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## Parent Hand Book

## Mission Statement

Commitment to the Child

Support Families

Provide Quality Care

The mission of Spring Roots Early Learning and Child Care Centre is to provide safe, high quality early learning and care for the children and families of Fredericton and the surrounding community. In doing so, we support families in their efforts to reach their goals. Spring Roots E.L.C.C.C provides an interactive program for children ages six months to five years. We will provide a natural safe, environment where children are encouraged to engage in activities and develop at their own pace. The Educators are committed to the families we serve, providing caring support, inclusion and loving encouragement.

## Our Philosophy Statement

At Spring Roots E.L.C.C.C, we are committed to the promotion and delivery of quality child care. We strive to facilitate and provide high standards in our integrated approach by providing a service to families of young infants and children. We believe that each child is a unique individual, develops at different levels, and learns through active investigation and discovery of their natural environment through hands on play based activities. Programs are based on modern theories of child development that state that there is a natural universal development sequence of growth. This cultivates a solid base of development of character and self esteem for them to build upon throughout their lives. Our Centre is devoted to young children and growing families. Our educated and experienced staff will work in collaboration with the New Brunswick Emergent Curriculum Framework, through observation and documentation of children's play by using the E.L.E.C.T framework; program planning will emerge from the child's interests and will provide learning experiences through various small group plays where learning will occur naturally. Our Programs will focus on the child's essential development of Root skills in these Domains; emotional and social diversity, building self awareness through communication and Literacy, cognitive problem solving, Physical development, Well Being, Play and Playfulness. The Environment will play a large role and activities in the Program will be reflective of the theories of; Jean Piaget, and Loris Malaguzzi- the Reggio Emilia approach.

The Curriculum can be accessed here: <http://www.sepenb-eccenb.com/>

Hi Mama App: <https://www.himama.com/how-does-learning-happen-ontario-pedagogy-early-years>

# Vision, Values and Goals

## The Image of the Child

At Spring Roots E.L.C.C.C the image of the child is at our core belief. We believe that children are active constructors of their own knowledge. They can explore and initiate their own learning based on an emergent natural curiosity. Children learn from other children, family, teachers, society and the environment. The child is resourceful, curious, competent, imaginative, and has a desire to interact with and communicate with others. "Children have the right to Imagine. We need to give them full rights of citizenship in life and society" Loris Malaguzzi Founder of the Reggio Emilia Approach.

## Values

### Modern Early Childhood Education

Spring Roots E.L.C.C.C is mostly influenced by the Reggio Emilia Approach and will model our center on those Philosophies in our ongoing work with children on a daily basis. Above all, we will use the best developmentally appropriate practices according to current early childhood research. We will be using a tablet application system for updating parents on the day's events and for documentation purposes. Access accounts will be private and family only protected. <https://www.himama.com/>

### Continuous Parent Teacher Communication

**Parent involvement** is an essential component of our program. We consider parents not as consumers but as co-responsible partners. It is in their right to participate and our expectancy to support them in any way, as their involvement can take many forms and can ensure the welfare of all the children in the program.

Parents are welcome to visit their children at the Centre anytime. Doors will be kept locked for safety reasons but you are certainly invited in. Nap time/quiet time will be from 12:30pm – 2:30pm so if you can try to avoid this time it would be best, as to not disrupt the other children.

We encourage any parents or grandparents who are interested in volunteering at the Centre to speak to the director to make arrangements. It is also wonderful if you are able to accompany your child on field trips and outings, Bring in materials or offer your knowledge to any group of children who are focusing on any particular subject that may be in your strong suit.

Our staff is very willing to discuss any suggestions or concerns you may have regarding your child's care. Please feel free to contact us at any time. Arrival and departure times are usually busy and not very private so it is best if you call during the day to speak to staff over the phone or to set up an appointment time convenient for both parties. You may also contact us through email. It is best to first speak with your child's primary educator if you have a concern. Please contact the director if you continue to have concerns or unanswered questions.

## Interactions & Relationships

We promote positive interactions; we encourage respectful pro active and positive communication with teacher/child interactions, teacher to teacher, and teacher to parent collaborations. We promote an all inclusive program, ethno-racial and linguistically diverse families are welcome. This will enrich our program, strengthen our community and help widen global awareness in children.

## Health and Safety

Spring Roots E.L.C.C.C follows NB Health and safety standards. Our food is prepared in a controlled area and monitored closely by an experienced cook. We take extra care in preparing fresh meals daily. We also encourage parents to use reusable containers when sending snacks to school.

# Professional Development Goals

Learning and Growing together through reflective practices we are working towards the following:

Our Overall goal is to provide a safe and nurturing environment where children and parents feel welcome.

The key elements in a Reggio Emilia Approach to Early Learning are as follows;

- Cooperation and Collaboration between staff members, parents and children
- **The Atelierista**- a person Trained in the visual arts will work with the teachers and children one to two times a week.
- **Documentation** – The critical part of early learning is documenting by;
  1. Transcripts of children's remarks and discussions
  2. Photographs of activities in and around classroom
  3. Art Media representations of group experiences, murals, sculptures, paintings and drawings - This also helps parents become more aware of children's learning and development and provides an invitation to contribute and be involved.
    - **Projects**
    - **Environment**

## Hours of Operation

Our Centre is open Monday – Friday from 7:30am to 5:30pm. If you require early drop off or late pick up times contact the director. Arrangements may be possible depending on the demand for these services.

The Centre is open 52 weeks of the year. We will be closed on the following holidays: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, New Brunswick Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Eve (closing at noon), Christmas Day, Boxing Day and New Year's Eve

(closing at noon). When a holiday falls on a weekend, the Center will be closed the following Monday or previous Friday. If emergency closures are necessary you will be notified as soon as possible (power outages, extreme weather, etc.) We are closed for one week (Usually the last week of July-first week of August) and for a PD day the Friday before the Labour Day weekend. Please make sure you are here in time to speak to staff, dress your child, gather their belongings and be ready to leave by 5:30, as that is when we will be closing. When arriving, it is the parent's responsibility to remove your child's outside clothing, put on your child's inside shoes, wash their hands and accompany them to their classroom.

Our Centre does have a Sign In /Sign Out Policy. Please make sure you sign your name or initial and record the time when your child arrives and again when they depart each day. It is also very important that we have written consent as to whom your child is permitted to leave the Centre with. We will only allow children to leave with those who are listed and we may require them to show a picture ID before they are allowed to pick up your child. We will not release your child to anyone unless we are notified in person the day before or day of or by phone.

You are required to notify the Centre by 8:30am if your child will not be attending that day. Please make sure your child arrives by 9:00am as programs will be beginning. If your child's class has left for an outing before you arrive, you will be able to leave your child until they return, but they will have to stay under supervision in the office.

Please be considerate in honouring the Centre's hours of operation. If an emergency arises, contact the Centre as soon as possible to make us aware that you may be late coming to get your child. There will be a \$5.00 fee for every 15 minutes past 5:30pm, which will be due by the end of the current week.

To help with our program planning, please let us know at least two weeks in advance, if possible, if your child will be away for an extended time such as family vacations.

## Enrollment

When you contact the Centre, we will set up an interview time for us to discuss your child care needs. Please have your child come with you to the interview so we will have a chance to meet and show them the facility as well. Space is limited, so your child's name may be put on a wait list. The Centre only provides full time care and does not have any availability for part-time childcare. Once a space becomes available for your child, you will be required to submit a signed form found on the last page in the Parent Handbook, a Child Profile form, all required Government forms, and a deposit equal to two weeks payment. This deposit will be applied to your child's first two weeks of care at the Centre and is non-refundable. All information pertaining to your child will be kept confidential.

We require two weeks written notice (email is acceptable) if you no longer require care at our Centre. You will be required to pay for two weeks of childcare from the time notice is received beginning with the next pay period. If notice is not received, you will be required to pay for two weeks after your child has left the Centre. If for some reason we are no longer able to provide you with childcare, you will be given two weeks written notice and the situation will be discussed with you.

## Fees

- **6 months – when move into 2-year-old class: \$200.00/week** \*\*children will move into the two year old group once a space becomes available after they have turned two\*\*
- **2 – 5 years: \$180.00/week**

Prices include the noon meal once your child is on table food. Payments for all programs are due in post dated cheques in six months intervals. These cheques are due to the office on Aug.15<sup>th</sup> and Mar.15<sup>th</sup> of each year. Please ensure they are in on time to avoid late fees. Cheques are to be dated for every other Friday with payment being for the following two weeks. Check with office for the dates to be put on these cheques. **Late payments will result in a \$10.00/day fee**

**until payment is made.** There will be a \$20.00 charge for NSF cheques and more than two in a calendar year may result in your child's space being replaced at the Centre. There will be no adjustments made for any reason: vacations, illness, storms, power outages, etc. Receipts will be provided annually or upon request.

Extra fees may be required for field trips. We will attempt to keep these expenses low and you will be notified in advance.

## Nutrition

### **WE ARE NUT FREE**

Spring Roots Early Learning & Child Care Centre is dedicated to providing very nutritious food for the children. All noon meals are provided by the Centre and are prepared fresh daily. Children are required to bring morning and afternoon snacks and drinks. These should include nutritious nut free snacks and drinks. We encourage and discuss healthy eating habits with the children. We also involve them in the preparation of certain meals and have many kitchen craft activities. The children are able to see into the kitchen and watch as meals are prepared.

## Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs when the body's immune system overreacts in response to the presence of a particular allergen which, is perceived as a threat. The whole body is affected, often within minutes, of exposure to the allergen. The result can be fatal. Some common allergens/substances that can cause anaphylactic reaction are: peanuts and peanut products, tree nuts, walnuts, hazel nut, pecans, almonds, cashews, sesame seeds and oil, cow milk, eggs, fish, shell fish, bananas, kiwi, avocado, chestnuts (latex)wheat, soy, legumes, any seed pod.

Spring Roots Early Learning & Child Care Centre will work with the individual needs of the child to reduce the risk of exposure by ensuring that the allergens are eliminated if possible. All Clients, Staff volunteers and students will be kept up to date with any restrictions as we will keep a sign posted outside the main



entrance. Information will be sent home in form of a news letter. A form will also be filled out at the time of admission and an individual plan with the proper procedure will be developed. The plan and child' photo will be posted for all staff. Staff will receive training and will sign a training completed form.

## Illness

If your child will be absent due to an illness please notify the Centre by 8:30am and let us know the reason that they will not be attending. This will help to control the spread of illness throughout the Centre. Also, please be very careful not to send your child if you think they may have something contagious. Your child will need to stay home if they experience vomiting, diarrhea, fever (exceeding 100 degrees), anything contagious, rash, mouth sores, infections, infestations, or if they are too ill to participate in normal activities. If your child has any of the above symptoms or has begun medication, they will need to stay home for at least 24 hours to prevent other children from becoming ill.

If your child becomes ill while at the Centre, you will be contacted. Your child will wait for you in the office and you must pick them up within one hour. You will be required to fill out a New Brunswick "Potential Illness Form" Which will indicate the amount of time your child will be excluded from childcare. Please note that most communicable illnesses are considered cured after 48 hours of symptom free exclusion.

The Centre is required to have a copy of each child's immunization records. Please provide updated immunization information so we can keep records current. A waiver must be signed by parents who choose not to immunize their children.

Medication will only be given to children if brought to the Centre by a parent/guardian. It must be labelled with the child's name, name of the physician, instructions, and be in the original container. We must also have written consent to give any prescribed or over the counter medication.

**Medication must never be left in a child's cubby(hook) or book bag.** We require a signed consent medication form for emergency care and transportation in the case of sudden illness or injury. Please let us know if your child has been

injured at home so we will know it didn't happen while under our care. We will notify you if your child is hurt in any way while with us.

The Centre does take extreme caution and makes every effort to keep children healthy and safe. We will be doing everything possible to protect your child so they can learn, grow, and enjoy their days at the Centre .

## Emergencies

The Centre will have a monthly fire drill as per government regulations. The children will leave the building with their classroom educator and go to the outside play area. Attendance and exit times will be recorded. Alarms systems will also be checked on a yearly basis. In the case of a fire, the children will be taken to Wendy's restaurant on Main St. **It is very important that we are kept up to date with any changes in phone numbers and addresses as we need to know where you can be reached at all times while your child is in our care.**

## Transportation

Field trips can be very educational and fun for the children. These may involve trips to parks, skating, library, apple picking, etc. Children may be away from the centre for walks, etc. during the day. If your child is going on a special field trip, you will receive written information ahead of time. The children may be using public transportation. If you can't attend a field trip that requires parent volunteers for transportation, you will be notified so you can make other arrangements that you are comfortable with. If your child can't attend, you may have to find alternate childcare during this time.

If your child will be arriving or leaving in a taxi, you must fill out the "Use of Taxi" consent form. The name of the company and driver must be given, in written form, to your child's educator. The driver will be required to come into the Centre to get your child and show proof of ID before leaving the Centre and Sign a release form. The Centre is not responsible for your child once they have left the building.

Please use **extreme caution** when entering or exiting our parking lot, as there will be many children coming and going at early morning drop off and late evening pick up.

## PHOTOGRAPHS

Part of the curriculum here at the Centre involves taking pictures for your child's individual portfolio. Your child's picture may also appear in another child's portfolio. \*\*\*Photographs **will not** be posted on public sites, such as Facebook\*\*\*

## Sample Daily Schedule

- 7:30-8:45: Open Play/ Children's Choice/ arrival
- 8:45-9:00: Monday, Wednesday, and Friday – “Morning Opening” for all ages (singing, finger plays, puppets, etc.)
- 9:00-9:30: Gathering Time in individual classes
- 9:30-10:00: Wash up/ morning snack/ ready for outside
- 10:00-11:00: Outside activities (3 years and under), group activities (prekindergarten)
- 11:00-11:30: Group activity (3 and under), outside play (prekindergarten until 11:45)
- 11:30-12:30: Lunch
- 12:30-2:30: Nap/Quiet time (3 years and under)
- 1:00-2:00: Quiet activities (prekindergarten)
- 2:00/2:30-3:30: Group activities and afternoon snack
- 3:30-5:30: Outside activities/children's choice/ departure

## \*Labeled \* Personal Items

All children will have cubbies and/or hooks of their own. Please make sure that your child has a complete change of clothes including socks and underwear at the Centre and check these items regularly in case they need replaced due to weather changes, size change, or if they have been used. Children will also need appropriate outside clothing as they will be outside most days.

\*\*All children need to bring a 1" three ring binder to leave in the class. This will be used as a type of scrap book for parents to have some memories of their child's days at the Centre.

**Please ensure all items from home are labeled with your child's name.** (lost items if they are not labeled may not be found).

Children who nap will need a large pillow case that is labeled, which will hold a **small** pillow and blanket (provided from home). Electronics are not permitted at the Centre.

TOYS FROM HOME\*\* As we promote non commercial play in an all-natural setting we discourage commercialized toys for play in our childcare centre. Apart from child led interest, sometimes we may have a time of play designated for that interest to take place.

All personal belongings can be kept in your child's cubby and please check cubbies daily for crafts your child has made and would like to take home. Also check for items that need to be washed or replaced.

## Outdoor Play

All children will be outside every day, morning and afternoon, for a minimum of two hours daily as stated in the Child Day Care Facilities Operator Standards section 8.1.1 for New Brunswick daycares. This makes it very important to dress your child appropriately every day of the year. Cold weather is not considered unhealthy for children as long as they are dressed properly. The children will stay inside if the temperature (with wind chill considered) is below -18 degrees or above +31 degrees (with humidex considered). We will keep informed through

Environment Canada at 451-6001. Children may not play outside for the full hour if they appear uncomfortable due to the weather. Coming in early is up to the discretion of the director when weather is not ideal. During the winter months please insure your child has warm Snow pants, Snow jacket, warm boots, extra socks (2 pair), 2 pair of mittens, and a warm hat. Wet clothing will need to go home each night to be dried for the next day. During the summer please ensure your child has sun block, sun hat, sun glasses, and cool clothing. If your child arrives for the day without proper clothing they will not be permitted to stay. You will have to take them with you to get the clothing they will need for outdoor play. Children ultimately gain knowledge and skills through exploring the outdoor environment, we want them to be comfortable and dry to enjoy their outdoor time and experience all that nature has to offer them.

## Reduce, Re Use and Recycle

Each of us generates a staggering 383kg of solid waste each year, according to Stats Canada. Much of our packaging is made of plastic, which does not breakdown. Spring Roots Early Learning & Child Care Centre is committed to doing its part to promote sustainable environmental practices. We provide a recycling bin for recyclable garbage but we encourage parents to send garbage less snacks and reusable containers for drinks. Food items can also be packed in reusable containers. A compost bin is used for compostable "waste", such as fruit peelings which will be used for our gardening program.

**Think.** Be a smart shopper and think about what you are buying and when it will be eaten. Wasting food is often a subconscious act – become aware of how much food you throw away. Plan meals and use shopping lists. Bring your leftovers home from restaurants in reusable containers.

**Eat.** Become a more mindful eater. Request smaller portions and become a leftovers guru.

**Save.** Save your food, save your money and save the environment. Donate to food banks and become a conscious consumer

# Celebrations

Birthdays are a very exciting time for children and we feel it is important to make every child's day special. On your child's birthday they will definitely be the special person that day. We would ask that if you are bringing in a treat for the group of children and your child for a celebration that the dessert or treat is Allergy Friendly. Please speak with your child's Educator and arrange it with them. We also ask that if your child is having a birthday party that you give out invitations discretely or better yet, include the whole class.

# Behavior Management

Behavior guidance strategies are effective only within the context of the entire curriculum. Many undesirable behaviors can be prevented by ensuring that all the curriculum components are of a high quality. Within the components of the staff, environment, program, parent involvement and evaluation there are strategies that can be used to prevent behavior problems.

- The staff; can establish a positive relationship with the children, have reasonable expectations and communicating them to children.
- The environment; is set up with health and safety standards in effect with the appropriate use of space.
- The program; is planned by the observed children' interest with the variety of developmentally appropriate activities and follows a daily routine.
- Parent Involvement; is ongoing information sharing with parents, opportunities for parent meetings to share resources.

The Educator is to act with caution, care and respect when enforcing limits.

Child Day Care Facility Operator Standards 10.1 /10.2/ 10.3

As the Director I will review and have workshops on Intervention Strategies; Problem solving approach. As situations arise and at the time of employment interview, signed document.

## **CHILD ABUSE AND NEGLECT PROTOCOL:**

Our staff is required by law to report to authorities any signs of physical, emotional, or sexual abuse towards children. If any of these are suspected, staff

will contact parents and the reasons for concern will be documented and kept in your child's file.

## Extra Information

- Please remember **smoking is not permitted** on the premises at all.
- **Hot drinks of any kind are not permitted** in the children's rooms.
- Please sign and return the following page indicating that you have read and are willing to agree to all the terms in the Parent Handbook.



PLEASE SIGN AND RETURN THIS FORM UPON REGISTRATION.

I \_\_\_\_\_ (print) \_\_\_\_\_ have read and agree to the terms and conditions of the Spring Roots Early Learning and Child Care Centre Parent Handbook.

I am also willing to sign all Government forms and provide the first two weeks of payment upon registration. I understand that this registration payment is non-refundable. I understand that failure to comply with all terms and conditions may result in loss of childcare with this facility.

Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Spring Roots Early Learning & Child Care centre reserves the right to modify this Parent Handbook at anytime and will post all changes on the foyer bulletin board.

May 2019