



Parent Handbook Full Day Program

Lantz Location
1208 Highway No. 2
Lantz, NS

883-1066

Revised: September, 2011

Overview

Elmwood Child Care Centre has been serving the communities of East Hants and the surrounding area since 1996, opening a second location in Lantz in November of 2007. Each location 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. The Lantz location is licensed for 64 children .

Elmwood Child Care Centre is 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.

As owner and Director, I would like to welcome you and your child to the Elmwood Child Care Centre. As an Early Childhood Educator, starting my career in 1984, my philosophy is 'learning through play'. The programs offered are a reflection of my philosophy. My staff at Elmwood Child Care Centre looks forward to having a fun and successful experience with your child.

Sincerely,

Florence Mac Arthur
Director

Mission Statement

Elmwood Child Care Centre is a licensed child care centre that provides quality child care programs for children age 18 months to 12 years of age. These programs are taught by Early childhood Educators in a safe and nurturing environment. We are dedicated to enriching the development of children in their early years.

Philosophy Statement

Elmwood Child Care Centre believes that children learn through play and exploration of their environment and are entitled to opportunities that support all of their development. Elmwood Child Care Centre believes in fostering active learning, cultural diversity, inclusion, creativity, independence and parent involvement by providing positive interactions between children , staff ,parents ,the centre and our community.

Program

- Our programs are based on the philosophy of 'learning through play'. Each program stimulates a child's physical, social - emotional and cognitive development.
- Nutritionally sound and well balanced snacks are provided and meet 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
- The program is available each day starting at 6:45 am to 6:00 pm.

The classroom routine consists of a free play time where developmentally appropriate activities are available for the children to actively participate in. These activities will introduce and reinforce developmental skills on an individual level.

- A morning and afternoon snack time, along with lunch 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 children will be encouraged to actively participate in discussion of the weather, calendar and our theme.
- A quiet time for sleep or rest is offered each day after lunch.
 - 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.

- A 45 minute Outdoor time is scheduled for both the morning and afternoon.
- **A copy of each classrooms Daily Program Plan and Routine is posted in every classroom for parents to view.**

Behavior Guidance Policy

At Elmwood Child Care Centre, we recognize that children have different personalities and developmental levels. Staff will consider the following techniques for positively guiding children in learning appropriate behavior.

- 1) Adopt a positive attitude towards the children which include enjoyment of and respect for the children as individuals
- 2) Set clear , concise, fair and consistent limits
- 3) Redirect inappropriate behavior, telling a child what can be done rather than what cannot be done
- 4) Reinforce positive behavior
- 5) Initiate a brief ‘Time Out’ (one minute per age of the child).Children will not be isolated, but may be removed from an activity for a brief period of quiet time
- 6) Staff, volunteers and care providers do not offer food to reinforce positive behaviors
- 7) Staff, volunteers and care providers do not withhold food as a consequence for inappropriate behavior
- 8) Food is not to be used as a reward for completing a task or finishing a meal (ie: dessert will not be withheld if the child does not finish the main meal.

If inappropriate behavior continues, you will be asked to discuss the matter with your child.

This policy is consistent with the Nova Scotia Dept. of Community Services Behavior Guidance Policy Manual posted on the Parent DCS Information Bulletin Board.

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. Please do not put the Director in the uncomfortable position of asking for late or overdue payments.

Cost per day:
\$30.00 Toddler
\$29.00 Preschool

Portable subsidies are also available from the Department of Community Services for families who qualify. Please inform the Director if you want information about Portable Subsidies.

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, should a second cheque be returned we will require all future payments be made in cash.
- 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 by the end of February.

The Centre is CLOSED on the following holiday (days)

- Labor Day
- Thanksgiving Day
- Remembrance Day

- Christmas Eve
- Christmas Day
- New Years Eve(early closure @ 12:00)
- New Years Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday(August)

*The centre will operate on a half day on December 31st (early closure @12:00 pm).

Late Fee Policy

The centre closes at 6:00pm. Staff is off duty at that time and the centre should be exited. Please arrive at the centre before that time so you will have time to discuss your Childs day and prepare for departure in a timely matter.

A late fee will be applied if you are late. It is the policy of Elmwood Child Care Centre to charge a late fee of \$5 for the first 10 minutes and \$5 for every 5 minutes late thereafter. You will be asked to fill out a late fee slip and payment is to go directly to the staff that had to remain late.

To discourage consistent late pick ups, after a child has been left late three times (genuine medical incident excluded) the parents may be given two weeks notice of withdrawal to make alternate daycare arrangement for their child

Centre Closure Policy (Storms & Power Outage)

- 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.
- Every attempt will be made to operate as usual on storm days. In the event of a storm developing in the middle of the day, in the best interest of the children, we ask that you pick up your child in a timely manner. This will allow children and staff to get home safely.
- The centre does reserve the right to close early, as weather conditions warrant.
- To prevent financial loss to the centre, fees will be charged in the unforeseen event of a power outage or early closure.

Medication Policy

- All medicines must be prescribed by a doctor. This means a pharmacist's label must be attached to such drugs as cough medicines, decongestions, and fever control showing that your doctor had prescribed them for your child.
- No medicine will be given if it has been prescribed to another family member.
- No outdated medicines will be given.

- A medication form must be filled out and signed by the parent/guardian and staff. These forms are available from your child's teacher.
- Please do not leave medication in your child's bag.

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 -38C or 101 F
- Diarrhea –defined as very loose bowel movement twice within one hour
- Vomiting
- Persistent cough
- Breathing difficulty
- Rash with fever

Children must be well enough to participate fully in the daily program, such as outdoor play.

The Department of Community Services and Public Health Department have issued very specific procedures on this matter. The Centre is bound by these regulations.

As per their directives:

- Children must be symptom free for 24 hours
- Staff are required to check children on arrival for signs of illness
- Children with symptoms that may spread disease will not be permitted to stay at the centre. You will be called to pick up your child
- **Parents are asked to call the centre before 9:00 am stating the reason for absence and symptoms if your child is ill. Staff need to keep a record of illness/absence on their attendance sheets.**
- 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.
- A copy of **Strategies for Prevention of Spreading of Communicable Disease** from the Dept. of Community Services is posted on your Parent DCS Bulletin Board. Also posted is the centre's exclusion policy.

This policy is posted on the Department of Community Services Bulletin Board located in the main entrance.

Nutrition Policy

- Elmwood Child Care Centre offers a 4 week rotation menu. Snacks and lunch are based on Canada's Food Guide and follow the standards for food and nutrition in regulated child care settings.
- The centre has to follow the standards for Food Safety when purchasing or receiving food donations from an outside source, such as a caterer or parent. The food **must be** from an establishment permitted by the **Department of Agriculture** and comply with the food and beverage nutrient criteria. All foods need to include a list of ingredients and any special instructions for preparation and storage.
- Elmwood Child Care staff are responsive to the children's cues and will provide snacks and meals outside the regular schedule as required. Also, all meals times are very relaxed and provide a wonderful time for social interactions. Staff will always sit and eat with the children during meal times and encourage the children to serve themselves. Children are never forced to finish food that has been served and food is never withheld for inappropriate behavior.
- When medical, religious or cultural beliefs require a child to bring food from home, foods must be labeled with the child's name and refrigerated if needed.
- Staff will encourage children to respond to hunger and feelings of fullness and children are not forced to finish food that has been served.
- Staff will create a relaxing and enjoyable meal environment for the children.
A copy of the menu is posted in the centre's entrance.

Breastfeeding Policy

Elmwood Child Care is committed to providing ongoing support to breastfeeding mothers. Breastfeeding has been shown to be the superior form of infant nutrition, providing a multitude of health benefits to both infant and mother. Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. A comfortable space will be provided for all nursing mothers.

The centre has information available on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding and nutrition will be on display in the centre.

Transition To After School Program

Due to the limited number of spaces and slow turnover in our After School Program, space is not guaranteed. Every attempt will be made to transition your child to the After School Program from the Full Day Program, however, if you would like them to attend when they start school it is important to advise the Director if you are interested in this option. Priority will be given to children with siblings already enrolled in the After School Program.

Staff Concern

- In cases of any concern from parents about any staff member the parents will discuss the matter directly with the Director.
- If the concern continues, a meeting will then be set up among the parents, staff and director.

Staff of Elmwood Child Care

The Owner /Director

The Owner/Director (Florence Mac Arthur) manages all aspects of the Centre.

- The Director is responsible for the hiring, supervision, evaluation and dismissal of staff.
- The Director is responsible for managing all financial aspects of the centre, including invoicing parents for monthly fees.
- The Director is responsible for ensuring that the Centre conforms to all licensing requirements as established by the Nova Scotia Department of Community Services.
- The Director is responsible for supervising and monitoring classroom programs.
- The Director represents Elmwood Child Care Centre Centre in a professional manner within the Early Childhood Field and the community

Assistant Directors

- Each location has an Assistant Director
- The Assistant Director is to undertake such other duties and responsibilities of the Director in her absence
- The Assistant Director is to maintain an effective working relationship with Director and staff
- The Assistant Director is to support and direct staff as agreed by the Director
- The Assistant Director also works in the Morning Preschool/After School Program as an Early Childhood Educator
- The Assistant Director represents Elmwood Child Care Centre Centre in a professional manner within the Early Childhood Field and the community.

Teaching staff

- The teaching staff is responsible for the day-to-day education and care of the children.
- The teaching staff is responsible for planning and implementing activities that are developmentally appropriate and are based on the needs and/or interests of the children, setting realistic behavior expectations for each child, and maintaining a safe and healthy environment.
- The teaching staff complete semi-annual Progress Reports(Humanics National Child Assessment Forms) for each child and facilitate Parent/Teacher meetings for the purpose of discussing the children's development.(held each May)
- All permanent teaching staff is trained in Early Childhood Education and maintains a valid First Aid/CPR certificate.

Support Staff

- The centre employs a part time cook .The cook is responsible for preparation of lunch and snack foods, in accordance with Centre policies. The cook is required to maintain the Food-Handlers course, as recommended by the provincial Department of Agriculture and Fisheries, the government body which inspects and licenses our food services.
- The Centre employs a part-time bookkeeper who works with the Director on matters related to payroll, the monthly, quarterly and year-end financial statements, monthly parent fee invoices and annual receipts, and accounts payable.
- The Centre employs an evening cleaner to maintain the cleanliness at both locations
- The Centre maintains a list of substitute teachers to work in the classrooms in the event of a staff absence.
- The centre employs support teachers (funded by the Dept. of Community Services) to provide support to the classroom teachers.

Elmwood Child Care Centre is also pleased to support the field of Early Childhood Education by providing practicum opportunities for Student teachers. Any new students coming to the centre will be introduced in your monthly newsletter.

- **The following items of interest are posted on the DCS Bulletin Board in the entrance of the centre:**
- A copy of the Daycare Act and Regulations
- A copy of our Parent Handbook
- The license for the centre
- A copy of the centres most recent inspection by the Department of Community Services and The Department of Agriculture
- A copy of our Behavior Guidance Policy,
- A copy of our Menu

- Recent minutes from our *Parent Committee* Meeting and a list of the current committee members.
- Notification of funding provided by the Minister of Community services and any information required by the minister.

Notes of Interest

- Please call the centre if your child will not be attending for the day or if they will be arriving after 9:30am. This is ensuring accurate numbers for lunch preparations. The centre's number is 883-1066.
- Please do not leave your child unattended. Make sure a staff member is aware that your child has arrived.
- All shoes, boots and clothing are to be labeled to prevent loss. 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. The centre is not responsible for any lost items or damaged clothing due to creative activities. A lost and found box will be available for items found.
- Blankets and mat cover will remain at the centre and washed on site.
- A complete change of clothes and indoor shoes is needed each day. 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.
- When you pick up your child please ensure the staff knows that you have your child and are leaving.
- Please check your child's can regularly for notices, book orders, newsletters, receipts, etc.

WE LOOK FORWARD TO PROVIDING YOU WITH A QUALITY DAYCARE PROGRAM!

