



Morning Preschool Program

Parent Handbook

Elmsdale Location
583 Highway No. 2
Elmsdale, NS

883-1835

Lantz Location
1208 Highway No. 2
Lantz, NS

883-1066



Welcome!

I would like to welcome you and your child to the Elmwood Child Care Centre Morning Preschool Program. As an Early Childhood Educator, starting my career in 1984, my philosophy is basic to the needs of the children. The Preschool Program offered is a reflection of my philosophy.

Elmwood Child Care Centre has been serving the community of Elmsdale and the surrounding area since 1996. The Elmsdale location expanded from Elmwood Drive to Hwy #2 in 2004 and the Lantz location opened in the late fall of 2007.

Each centre is a government approved licensed child care centre under the Department of Community Services, following the guidelines and regulations of the *Nova Scotia Daycare Act*. At Elmwood Child Care Centre, we are committed to providing the very best care and education possible. The quality of the program offered at Elmwood Child Care Centre is the result of many years of experience and a strong commitment to meet the needs of children and their families.

Elmwood Child Care Centre staff looks forward to having a fun and successful experience with your child in the Morning Preschool Program.

Sincerely,

Florence MacArthur
Director

The Program Provides:

Social, emotional and intellectual stimulation through concept building, sensory stimulation, creative program solving and development of self help skills.

Nutritionally sound and well balanced snacks that provide the daily nutritional requirements of the children.



The protection of your child's health and safety.

A safe and comfortable environment, with companions and friends, in which social interactions and creative experiences will be provided.



Pre-School Program Description

The pre-school program is available each morning starting at 8:30 am to 11:30 pm



Our three hour program consists of a free play time where developmentally appropriate activities are available for the preschools to actively participate in. These activities will introduce and reinforce developmental skills on an individual level.

A snack time will be provided. Our menu is posted on the parent bulletin board.

A group circle time will consist of a variety of children's songs, stories, finger play, music and movement. The preschoolers will be encouraged to actively participate in discussion of the weather, calendar and our theme.



Activity and craft time will be based on the program theme and seasonal activities. The program is also designed to be flexible to include individual and/or group feedback for activities.

Discipline Policy

Staff use their professional judgment in handling all situations. The techniques that will be used by staff will include forestalling, redirection and a calm removal as last resort.

Discipline will be clear, consistent, fair and firm. If inappropriate behavior continues, you will be asked to discuss the matter with your child.

School Cancellation Policy



The Preschool Program will operate with the Elmsdale District School in Elmsdale and Maple Ridge Elementary in Lantz.

WHEN THERE IS NO SCHOOL, THERE WILL BE NO PRE-SCHOOL. Preschool will not be offered on in-service days and over the March Break. Parents of the morning Preschool

Program are NOT charged a fee if your child is scheduled to attend on an in-service day.

There will be no Preschool Program if school is canceled due to the weather. **Please listen to your local radio station to see if there is school on storm days.** If schools are closed in Colchester East Hants or Chignecto Regional School Board, then there will be no Preschool. There may be a number of cancellations due to the weather and unfortunately, parents WILL BE charged a fee if preschool is cancelled due to the weather. This is to maintain the budgeted operating costs of the centre.



Payment Policy

Fees will be paid for those days that were agreed upon during registration. In order to prevent financial loss to the centre, space cannot be held without payment for absent days, illness, storm days or vacation days. If fees are not paid on time, the Director will be obligated to ask you to remove your child from the program. Payment arrangements will be as per your financial agreement executed during registration. No exceptions will be given for alternate payment. Please do not put the Director in the uncomfortable position of asking for late or overdue payments.

Cost - \$11.00 per morning

Note - Payment is *STILL* required if your child does not attend due to illness, vacation, storm days or holidays.

Payment can be made by cheque or cash. When making your payment, please put your payment in the envelopes provided by the centre with your child's name, amount of payment and the dates that your payment is for. Please have a staff member initial your envelope to verify the deposit. Deposit boxes are located in each classroom.

Payments can be made weekly or monthly. If you choose to pay monthly, payment is due the 1st day of each month for that month. If you choose to pay weekly, payment is due at the beginning of each week.

Post-dated cheques are accepted. Cheques are made payable to "Elmwood Child Care Centre". There will be a \$30.00 NSF fee for cheques returned. In order to prevent financial loss, parents are required to give 10 days notice of withdrawal.

Receipts - Will be issued with each payment. Tax receipts will be issued for income tax purposes at the end of January.

Holidays

The Centre is CLOSED on the following holidays:

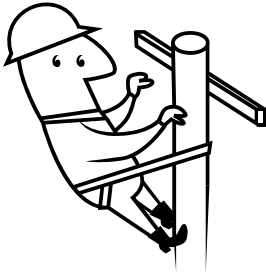


Thanksgiving, Remembrance Day, Good Friday, Easter Monday & Victoria Day

Note: There will be no preschool when school finishes for Christmas Break and it will begin again when school starts after the New Year (no fees will be charged to parents of the

morning preschool program for the Christmas closure). There will also be no Morning Preschool during the week of March Break .No fees will be charged for this week.

Power Outage Policy



Due to liability, the centre will not open if there is no power. If there is a power outage before the centre is open, Nova Scotia Power will be contacted to see how long before power can be restored. If power is not going to be restored within one hour, the centre will not open for that day. All families will be notified about a cancellation due to a power outage by phone. To prevent financial loss to the centre, fees will be charged in the unforeseen event of a power outage.

Illness / Exclusion Policy



The centre expects children who are ill to be kept at home. If your child becomes ill while at daycare, your child will be isolated and supervised until you arrange for pick-up. In case of an emergency such as cuts requiring stitches, suspected

broken bones or head injuries, parents will be notified and depending on the severity of the injury, 911 may be called. As stated in the *Prevention of Spreading of Communicable Diseases Guidelines*, children will be excluded from the centre if they have any of the following: fever, diarrhea, vomiting, persistent cough, breathing difficulty or rash with fever. Children must be well enough to participate fully in the daily program, such as outdoor play. When your child returns to the centre following illness, inform your child's teacher if your child is on any medication, eating needs, sleep needs or any lingering symptoms. If your child does not meet the health criteria and thus may infect other children, your child may not be left at the centre.

Medication Policy



For all oral medications, parents must sign a medical permission form. It is the policy of Elmwood Child Care Centre not to administer any over the counter medications such as fever control medications or cough medicines, unless written consent is given by your family physician. Please DO NOT keep any medications in your child's backpack. All medications are to be kept out of reach of the children at all times and put safely away by staff.

Notes of Interest

Please call the centre if your child will not be attending preschool.



All shoes, boots and clothing are to be labeled to prevent loss. The centre is not responsible for any lost items. A lost and found box will be available for items found.



Please ensure your child had comfortable clothing in which she/he can participate freely in all aspects of the program. Every effort is made to protect your child's clothing; however, sometimes clothing becomes soiled, lost or misplaced. Please label your child's clothing and do not wear any "good clothes" that may get ruined from glue or paint.

A complete change of clothes and indoor shoes is needed each day. They can be brought daily in a backpack. If your child has an accident, soiled clothes will be sent home in a plastic bag in their backpack.



All children will be signed in and out by staff.

Please check your child's can regularly for notices, book orders, receipts, etc.

Each child will receive a monthly calendar to keep you informed on the Preschool Program. Please pay close attention to your

child's days in case preschool is cancelled due to a school in-service day.

Please read the Parent Bulletin Board on a regular basis. Our program, menu ,parent meetings agendas / minutes, and monthly calendar will be posted.

You can order children's books from the monthly Book Orders offered by Scholastic Canada. They offer books at a very reasonable price and the centre receives bonus coupons to purchase books and toys for the centre

Each Preschool Program will have a Christmas party in December and a year end Graduation in June. Notices on these events will be in the children's monthly newsletter.

**WE LOOK FORWARD TO PROVIDING YOU WITH A
QUALITY PRESCHOOL PROGRAM!**