

Mount Brydges Sonshine Day Care



Parent Handbook

Mount Brydges Sonshine Day Care Centre,

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Mount Brydges Sonshine Day Care

Mission Statement

The Mount Brydges Sonshine Day Care is a non-profit centre, licensed under the Day Nurseries Act for the education, care and guidance of children. Our mission is to develop a caring community where all children can grow in a healthy, safe environment supported by qualified staff members.

Philosophy

Mount Brydges Sonshine Day Care is a nondenominational Christian childcare centre. It is our philosophy that children grow best in a secure, positive, caring, fun and stimulating environment. Sonshine Day Care uses the emergent curriculum, which is centered around play. Young children learn through hands-on experience and participation, therefore, we provide opportunities for children to select, explore, and practice various skills through a variety of materials and prepared activities.

Children use play to make sense of the world. What may look like "child's play" to an adult is actually learning in progress. During play, children become motivated and engaged in their chosen activities. They learn when they are actively involved and interested. Through play, your child will develop problem solving skills and social and communication skills including literacy. Our environment is friendly, interesting and organized. It is also flexible so that it can accommodate children's interests, experiences and needs. We do not adhere to one particular doctrine but support a Christian belief that is non-judgmental, fosters goodwill with Christian values and morals. All children are welcome - no one will be discriminated against in regards to their personal beliefs. Our day care encourages the young child's active involvement in the process of learning through diverse learning experiences appropriate to each child's developmental stage, style and preferences. We encourage children to discover for him/herself through concrete experiences. We feel that it is important for children to learn problem solving skills rather than "correct answers". We believe in the development of the whole child: social, emotional, physical, creative and cognitive. We encourage independence and tolerance, responsibility, and respect for others. We focus on social skills, early literacy skills, listening, expressing ideas as well as gross and fine motor skills.

Organizational Structure

The daycare is a registered non-profit, charitable organization administered by a board of directors. As a non-profit centre, Sonshine Day Care is required to host at least two fundraisers per year to maintain our charitable status.

Our director handles the administrative details of the centre along with overseeing the curriculum planning for the toddler and preschool programs. These programs are adequately staffed according to the provincial regulations. We also employ a cook who is responsible for the preparation of all snacks and lunches. She prepares menus using Canada's Food Guide. The menus are posted for your information on the bulletin board in the hallway just outside the kitchen. Any changes to our menu are posted on that same bulletin board.

Programs Offered

Sonshine Day Care is an inclusive centre that believes all children have the right to child care. Children with special or exceptional needs will require an individual program plan to be developed by the centre, the child's parents, and any additional professionals at the parent's consent. All efforts will be made to meet the needs of each individual child.

Sonshine Day Care is licensed for 16 Preschool children (2.5 to 5years) and 10 Toddlers (18 months to 30 months).

Each day provides opportunities for age appropriate cognitive, physical, social/emotional, language, and self-help development.

Cognitive

- Develop an ability to match, group, and identify common properties and /or relationships
- Explore what comes next in a series of objects or events
- Experiment with creative movement, dance, and rhythmic activities

Physical

- Build a positive image of their bodies by knowing body parts and functions
- Practice large motor abilities: movement, balance, body/space perception
- Refine fine motor skills by manipulating and controlling objects
- Develop methods to relax, relieve tension, and expend energy appropriately

Social Emotional

- Develop trust, autonomy, and initiative
- Gain confidence in their abilities
- Express their needs and feelings with appropriate words and actions
- Increase their understanding of and empathy for others
- Develop strategies to control impulses, join in play and resolve conflicts
- Share materials and take turns

Language

- Expand and extend their vocabularies and sentence structures
- Verbally express feelings and describe objects and events
- Make requests, ask questions, and give directions
- Respond to requests, questions, and directions of others
- Practice taking turns in conversation
- Develop understanding of, and appreciation for, stories, poems, and plays

Self-Help

- Practice hand washing, dressing etc
- Snack & lunchtime - serving, eating, and cleaning
- Make choices and decisions
- Request assistance when needed
- Attempt new and /or challenging activities
- Develop a sense of responsibility for themselves, their belonging, and their environment

Activities:

-**Creative:** painting, pasting, cutting, playdoh, etc. designed to develop small muscle development (fine motor skills)

-**Circle:** Activities at circle encourage listening, singing, sharing of information, storytelling abilities, and the use of their imaginations. It expands their knowledge of known and unknown topics as well as their language skills.

-**Outdoor Play:** The Day Nurseries Act requires that all children in attendance be provided with 2 hours of outdoor play. Consequently, we play outside in all weather conditions. Please ensure that all clothing is marked with a permanent marker.

To dress your child for outdoor play, we recommend:

Summer: sunhat, t-shirts, shorts, closed toe or sport style sandals

Winter: full snowsuit, preferably with hood, hat, mitts and neck tube
(no gloves, no scarves) warm waterproof winter boots

Spring/Fall: waterproof splash pants, waterproof rain jacket, rubber boots,
light mittens, light jacket or sweater

Centres

Young children are active learners who touch, feel, experiment and create. Centres are designed to encourage children to get involved, try out ideas, and rearrange their happenings to fit their level of understanding. Centres also encourage the development of pretend play. Research shows that pretend play is critical to a child's cognitive development and provides opportunities for children to use and learn language in social situations.

-Block Centre: The block centre will help your child learn many important things. They will be constructing buildings that represent the real world. They will be problem solving as they make decisions about the buildings and methods to use in construction. They will be working with others as they share ideas and cooperate on a project.

-Sensory Play Centres (e.g. Sand, Water, Paper): These centres provide children with opportunities to explore natural materials while learning about their world. In these centres, children can measure water, observe things that float and sink and experiment with different tools such as sifters and funnels.

-Book Centre: This is a comfortable place in our day care for young children to select books that they want to "read". These experiences nurture your child's interests in books and reading.

-Science Centre: This centre is designed to capture the interest of the young scientist (to feel the texture of things, smell, examine, and ask questions).

Dramatic Centre: Pretend play, like language, involves the use of symbols (e.g. pretend objects are used as symbols to represent real and/or absent objects.) Our facility provides well-defined and varied pretend/dramatic play areas (e.g. store, kitchen, restaurant). The housekeeping centre is a traditional pretend play area, but an essential part of the classroom. It enables young children to develop language skills while playing and participating in familiar activities.

Young children learn how to get along with each other as they pretend they are mommies, daddies, grandparents and other relatives. They also begin to understand the responsibilities and needs of others. In this centre, children learn about caring for others, cooking meals and cleaning up - skills they will need throughout their lives.

Hours of Operation

Our hours of operation are 6:30am to 5:30pm Monday to Friday. Please make every effort to pick up your child by 5:30pm or call in the case of a genuine emergency. A late fee of a dollar a minute is required to be paid in cash directly to the closing staff. Sonshine Day Care staff is not paid after 5:30pm. Unpaid late fees will be billed to parents.

Policies

We thank you in advance for respecting our day care's policies and procedures. We are a licensed facility that follows strict regulations. We accommodate a regulated number of children as well as meet specific staff to children ratios. These policies are designed to help us run a quality centre. The regulated numbers affect staff schedules, lesson plans, our ability to accommodate other children, and the purchase of materials and groceries, which are all done in advance. Last minute modifications, discharges, late payments, or late schedules could disrupt our ability to meet you and your child's needs.

Sonshine Day Care will make every attempt to accommodate all children however first priority is given to full time children. In the event the day care becomes full, all children in part-time care will be given the option to switch days to accommodate any children requiring full-time care. If this option is not available, you will be given the option to enroll your child full-time thus filling this position, or withdrawing. Every effort will be given to accommodate all children requiring

care.

Deposit

Sonshine Day Care requires a \$100.00 deposit for each family requesting for care. This deposit will be required to be made in cash or by certified cheque prior to your child/children entering care. This deposit will be held until two weeks withdrawal notice is given. The \$100.00 deposit will be applied to your final week of care. The deposit is non-refundable.

Daycare Fees

Full time fees:

Toddler: \$175.00 per week Preschool: \$150.00 per week

Part time fees:

Toddler: \$40.00 per day Preschool 35.00 per day

Half-day mornings (includes snack & lunch): \$25.00

Half-day afternoons (includes snack): \$20.00

Occasional fees:

Toddler: \$45.00/day

Preschool: \$40.00

Flexi care: Parents are encouraged to schedule flexi-time no sooner than Thursday prior to the week requiring care(This will allow us to staff accordingly). This is allotted on a first call, first serve basis.

A written confirmation of your child's daycare schedule needs to be handed in to the director for the school year. We recommend that the schedule is either emailed or handed in to the director's office.

Fee Payment

Payments are due one month in advance (the first of the month). Payments are required to be kept up-to-date and paid on time as late fees will apply and /or we will no longer be able to accept your child in our program. In the event of your cheque returning NSF, we shall apply a \$25.00 processing fee. Further payments will need to be received in cash or certified cheque. This is a standard licensed care policy. Unpaid fees after 30 days will result in the immediate cancellation of your child's spot and the account forwarded to a collection agency.

Childcare receipts will be filed in the office and distributed in January or February of the following year, or upon your child's withdrawal from care.

Absentee Policy

Please notify the Centre first thing in the morning if your child is going to be absent. We have an answering machine so you can leave a message anytime, at your convenience. Because our expenses remain the same, we regret that we cannot reduce fees in weeks that your child may be absent. Extended absences will be dealt with at the discretion of the director.

Statutory Holidays

The daycare is closed for all statutory holidays. The weekly rates will still apply as, once again, our expenses remain the same.

Any child who had these days as a regular scheduled day will be expected to pay.

For days between Christmas and New Year, we will be sending out a notice where parents can sign their children up for care. If there are enough children enrolled to make it financially feasible to employ staff, we will offer day care services.

Vacation Policy

All children enrolled in the Sonshine Day Care program qualify for a waiver of fees for two weeks vacation during each 12-month period or one week vacation for children enrolled in part time care. This waiver is contingent on prior written notice of two weeks. If two weeks written notice is not given, this waiver of fees will not be granted.

Bad Weather Policy

The Sonshine Day Care will be following the closing policies of the local area schools. Please listen to your radio station for Middlesex County.

If we must close during a program day, we will be notifying you.

"Make-up" Time

Our normal procedure is that payment is due for regular days even if your child does not attend. Extra days will cost extra and must be cleared with the director. Some parents ask us about making up time; if their child attends part-time, has been sick, or missed time due to a holiday. Please understand that we must abide by the Provincial Regulations for maximum enrolment in each class and we must schedule staff accordingly. Therefore, we need to insist that you clear these extra days with the director before bringing in your child.

Admission Requirements

Upon admission to the Daycare the following are required:

1. Completed application for daycare
2. Copy of child's immunization
3. Parent's signature on consent form for the examination and treatment of their child by a physician in the case of an emergency
4. Parent's signature to the agreement of financial policy terms.

Departures

Unless we have authorization from the parent, we cannot allow any child to leave with anyone other than the parent. We prefer to have written authorization. If you must make emergency arrangements, other than those authorized on your registration form, please call us or we will have to call you. If you cannot be reached, your child will not be allowed to leave.

Changes of Address and Phone Number

It is extremely important that we have up-to-date information concerning work and home phone numbers and addresses. If this information changes, please advise us immediately. The day care guarantees confidentiality of phone numbers and addresses.

Termination Notice:

Written notice of permanent withdrawal is required to be given 2 weeks in advance. If notice is not received, the full program fee will be charged. A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. The day care may terminate services if policies are not followed, fees are not paid, or it is felt that the child does not fit into the centre's program.

The foregoing is subject to change when found necessary. You will be given two weeks notice of any change of fees or policies.

Toilet Training

We are willing to co-operate with your toilet training program but we need to insist on full parental co-operation before beginning such a program with your child. It is required for health reasons that disposable diapers be provided for your child. Now that disposable, non-allergenic and environmentally friendly

diapers are available for purchase, we will not allow the use of cloth diapers at the day care. This ensures sanitary handling practices in the changing of diapers. We request that you provide sufficient diapers, wipes and changes of clothes for your child's daily needs. If you wish their use, individual creams and ointments may also be provided but they need to be labeled.

Health Care and Nutrition

Daily nutrition is planned by our cook and director with the assistance of the Public Health Dietitian. Together they closely follow the Canada's Food Guide as well as taking special care in the amount of sugar and additives that are being used. Special arrangements are made for children with allergies.

Hand washing is encouraged after using the bathroom; wiping the nose; changing clothes after toileting accident; before eating, serving or preparing food; and whenever a person has been sneezed or coughed upon. Children's hand washing is supervised by staff and taught when necessary.

Sickness and Medication:

Please call us first thing in the morning if your child will be absent due to illness. Regulations require daily outdoor play for each child, except during inclement weather. Therefore, it is our policy that children who are too ill to play outside remain at home.

Sickness

We try to minimize the occurrence of sickness by regularly disinfecting all toys, isolating children with suspicious symptoms, and practicing good hygiene for both staff and students. To maintain a good standard of health for all children, staff members perform a daily health check. The parent will be contacted immediately to pick up their child should there be a health concern. The child should not return to the day care until he or she is ready to participate in all aspects of the program, including outside activities.

Parents are to keep their children at home if they display any one of the following symptoms:

- Fever (38 + especially if fever is higher or persistent), which could also be accompanied by any of the following symptoms
- Diarrhea (twice in one day)

- Vomiting
- Undiagnosed rash/skin condition
- Communicable disease (other than mild upper respiratory tract infection)
- Obviously infected discharge from eyes (thick and coloured i.e. especially green, or reddish brown)
- Lethargy and irritability and not being able to participate in program activities
- Persistent pain
- Cough (frequent bouts, especially if choking or vomiting)
- Head lice or nits

If a child is showing signs of ill health, the parent or guardian may be asked to provide the centre with a doctor's note clarifying the child's health. Children with diagnosed communicable diseases will be excluded from the program.

Medication

In order to dispense any medications we need to have your written permission and the medication must be in its **ORIGINAL CONTAINER**. Prescription medication must be clearly marked with the doctor's instructions and issued in the child's name. Non-prescription medication will not be permitted unless accompanied with a note from the doctor. We keep ongoing records of all medications that your child receives. All medications need be turned into a staff member. All medication will be stored in a locked box.

Parents are required to keep their children at home for 24 hours from the first dose of prescribed medication given. If symptoms persist, children need to be kept home until such symptoms have disappeared.

Public Health Nurse and Immunizations

A Public Health Nurse is assigned to each day care centre to assure that required sanitary and health practices are being carried out. It is required, unless there are religious or health restrictions, that all children be immunized prior to admission to a day care.

Separation:

It is common for young children to experience anxiety when parents are leaving. So your child may be anxious about leaving you when coming to day care. Sometimes this concern appears the first day, sometimes later, and sometimes not at all. Some children find it comforting to keep an item belonging to their

parents, both for security and assurance that their parents will return. Children like to know where you will be and what you will be doing while they are in school. We want to work with you to help your child make a smooth and enjoyable transition from home and parents to new social environments. If your child experiences separation anxiety, we will be happy to provide helpful strategies to facilitate this transition.

Communication:

We offer children the same courtesies and respect we offer adults. Children are very alert to what is being said even if it appears they are not listening.

Comments adults make about a child's character or behaviour tells that child what we think of him or her, helping to shape their self-image. Teachers and parents should carefully consider any statements they make in front of the children. Should we need to discuss any issues about your child, we will include your child in the conversation and make every effort to respect his or her feelings. For some questions, concerns, and/or comments, you may want to talk to the teacher when your child is not present. We will arrange such a discussion whenever needed.

Discipline Policies

Our discipline policies follow the guidelines required by the Day Nurseries Act of the Province of Ontario. All of our staff members are aware of these policies upon employment. All the policies and procedures in our Policy and Procedures Manual are reviewed with the staff at least annually.

It is expected that each worker will use a positive and consistent approach in guiding the behaviour of each child, ensuring that the means employed are appropriate to the developmental level of the child and the troublesome behaviour of the moment.

All staff members are asked to interact with children respectfully.

The following are descriptions of positive ways to interact with children:

- Follow the child: let the child initiate activity or interaction whenever possible.
- Invite the child to engage in an activity and always give a choice.
- Show confidence in the child's ability by allowing him/her to do as much as possible for himself or herself.

Help the child to achieve independence by:

- Ask the child questions instead of solving problems by dictating answers.

- Respect the child's right to do it by himself or herself
- Clearly define boundaries of acceptable behaviour
- Redirect the children who are engaging in inappropriate behaviour instead of disciplining them when possible.
- Structure appropriate consequences which help a child accept responsibility for his behaviour, or misbehaviour.

Behavioural Rules

- 1) **Respect for self** - you may not do things which might endanger your safety.
- 2) **Respect for others** - you may not hurt another child. Treat others with courtesy.
- 3) **Respect for equipment** - you must use the equipment with care

Each adult in the environment is a teacher who sets the ground rules and tone by his or her example. The adult is expected to model these rules and to assist the child in following them.

Suggestions:

- 1) **Respect for self**- Each child needs to keep themselves safe while at school both inside and outside. Safety includes using equipment as intended, following inside and outside playground rules, and listening to the teacher's and other children's words.
- 2) **Respect for others** - Teachers and adults will show respect for the children by coming down to their eye level when speaking to them and using "please", "thank you" and "excuse me". Use a calm voice and attempt to make eye contact instead of calling across the room to encourage non-disruptive behaviour in the environment. Help two children in disagreement to discuss the situation and to solve the problem.
- 3) **Respect for equipment** - Show the child ways to use the equipment safely. Use care in carrying and moving equipment, modeling a safe way to carry it that the children may also use.

The following methods are acceptable:

-Positive Reinforcement: This will be communicated to the children at all times (i.e. verbal praise for a job well done.) Consistent acknowledgment of

acceptable behaviours in children will send messages to the child of acceptance and self-worth.

-Modeling: Demonstrating of appropriate ways of interacting.

-Providing Choices: Outlining appropriate choices and encouraging children to make decisions for themselves.

-Redirection: If a staff foresees any negative action, she will redirect the child into a more positive action or activity.

-Ignoring: Ignoring some inappropriate behaviour and applying more emphasis to appropriate behaviour.

-"Talk" if a child is having a difficult time, we encourage the child to "talk" to the person(s) involved to try and resolve the problem.

Food/Clothing/Toys What to Bring. What NOT to Bring

Food:

Sonshine Day Care is an allergy conscious centre. Due to the variety of food allergies that can be life threatening, we need to limit any outside foods entering the day care. Because of this, birthday cakes are provided by the centre. Parents who would like to contribute to their child's birthday are encouraged to bring in party hats or party favours. Special food items need to first be approved by the director.

All children are provided with a nutritious home cooked, hot lunch and morning and afternoon snacks. All snacks and meals are eaten within the class group setting.

Clothing:

All clothing is required to be clearly marked with your child's name. Please provide sufficient clothing changes for your child in case of "accidents". Since many of the activities in which our children participate are "process" rather than "product", please dress your child in comfortable, washable clothing that is easily fastened and unfastened. Soft-soled shoes/slippers are the best. All day care children spend time outdoors, weather permitting, so will need outerwear that is appropriate for the weather conditions.

Indoor/Outdoor Shoes: In order to keep our facility clean, all children need to have indoor and outdoor shoes. Please remember to label all footwear.

Sleep Toys: Parents may supply a blanket for their child's cot but this is not a

necessity as we do have blankets. Should you send a blanket it will be sent home for washing at the end of the week. Please let the staff know if the blanket is to stay at the day care for the week or go home daily. If possible please label the blanket.

Other Toys: All of our toys are shared and the safety of toys brought from home cannot be guaranteed. Therefore, we encourage that toys remain at home. Aggressive toys are not permitted at Sonshine Day Care (i.e. guns, knives, swords etc). Music tapes and video will only be shown at the day care's discretion.

Emergencies

Fire Drills: Fire drills are conducted every month and all staff is aware of their responsibilities in case of a fire so that all children can be evacuated safely. Indoor shoes/slippers must be worn at all times.

First Aid: All staff re-certifies their CPR and First Aid annually.

First Aid Kits: Kits are stored in each classroom and also stored in the sheds for outdoor play. We clean wounds with antibacterial soap, unless otherwise directed by parent. First aid kits are available to staff at all times.

Injuries/Accidents: Accidents and injuries are an inevitable part of a busy child's life at daycare. An accident report will be filled out giving you the details of injuries/accidents that occur during the day. Should an injury/accident require medical attention, we will make every attempt to notify you or the persons at the emergency telephone numbers. If we are unable to do so, we will act in the best interest of your child.

Sonshine Day Care Parent Agreement

_____ I have read the Parent Handbook regarding outdoor clothing and will provide adequate and suitable clothing for my child.

____ I am familiar with the illness guidelines in the Parent Handbook and will not bring my child to the day care if I suspect he or she has a communicable illness.

In addition I have at least one other responsible party available to pick up and care for my child should he or she become ill while at the centre and I cannot be contacted.

____ I will respect my child's learning environment by attempting to uphold and model the behaviour rules, including using a quiet voice, allowing the child to care for their belongings and using walking feet.

____ I understand that there is a late fee of \$1.00 per minute if my child is picked up after the designated time of 5:30 p.m. If I fail to pay this fee to the staff member on duty within 3 days, my child may not return to school until the fee is paid.

____ I have completed the child information form, registration agreement, up to date immunization.

We understand and agree to abide by the policies outlined in this Parent Handbook regarding all aspects of Sonshine Day Care.

Signature

Date

Signature

Date

