

PARENT HANDBOOK
Glendale Early Learning Child Care Centre
1-A Caroline Street
St. Catharines, ON L2T 3E9
(905) 346-1301
glendale@vaxxine.com

ADMISSIONS

Children from eighteen months to six years of age will be admitted for full day care.

Each child must submit an up-to-date medical form and proof of immunizations prior to admission. Parents must sign a Registration form, DPS form (Development Preschool Screen) and Niagara Region Child Care Health information form. At least two week's notification of withdrawal is appreciated.

FEES

Fees are payable in advance weekly or bi-weekly on Monday or Tuesday mornings.

Fee schedule is as follows:	Per Week
Full Day – 18 months to 30 months	\$200
Full Day – 30 months to 5 years	\$180

Subsidy is also available through Niagara Region, 905-984-6900.

Cheques only please.

N.B. Full fees will be charged for each week, regardless of the child's absence, or the occurrence of a statutory holiday. Fees will also be charged in the case of a snow day or other circumstances beyond our control. Fees will be waived for two week holidays per year, after the child has been in attendance for 6 months. If the child is temporarily withdrawn, we cannot guarantee that space will be available if you wish to return. Failure to pay fees will result in the withdrawal of care. Please note tax receipts will be provided for every payment made. Remember to keep your receipts for tax purposes, as these are the only copies that will be issued.

HOURS OF CARE PROVIDED

The Centre will be open from 7:30am to 5:30pm Monday through Friday. Although the centre is open from 7:30am until 5:30pm, it is expected that a child will be in the Centre for not more than 8 ½ hours. It is very difficult for a small child to be in a highly social situation for longer than this.

STATUTORY HOLIDAYS/CLOSURES

Our child care centre is closed on the following holidays:

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|-------------------|----------------|
| *New Year's Day | *Family Day |
| *Good Friday | *Easter Monday |
| *Victoria Day | *Canada Day |
| *Civic Holiday | *Labour Day |
| *Thanksgiving Day | *Christmas Day |
| *Boxing Day | |

Fee payment is required for all statutory holidays.

SNOW/EMERGENCY CENTRE CLOSURES

An emergency closure could be a result of, but is not limited to: power loss, heat loss, water loss and/or staff requirements from Child Care and Early Years Act. In the event that there is an emergency centre closure during operating hours, every effort will be made to contact parents/guardians or emergency contacts. Full fees will apply. In the event that there is an emergency closure prior to the centre's opening hours, every effort will be made to notify parents by phone as early as possible.

MEALS/NUTRITION

Our program offers a variety of nutritious foods for lunch and snacks. Food selected promotes good health, incorporates Canada's Food Health Guide and provides an opportunity for children to try new foods and establish ongoing positive eating habits. Weekly snack menus and monthly lunch menus are posted for your information. Given that some children have food allergies, the program cannot accept donations of food or beverages from outside sources. Glendale Early Learning Child Care Centre is a **nut-aware centre**.

PARENTS' RESPONSIBILITIES

Each article of clothing must be marked with the child's name, including boots. The child must be dressed appropriately for outdoor play each day. I.e. splash pants in the spring/fall, snow suits in the winter.

If the child is ill, they must be kept at home, or alternative arrangements made for their care. If your child has vomited or has diarrhea or a high fever, they are to stay home for at least 24 hrs after the last episode.

We will not dispense medication for the child unless a chronic condition exists, i.e. Asthma or Anaphylaxis. In this case, the medication must be brought to us in its original container, with the doctor's instructions for dosage, etc. A medication administration form and an Anaphylaxis Emergency Plan form must be filled out and signed by parent/guardian. Parents are asked to arrange for an interview

with the Supervisor if there are any special health concerns or any other problems.

If an emergency arises and the parent will be late picking up the child, we ask that we be notified. We would also ask to be notified regarding absences or illness. The child must be brought in by 10:00am. Sleep time is from 12:00pm to 2:00pm. Please arrange to pick up the child around these hours, to keep their schedule consistent. We would also ask that you bring in and pick up your child as close to the same time every day as possible, as routines are very important to the child in their early years.

Children will be released only to person(s) specified on the registration form, unless we are otherwise notified.

All messages can be left with staff and they will relay to supervisor. Any special needs or problems must be discussed with the supervisor. If you wish an individual interview regarding your child's progress, please call for an appointment.

Personal toys, books, etc. are difficult to share. We have ample play materials here at the Centre. Personal belongings should be left at home.

LATE POLICY

The centre's late policy is as follows:

A late fee of \$5.00 will be charged for the first 10 minutes (or any part of 10 minutes) and an additional \$5.00 for every 10 minutes following.

BEHAVIOUR MANAGEMENT

We believe that children learn best when they are given reasonable limits, freedom to choose, and when the adults are loving, firm, and consistent. No corporal punishment, derogatory comments or restrictive measures will be used. Discipline will be planned to assist the child to become a self-disciplined person through the use of choices and logical consequences.

A prepared environment will allow the child to learn through play and through guidance by a highly qualified, caring staff. The child will be placed with children at their own development level and will proceed at their own individual rate of growth and development.

LICENSE

Glendale Early Learning Child Care Centre, is licensed by the Ministry of Education. The license is renewed yearly and on display in the Centre.

STAFF and STUDENT SUPERVISION

All staff members hold a diploma in Early Childhood Education and are RECE certified. The staff also has their First Aid and CPR updated, as well as Criminal References and Vulnerable Sector checks. The cook, supervisor and assistant supervisor have a Food Handler's certificate.

We do not have volunteers at our centre but we do have students from the Early Childhood Education program at Niagara College. No child is to be supervised by a person under 18 years of age. Students are to be supervised by a staff member at all times and students will not be counted in the staff ratios.

OUR PHILOSOPHY OF LEARNING

As Registered Early Childhood Educators, we believe that a child has some basic educational needs and at Glendale Early Learning Child Care Centre, we strive to meet these needs.

1. A need to grow toward independence and self reliance.
2. A need to have a sense of initiative, imagination and courage to face the situation.
3. A need to feel a sense of accomplishment.
4. A need to develop trust in the world and people in it.
5. A need for sense of personal growth.
6. A need for sense of closeness and belonging.
7. A need to grow in language and cognitive skills.
8. A need for outdoor activities.

We plan the environment so that the child will learn through play. Each child is allowed to proceed at their own development level. Staff do not expect too much of them, but at the same time, lead them to accomplish each new task as they become ready for it. Staff/child ratios allow for a great deal of individual attention and affection, so that the child will feel comfortable in their world.

If the child is given many opportunities to experience the world around them, they are prepared for academic learning when they reach the appropriate stage of development.

BOARD OF DIRECTORS

The Board of Directors of Glendale Early Learning Child Care Centre, consists of a cross section of various disciplines as well as representatives from the community, parents and the Supervisor, as a staff representative.

Maria Aindow, Supervisor and Tracy Booth, President of Board of Directors



WAYS TO LOVE A CHILD

Give your presence. Laugh, dance and sing together. Listen from a heart space. Encourage. Understand. Allow them to love themselves. Ask their opinions. Learn from them. Say yes as often as possible. Say no when necessary. Honour their no's. Apologize. Touch gently. Build lots of blanket forts. Open up. Fly kites together. Lighten up. Believe in possibilities. Read books out loud. Create a circle of quiet. Teach feelings. Share your dreams. Walk in the rain. Celebrate mistakes. Admit yours. Frame their artwork. Stay up late together. Eliminate comparison. Delight in silliness. Handle with care. Protect them. Cherish their innocence. Giggle. Speak kindly. Go swimming. Splash. Let them help. Let them cry. Don't hide your tears. Brag about them. Answer their questions. Let them go when it's time. Let them come back. Show compassion. Bend down to talk to little children. Smile even when you're tired. Surprise with a special lunch. Don't judge their friends. Give them enough room to make decisions. Love all that they do. Honour their differences. Respect them. Remember they have not been on earth long.