon snack is introduced to the children
3:15	Specific activities or crafts are introduced at this time or free-play in Centre's ,
3:30	Continue with free play or go outside
4:00	Outside or inside planned activities
4:20	Bring children in if other classroom not outside children may have to be moved for ratio as 2 <sup>nd</sup> staff's shift over
5:00	Depart to the closing room (tot)
<b>5:30</b>	If outside come in wash up and go to closing room

Field trips and outings are scheduled and posted weekly in the sign in and out book front cover, for your consent signature.

Children will go outside a min of once a day for a min of 20min with the exception if weather is -20 degrees with the wind chill. Please dress your child for the weather it is not always possible to have your child stay indoors when he/she is not feeling bright eyed and bushy tailed.

## Senior Room Schedule

- 7:45am – Brandy** – Bring children over from Toddler RM. Room is set up (with children's help)
- 8:00am – Brandy** – AM group
- 8:30am – 9:30am – Brandy** – AM snack is served/Free Play
- 9:30am-10:00am – Brandy** – AM morning planned activity
- 10:00am – Brandy** – 5 minute warning for clean-up time given
- 10:05am** – clean up time is called
- 10:15am – 11:10am** – outside play time/free play
- 11:10am – (whoever is on group time)** 5 minute warning is given for clean up
- 11:15am** – clean up time
- 11:20am – 11:40am** – group time
- 11:40/11:45** – children wash hands and lunch begins
- 11:45am** – Laundry
- 12:10pm/12:15pm – Sharon-** gets scraper
- 12:15pm – 12:40pm** – children do quiet activities at the tables
- 12:15pm – Sharon-** Children brush teeth
- 12:30pm – Sharon-** puts beds out
- 12:35pm – Sharon** – 5 minute warning given for clean-up of table activities
- 12:40pm** – clean-up of table activities
- 12:45pm – 1:00pm** – Children get drinks, go to the bathroom, make beds, read stories on their bed/listen to story tapes
- 1:00pm** – lights off
- 1:00pm – 1:45pm** – staff sit with children & rub backs for those who need to have a rest/sleep
- 1:45pm** – children who are not sleeping come to the tables for quiet activities
- 2:30pm** – lights come on
- 2:45pm – Brandy** – 5 minute warning given for clean-up time
- 2:50pm** – clean up table activities
- 2:45pm – 3:00pm – Sara** – Beds away and vacuum carpets
- 3:00pm – Brandy** – PM snack is served
- 3:30pm – 4:00pm – Sharon/Sara** – PM planned activity is carried out
- 4:00pm – 5:00pm** – Outside play/Free play
- 5:00pm – 5:25pm –Sara**– End of day planned activities/table activities/cleaning up centres
- 5:25pm** – Children move to Toddler Room

# Mission Statement

## Our Mission

To Promote Growth of Knowledge in Young Children;  
Through play experiences  
That encompass  
Individuals, families, community and the future.

## Our Vision

An accountable Quality, where the inquisitiveness of the child  
Comes first, to blossom.