



**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 abc.osc@hotmail.com

Revised Sept 2019/ May 2020/July 2023

A BRIGHT BEGINNING CHILD CARE
10226 108 Ave. WEST ENTRANCE of AVONDALE School
GRANDE PRAIRIE, ALBERTA
T8V 1P5
PHONE: (780) 532-9170

A LITTLE HISTORY

Welcome to the Centre.

A Bright Beginning Child Care was founded by two women, Marietta Stephen, and Ardith Leggat. The Centre was founded in 1995 to fulfill a need in Grande Prairie for another quality childcare facility. In 1999, Ardith left, Marietta continued to provide quality childcare. Marietta felt that the Centre belonged to the community and approached parents at the Centre and people 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 a provincial pilot project. The Centre re-located to the Avondale School in Aug of 2019 and increased spaces for under 2 years of age. A school age program was also developed, giving priority to the Avondale School and A Bright Beginning families.

PROGRAM DESCRIPTION

A Bright Beginning Child Care is operated by a non-profit society that provides quality affordable childcare. Our program provides childcare to children 12 months to 5 years of age. The childcare Centre consists of 6 large rooms plus the out of school classroom which are set up with a variety of learning centers. These centers 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 1 snack (8:30 am) and a balanced nutritional lunch at 11:00 -11:30 am Tuesdays- Thursday's. A menu is posted in the front hall to the right of the kitchen window. ABC School Age Program has a bulletin board to the right of the classroom door, they serve snacks at 4:00pm. Enrollment consists of ages 5 to 9 years.

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.

The Board members of the Society welcomes newcomers, parents with children at the Centre are members so please become involved. Meetings are posted in the entryway and are held at the Centre.

Thank You, From the Educators, Directors, 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)
- A society membership fee of \$10.00 must be paid.

THING TO BRING ON FIRST DAY

- Indoor shoes or footwear 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 an XLG. Zip-lock bag or labeled backpack.
- A family picture so that your child can stay close to you.
- Blanket for quiet time.
- Water bottlers or sippy cups

BABIES AND TOTS ONLY – All 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).
- Extra cup for milk for babies

THINGS TO EXPECT IN THE FIRST WEEKS

- Room educator will inquire about a date and time for a classroom orientation.
- Your child may cry more on the 2 or 3 days as the new routine is established.
- Questions concerning your child, from educators, as they get to know your child.
- Being ID'd by educators that perhaps are not primary Educators to your child, till they get to know who is authorized to picking-up at the end of the day.
- We apologize but if group interactions are new to your child, they are more than likely to get sick. Boosting the child's immune system before the start date is worth some research.

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 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 reflect 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 adults and children enhance communication and produce a good learning environment.

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

Educators are viewed as role models and professionals who take part in the education process of children. Professional development is a commitment. Everyone 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, Floor Waxing Friday mid-July, Floor and Maintenance week closure every 2 years in July, August Civic Holiday, Labor Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day. Possibly Christmas Eve and/or New Year's Eve either will be closed half a day or a full day depending on how it falls on the calendar. If a day falls in the middle of the week, it may be adjusted to fall with a weekend. Closures will always be posted on the front door a week prior to the closed day.

ENROLLMENT

A Bright Beginning Child Care Centre is a 101 space Centre, licensed by the Department of Social Services, Child Care Branch. We accept children aged twelve months to five years (before starting Kindergarten) in our Early Years side. ABC school age program with kindergarten to 9 years of age. Our Child Care Society provides both full time and part time care (part time care only if offset available)

EDUCATOR/CHILD RATIOS

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

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

Our Centre is licensed for:	16 Babies	- 5 educators
	24 Tots	- 6 educators
	16 Juniors	- 3 educators
	20 Seniors	- 3 educators
School Age Program	25 children	- 2-3 educators (depending on non-school days)

As well as our regular full-time educators we will have subs who will cover shift changes and when regular educators are away taking courses or due to other absences. We strive to hire 3 educators for each room and one support educator for the baby rooms 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
- Waivers and Consent forms
- Parental Agreement Form
- Financial agreement
- The first month's full fee will be charged before the Affordability Grant, - less Subsidy if application has been approved. The affordability portion will be held and applied to your last month's childcare fees if appropriate notice is given.
- Pick-up Permission Form (as needed)
- Apply for Subsidy if family qualifies

The Director will periodically ask that forms be updated. It is the parents' 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

Childcare 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:

- A \$25.00 late payment fee charged is applied after the 20th.
- After 30 days with no payment and no payment arrangements are made, you will be required to find alternative care.
- Part time children's fees are based on scheduled days of attendance, that schedule needs to be provided by the 20th of the preceding month (at time fees are due for that month) if no schedule is provided, the full-time fee could be charged to your account for that month, **as per Fee Schedule**. If your offset for a part time schedule drops out, the full fee will be applied.
- Drop-in childcare is paid at time of Drop-in.
- \$30.00 service charge for N.S.F. cheque

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 the parent notifies the Centre in advance of an unavoidable delay (i.e. work related, family emergency or car trouble). This \$1.00 per minute is payable to the closing educator.

PLEASE NOTE

All full-time and part-time children will be expected to notify Centre of any absences. 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. The account will then be handed over to a collection agency and the overall costs will be added to the outstanding balance (this includes the percentage charged by the collection agency).

COMMUNICATION IS THE KEY

Please inform the Centre of your child's absence. The Centre has an answering machine that will take messages after hours.

If the Absents is due to illness, please let us know.

**Phone numbers are 780 532 9170 Centre
780-533-5174 School Age Program**

WITHDRAWAL

Thirty days' notice informing of last attended day. The fee will be based on regular attended days. This will ensure that you are credited with your first month's Affordability Grant portion. IF INADEQUATE OR NO NOTICE IS GIVEN your Credit will be retained. If your account is carrying an outstanding balance and the account needs to be sent to collections, a penalty of the cost charged by collection agency.

(At the discretion of the Director)

CHILD CARE SUBSIDY

Parents may be eligible for a government subsidy for childcare fees. Subsidies are available to single parents or low-income families.

For information as to eligibility, check the website at www.albertasupports.ca under childcare subsidy.

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. 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 online.

A \$25.00 late fee penalty will be applied to your account if a lapse in subsidy occurs and if 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 parents 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. The subsidy program will not back pay, during the month that it expires, reapply.

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 is 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 the child is in a full-time space, ensure that attendance is a min. of 100 hours to avoid being charged subsidy's short fall.

ARRIVAL & PICK UP PROCEDURES

- Parents are required to accompany their child into the Centre, remove their outdoor clothing and contact an educator, when dropping off their child. Children must not be left alone at the door or in the cubby area, the child needs to be delivered to the opening room. We want to know that your child has arrived.
- **It is essential that the parents sign their child in and out daily in the attendance register located in the child's room.**
- The parent is required to inform educators 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 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 password will be requested. This password was established at time of acceptance to the Centre at orientation.
- The Child Care Centre educators will not give a child to any one whom they feel is unfit to drive due to alcohol or drugs. Educators will insist that an alternate method of transportation is used. If necessary, the child will be placed in the care of the Department of Child and Family Services. The Child Care Centre has a responsibility to ensure the safety and well-being of children.
- If the parent is unreachable, Emergency contacts, other family or individuals listed as contacts are unreachable; the child will be placed in the care of the Department of Child and Family Services after 30 minutes of trying.
- The parents 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 parents' 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 attend 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/VAPING

Smoking/Vaping is always prohibited in and on the Child Care Centre premises. Educators and volunteers are prohibited from smoking/vaping on field trips and casual outings when present with children. There is no designated area. Smokers/vapers need to be off the school's property and out of the view of the children.

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

1. You will be welcome to drop in and observe/participate in your child’s program at any time. If consultation with an educator is desired, please let us (Director or Educator) know ahead of time so that arrangements can be made to dismiss Educator from ratio within the classroom. A phone discussion can also be arranged. During the fall months Educators 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 classroom in which their child is placed. During this process we recognize 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 email will give you an insight into your child’s day. Pictures of classroom activities and personal accomplishments (Learning Stories) will be posted (with your consent) in the Centre’s hallway.
4. The Centre will distribute information to parents through emails, monthly newsletters, workshop opportunities and reminders. Please make sure your email address is current. Parents may email abrightbeginning@hotmail.ca, for absences and schedules. We ask that parents/guardians refrain from using social media (Facebook personal text or classroom email) to contact educators individually. Please contact through the daycare’s phone #.
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 classroom activities and field trips) Centre social events.
 - Centre operations (fundraising and Board governance)

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 to ask your room Educators or the Directors. Parent Handbook (updates) are available on our website at 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.

Educators will welcome the interests and concerns of parents on any topic.
COMMUNICATION and RELATIONSHIP BUILDING IS THE KEY

ACTION FOR PARENT

A parent who is concerned about their child's care should contact their child's Educator immediately. However, if the parent does not receive satisfaction from their child's Educator, or does not wish to contact them, they should contact one of the Directors (Early Years Director or School Age Director) and provide a formal complaint in writing. The Director will investigate the complaint and discuss it with the individuals concerned and try to come up with an agreeable solution. If one cannot be reached, contact our Licensing Department. This formal complaint to Licensing will be reported to the Board of Directors. Contact people are listed below.

1. Child's Educators

2. Directors: Denise Morgan 780 228-6313 (cell)
 Mars Agyapas 780-814-4741 (cell)

3. Board Members:

A current list can be obtained from the Director.

4. Department of Social Services, Day Care Branch:

Licensing intake contact info
<mailto:cs.childcsrelicensingintake@gov.ab.ca>

Toll-free phone number 1-888-558-0544

RESOURCES FOR PARENTS

The Centre has many resources for parents; on the front counters we have a binder with many services outside of the Centre, brochures and information sheets, articles. If you would like a copy, please ask. Inquire with your room educator 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 programming that a child may need. There are also resource books on Parenting and Nutrition that can be signed out.

When Educators /Directors receive information on sessions, and workshops that are being offered with-in our community parents will be emailed the information and it will also be posted on the front entrance bulletin board. Web resources: <https://www.loveandlogic.com/products/love-and-logic-magic-for-early-childhood> we also have some on our Web page.

<http://www.abrightbeginningchildcare.ca>

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 educators 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 educator 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 educator 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 educator 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 an educator 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 in 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 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 educators. Educators strive to be appropriate behavioral models, showing respect for children, parents, co-educators, and their environment. To this, parents can expect that educator 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.
- Educators 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.
- Always supervise your child 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 the educator in a guidance plan that will meet the needs of your child, yourself, the lead educator, and the ASAP coordinator.

When a child becomes disruptive with-in the classroom the educators 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, the educator 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. The educator 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 educator of the room or the ASAP coordinator. The educators will help the child to calm down, so that he/she may regain control of themselves. The child and educator 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 educators involved. Parent will be called if child has intentionally struck/hurt an educator.

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

Childcare environments are for sharing experience for everyone to learn from and enjoy. If the child has caused the childcare environment to be unsafe for all, the parent will be asked to seek additional support services from health care practitioners to avoid dismissal. Two weeks' notice to find alternate care will be given when safety is a major concern. Educators to the best of their ability will provide information to assist parents and the classroom environment.

The Director will be pleased to discuss any questions you may have about any aspects of this Guidance Policy. A copy of the submitted licensing 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 educator will fill out an Incident/accident/illness report form and have you sign it at the end of the day at pick-up or educator will call you ahead by phone, as well the Director will be notified. Monthly, all reports will be reviewed and discussed if strategies or changes need to be made.

ILLNESS POLICY AND PROCEDURES

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

Keep your child at home or will be sent 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 stools within three hours.
- Has/Is vomiting.
- Is suffering from a severe cold - the child is fevered, severe coughing and discharge from the nose, not participating in programs activities.

- 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 in the days program, this includes outdoor 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

When a Government Health authority issues a health statement and guidelines they will take priority, such as an outbreak status or a pandemic.

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, can return after 12hrs symptom free.
- Has been treated with an appropriate treatment and is clean of nits (Head lice).

NOTE: If you are unsure at all whether you should keep your child at home, please call one of the Directors. They will be able to advise you about the need to see a physician, whether to keep 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. **Please DO NOT administer fever or pain Medication** (unless it's prescribed, notify educators) before arriving at the Centre.

If your child becomes ill while at the Child Care Centre, you will be called and asked to arrange that your child to be picked up immediately. The Centre's educators are not medical experts and will not make a medical judgment call 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 educator member knows or believes may indicate that a child poses a health risk to other children, Educators, or educator.

You 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 educator.

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

- ✓ Vitamin D's and C's are a great immune booster
- ✓ Kindly wash your child's hands upon arrival

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. Educator is required to fill out the medication form.
- Medications need to be handed to the Educator to be stored in designated locked boxes.
- Non-prescription medications must be in the original container and the 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. The educator 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 educator, who will ensure your child receives it. The medication will be returned when administration time has ended. The medication form needs to be completed.
- Emergency medication requires a completed Allergy Information form to be filled out and an on file, with a signed Medication form (i.e. epi-pens, puffers). These are then kept in the classroom backpack.
- Fever and pain medication such as Advil or Tylenol, **cannot** be administered as a "just in case" or "as needed" and will need a doctor's written recommendation.

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 educator 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 educator in the Centre.

DRESSING AND TOILETING

Parents can expect the Centre educator 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 educator 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 educators 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. Educator 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 always provide effective supervision to the children 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 Educators 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-educators 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. Educators

will be familiar with child to educator ratios and max group sizing. We will regularly evaluate and assess supervisory practices with Educators to ensure that we are meeting the needs of the children in our program. If you would like a copy of the Centre's policies that encompasses 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 within the building. They will be evacuated to **the Muster point** which is located out the east door through the fenced area to the left. If we cannot reenter the Centre, we will proceed to **Harry Belfour** school gymnasium. 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 once per year. We will be participating in the GPPSD's program "Hour Zero" information can be found on their website: [https://www.gppsd.ab.ca/Search/Pages/results.aspx?u=https%3A%2F%2Fwww.gppsd.ab.ca&k=hour%20zero#/=](https://www.gppsd.ab.ca/Search/Pages/results.aspx?u=https%3A%2F%2Fwww.gppsd.ab.ca&k=hour%20zero#/)

EMERGENCY AND VOLUNTARY CLOSURES

1. **Emergency closures** can be deemed by Alberta Health, Childcare Licensing Department, or the Centre itself. Families will be notified as soon as possible via email and phone from the Centre, Facebook Centre's page and posted at the entrance of the Centre. For example, no water/power, cannot meet child-educator ratios or an outbreak of illness such as stomach flu. Illness updates will be communicated by email if two or more illnesses occur in a room.
2. **Voluntary closures** deemed by the Directors/Board will be communicated via email and phone, and the Facebook Centre's page plus signage on the entrance of the Centre as soon as possible from the Centre. Examples include outbreak of illness, child-educator ratios cannot be met and/or close the Centre to sanitize for a period of 24-48 hours due to an outbreak.

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 diapers are welcome) we prefer a bulk package. We also require a container of diaper wipes. The educator will let you know when your supply gets low.

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

MEALS

The Centre's educators will provide a comfortable, relaxed, and non-coercive environment for the children during these and all routines. The Educators will inform you of any significant changes in routines of their child or the group. Centre Educators 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 the morning snack Tuesday to Friday, including beverages. A cook who is knowledgeable about 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. The kitchen service is optional as a fee is required to participate. Parents are to inform their educators' if you want your child to participate. Parents of children with food allergies may need to supplement them with special food, which can be stored in the kitchen and prepared by a cook. If instructions are given, all items need to be labeled with the child's name.

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

We are a NO NUT AND PEANUT FREE Centre

Except for 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 Centre has a Policy in place for those parents wishing to celebrate their child's birthday or special cultural event. Please ask one of the Directors or room educators for a copy if you are planning such an occasion so that we can help you arrange for success.

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 the opportunity for large muscle movement in the fresh air. The only exceptions would be rain and extreme weather advisories. 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. The children may be required to stay inside due to poor air quality (4 and up), wind warnings (40-57 mph), and extreme heat (30 degrees and up) as indicated in our weather policy. **DUE TO THE EDUCATORING 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 remain home or with alternate care. The educator 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 educator 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. Parents will be requested to take the item with them, or it will be placed in the Directors office for safe keeping.

NAPTITUDE

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 as needed or bi-weekly. The rooms will be darkened from 12:45 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 the 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 Educators to make this time a pleasant experience.

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 to order online.

INFECTION CONTROL POLICY AND PROCEDURES

HANDWASHING

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

WHEN:

- When educators, volunteers or children come to the Centre – wash hands well with soap and warm water.
- Before educators, 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

- The educator must notify the Directors 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 educator must be aware of illness in the child's home.
- Communicate with parents 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.
- The 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 changing 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 educator 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.

- The 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, we can inform you quickly of cases that may affect your child.
- Our educators 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 the child from Centre for the requested period that is prescribed by a physician.
- All communicable diseases will be posted in the room as they occur.
- Please educate yourselves on your choice and risk factors; information is also available from the directors.

CHILD ABUSE- EDUCATORS 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 parents, 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

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 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 the 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 parents as part of the life of the Centre. Communication between parent and Centre educator 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 daily. 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. Educators 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 Baby Bugs

(Diaper changing is also completed as needed throughout the day)

7:00 am Opening educator welcoming children. Free play, diaper changing as needed.

8:15 am Second educator arrives. Handwashing and snack.

9:00 am Clean up snack, handwashing and clean up.

9:15 am Diaper change and morning activity to follow.

9:45 am Getting dressed for outside.

10:00 am Third educator arriving, first educator goes on break. Outside time weather permitting.

10:40 am Tidy up time to go inside. Group time and lunch prep.

11:00 am Handwashing and lunch time.

11:40 am Clean up from lunch.

12:00 pm Diapering, second educator on break.

12:15 pm Milk time and beds come out.

12:30 pm Lights out and relaxing sounds on, children go for nap.
1:00 pm First educator shift ends. Third Educator takes a break when all children are sleeping.
2:30 pm Quiet time activities for those awake, diapering as needed.
3:00 pm Lights on, handwashing, and pm snack.
3:30 pm Clean up, diapering and free play.
4:45 pm Second educator shift ends.
5:00pm Any remaining babies from Tiny Bears will arrive so their first educator can leave for the day.
6:00 pm Third Educator shift ends.

Tiny Bears Daily Schedule

(Diapering done as needed)

7:15 am First educator arrives. Welcoming children, washing hands, and providing am snack.
8:30 am Second educator arrives, clean up snack and diapering begin.
9:00 am Third educator arrives. Free play and planned activity.
9:30 am Clean up and get ready for outside time, weather depending.
9:45 am Educator brings wagon to go outside.
10:30 am First Educator take a break.
10:40 am Tidy up and come inside.
11:00 am Handwashing and lunch.
11:30 am Second Educator to take a break. Clean up from lunch, Free Play and diapering as needed.
12:00 pm Group time, milk time and beds come out.
12:30 pm Lights out, relaxing sounds on for nap.

1 pm Third educator takes a break when all children are asleep. First Educator's shift ends.
2:30 pm Quiet time activity for those who wake early or have a snack. Diapering as needed.
3:00 pm Snack time and clean up. Free play.
3:30 pm Diapering occurs.
5:00 pm Second Educator shift ends. Will move remaining babies to Baby Bugs so the last educator can clean the room.
5:30 pm Last educator leaves for the day.

Tumbling Tots Daily Schedule

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

7:30 am Arrival of first educator. Welcoming children, wash hands and free play. Diapering/Potty Time as needed.
8:15 am Second educator arrives. Morning Snack, clean up, potty and diaper time.
8:45 am Getting ready for outside depending on weather.
9:00 am Third Educator arrives.
10:00 am Transition inside, potty and diapering as needed.
10:15 am Planned activity/Free Play.
10:30 am First educator goes on break.
10:45 am Clean up and Diapering/Potty time.
11:00 am Songs and stories.
11:15 am Handwashing and lunch time.
11: 45 am Clean up, diaper and potty time. Free play.
12:00 pm Second Educator takes break.

12:10 pm Group time.

12:30 pm Beds out, relaxing music or sounds played.

12:45 pm Lights out. Third educator takes break when all are sleeping.

2:30 pm Quiet activities provided for those who wake early, potty and diapering as needed.

3:00 pm Handwashing and Snack.

3:30 pm Clean up, diapering/potty time.

3:45 pm Free play inside or outside (weather permitting), inside by 5 pm.

5:00 pm Diapering/Potty as needed. Any remaining Tumbling Tots to Mighty Tots, so educator can close the room.

5:30 pm Third educator ends shift.

Mighty Tots Daily Schedule

7:30 am First Educator arrives and welcomes children. Handwashing upon arrival. Free play.

8:00 am Handwashing and am snack.

8:15 am Second Educator arrives.

8:30 am Clean up, diapering and potty time as needed.

9:00 am Outside Time (weather permitting) Planned experience for inside or outside/free play.

9:30 am Third Educator arrives.

10:00 am Transition inside, begin diapering and potty training.

10:15 am Planned activity inside/free play.

10:30 am First educator takes a break.

11:00 am Handwashing and lunch time.

11:30am Second educator to go on break. Clean up. Diapering/Potty time.

12:00 pm Group Time

12:30 pm Beds out, relaxing sounds on and lights out by 12:45 pm

1:00 pm Third Educator to go on break.
 2:30 pm Quiet activity for those who wake early.
 3:00pm Handwashing and pm snack.
 3:30pm Clean up, Diapering and potty time. Free play.
 4:00pm First Educator ends shift.
 4:45pm Second Educator ends shift.
 5:10 pm Possibly receive Tumbling Tot children.
 6:00 pm Room Closed and third educator ends shift.

Mighty Explorers DAILY SCHEDULE

7:15 am	First educator arrives, welcome children, children handwashing.
8:00 am	Free Play
8:15 am	Second Educator arrives.
8:30 am	Clean up, handwashing and am snack.
9:00 am	Third Educator arrives. Group Time, tidy up toys, bathroom routine and outside play to follow (weather permitting) Planned activity or walk around the neighborhood.
10:30 am	First Educator takes a break.
11:00 am	In from outside, bathroom break, free play.
11:30 am	Tidy up toys, handwashing, and Lunch.
11:45 am	Second Educator takes a lunch break.
12:00 pm	Clean up and bathroom break, free play.
12:30 pm	Beds out, relaxing sounds or music playing.
12:45 pm	Lights out, children go for nap. Quiet activity on beds for those who do not nap. Provide tabletop activities after 30 mins for those who do not nap.
1:15pm	Third Educator takes a break.
2:30 pm	Quiet tabletop activities for those who wake early. Bathroom breaks as needed.

3:00 pm	Put beds away. Handwashing and pm snack. Clean up, bathroom breaks.
4:00 pm	Weather permitting children head outside or free play, first educator shift ends.
4:45 pm	If outside, tidy up toys to transition inside. Second Educator shifts ends, move extra children if over 8.
5:10 pm	Tidy up toys with remaining children, move to Super Seeking Seniors.
5:30pm	Third Educator shift ends.

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.

Super Seeking Seniors

7:00 am First Educator arrives, welcome children, handwashing upon arrival, free play, and planned activity through the hour.

8:00am Handwashing and am snack.

8:30am Second Educator arrives.

9:30am Third Educator arrives. Children tidy up toys, bathroom break and getting dressed to go outside. (Weather permitting)

10:00 am Outdoor or indoor free play.

11:00 am Bathroom break to transition to group time.

11:30 am First Educator to take break. Handwashing and Lunch time.

12:15 pm Clean up from lunch, Bathroom break. Children offered table activities and the book centre.

12:30 pm Second Educator takes a break.

12:45 pm Lights dimmed and children rest on their beds, read books. After 30 minutes a planned activity may be offered to those who do not sleep, and quiet free play.

1:30 pm Third Educator takes a break.

2:30 pm Handwashing and snack time.

3:15 pm Transition to go outside, bathroom break and getting dressed or free play outside based on the weather and children's interests.

3:30 pm First Educator shift ends.

4:45pm If outside, children and educators tidy up and head inside. Bathroom break.

5:00pm Second Educator's shift is complete. Some Centers close as numbers lower. Remaining children from Mighty Explorers will move into the room.

6:00pm Last Educator leaves for the day.

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.