

East Preston Day Care Centre

Parent Information

Our Programming

It is the philosophy of the East Preston Day Care Centre that early childhood should be a time of fun, warmth, security, and discovery. Day Care and preschool children are creative and receptive. The staffs strive to nurture and encourage these qualities in the children who attend.

Our certified staff, gives the children an opportunity to live and learn with other children and adults, to learn about the world around them, to give them a foundation on cultural experiences which will enrich their lives, develop habits and attitudes which will go towards insuring their adjustments to later live in school and the outside world. Activities are designed to develop the child's self-esteem and positive feelings towards learning.

Our curriculum includes sharing conversation time stories, songs, finger play, creative art activities, games, large & small muscle activities, field trips, science, sand, water, food preparation, nature activities, experiences to support and enhance children's cognitive/intellectual abilities.

History

The East Preston Day Care Centre was established in 1974, is licensed by the Department of Education/Early Years, and complies with all the standards put forth by that Department. Its' operation is governed by a volunteer Board of Directors and certified staff, all of whom have their CPR and First Aid certificates, police check, child abuse registry. Several have trained to work with children with special needs.

Incorporation

The East Preston Day Care Centre is registered as a non-profit corporation. We hold our annual meeting in April. Every two years, new members are elected to the Board. Annual reports are given to all parents.

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Admission

East Preston Day Care Centre accept all children 3 months to 10 years. Teacher ratio is: 3 to 18 months, 1 – 4; 18 months to 2 years, 1 - 6; 3 to 5 years, 1 - 8; After schoolers 1 - 15. We are licensed for 85 children and have full capacity. Hours of operation are 7:30 a.m. to 5:00 p.m. There is a late charge of \$10.00 if your child is not picked up by 5:00, with an additional \$5.00 for every five minutes after 5:00 p.m., which must be paid to the teacher during the time you pick up your child. Please Note: Teachers have to be in by 6:50 a.m. to prepare their room for the children and is not required to accept children before 7:30 a.m.

Pick-up and delivery of children

All children should be at the centre by **9:00 a.m.** It is the practice of the Centre to open snack at 7:30 am - 9:00 am Please be mindful that we do take field trips and we may take public transit. If you are late the children will have to stay at the centre, parents are not allowed to take children to meet their class at the field trip location.

All children should be picked up by 5:00 p.m. When dropping off your child, you must make sure they are in the presence of someone in the building before you leave them.

Van

We provide transportation for families in East Preston, Cherrybrook, Cole Harbour, Dartmouth at \$5.00per day, per child. The van leaves the Centre at 7:00 a.m. in the morning. If your child is not coming on the van, you must call the Centre by 7:00 a.m. @ 902-462-0054 or the cell phone for the van @ 902-488-0284.

All children travelling on the van must be in car seats or a booster seat depending on weight and height.

Van Times: The van leaves 7am to the city, 8am for East Preston. 3:pm to take children back towards the city. 4pm East Preston Area. These times are an approximate depending on how many children are on the van that day. If parent/Guardians are not at home and children are brought back to the centre it is the parent's responsibility to pick them up.

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Enrolling Children

We accept full and part time children when available. Part week is no less than 3 days per week. If spaces are available non-subsidized children will be accepted for part week.

Registration

East Preston Day Care Centre will charge a registration fee, non-refundable, in the amount of \$50.00. This does not go towards first month's fees.

Fees

All fees are agreed upon before children are enrolled at the Centre and must be paid in advance. Payment must be paid whether the children are in attendance or not (including holidays, and vacations, this is the policy of the Department of Early Years & Education).

Bills must be paid on the **1st of each month**; you will be given five (5) days thereafter to have it paid in full. If bills are not paid at that point you will be given a letter stating that your child will not be able to attend the Centre until the bill is paid **IN FULL, IN WHICH YOU WILL HAVE 10 DAYS TO DO SO, IF NOT YOUR SPOT WILL BE GIVEN UP FOR A NEW CHILD ON OUR WAITING LIST..** Bills are confidential when paid on time.

Parents who are slack in their bill paying or leave us with a bill will be turned over to the Finance Chairperson of the Board for action. If no cooperation is given, they will be then turned over to a Collection Agency.

Please note: **Postdated cheques are not accepted. We have three methods of payment, cash, cheque or email transfer to EASTPRESTONDAYCARECENTRE@GMAIL.COM**

If you choose to pay via Cash, please have your teacher get our Office Manager, Miss Robyn, to come down to issue you a receipt.

Withdrawal

If you are taking your child out of the Centre, you are to give a **two weeks** notice. If you fail to do so, you will be charged the full fee for the two week period.

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Illness

Dept. of Health & Safety rule, when a child is sick the Centre has to be informed of the nature of their sickness. Also, children who have signs of ringworms, chicken pox, pink eye, and diarrhea, and any communicable diseases can return the following day if they have a doctor's note stating that they have started on medication for their illness.

Dress Code

All children must come to the Centre dressed in clothes they can play freely and safely in. **No flip flops, crocks are allowed, only running shoes. In the summer closed toe & heel sandals are allowed for the summer months. It is a must that all children wear a hat.** Also, during the summer months, each child is to bring in their own Sun block lotion that can be left here at the Centre, their name will be put on their bottle. Also, a water bottle, that they can take outside to drink. In the cold weather, children must be dressed for outside play with warm clothes, boots, hats and mitts. When wearing boots, you must send running shoes to be worn inside. These items should all be labelled. **We go outside in all types of weather.**

Field Trips

It is very important that our curriculum expose the children to many and varied experiences within and outside the community. Therefore, a number of field trips are included into the program. You will be notified in advance of any trips that are a cost to you and permission slips will be sent home for you to sign, to know when and where your child is going.

Sick Days, Absent Days & Vacations

If you are in receipt of subsidy from the department of education and early years, and if your child is sick over the amount of sick, absent or vacation days you are allowed, the Department can ask you for a doctor's note or ask us to provide them with a doctor note from you. **(Please note if you go over your allowed number of days and the department will not pay for those days you, the parents will be responsible to pay full price for the day/days).**

This note would be sent to the department along with the Interim report. An additional five (5) vacation days may be granted in situations where legal documentation is provided that supports joint or shared custody and/or court ordered access, but payment for child care is still in effect during this time. Every child who is in receipt of **(Full Time) subsidy** is permitted to be absent from the Centre, without documentation, for up to 32% (plus statutory holidays) of their approved days of care per month/service period as per the child care subsidy application. A child's absence due to parental sickness is included in absent days.

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Lunch & Snacks

We provide well planned, nutritious meals and snacks, for all children attending the day care our teachers take pride in communicating with our cook. We also encourage parents to inform staff of any food allergies. Our staff are responsive to the children's hunger cues and please note, food is not used as a reward or punishment. Our menu is on display in the kitchen and on every parent board through out the centre. We take pride in making sure we follow the Food and Nutrition Standards for regulated Child Care Settings.

Morning snack is at 9:00 a.m., Lunch at 11:30 a.m. and an afternoon snack at 2:30. Staff promotes the importance of eating healthy by joining the children at the table and modelling good eating habits.

Please note, we understand the importance of Birthdays and special occasions and know parents often like to send in cake and treats, please note, we are not allowed to except such treats. This is also meant for teachers, at **NO** time can children see teachers with unhealthy foods or beverages. This is so that our staff, hold true to promoting healthy eating.

Fresh cool drinking water is available to children all day, including on outings and during out door play. Parents are allowed to send in a water bottle (with child's name on it) for their child each day if they would like.

We feel it is also important to let you know that we are a breast-feeding friendly Centre. There are ample places throughout the centre for breast-feeding mothers to relax and feed their baby when dropping off or picking up your child. We also encourage breast-feeding mothers to send in breast milk for their child, this will be properly labelled and stored. Our cook takes pride in assuring that the babies attending the Centre have the proper nutrition through out the day and therefore homemade baby food will be prepared for infants in our care.

Medication

When sending medication to the Centre, it has to be prescribed by a doctor. We can not give expired medication. Parents can get a form from the office and write down the directions for staff. (name of medication, amounts, time given and then sign the bottom of form).

If your child has asthma or needs an epi pen a form must be completed by your doctor before we can give medicine. (name of child, name of medication, dates/times to be given, amounts and expiry date on label)

(For bottled medications you can ask for 2 so, 1 can be kept at the centre. All medications must be kept in a sealed container or Ziplock bag and must be properly labelled too).

We do not give over the counter medicines.

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Behavior Guidance

Acceptable behaviour is encouraged by giving positive verbal reward. This reinforces a child's good feeling about his/ her behaviour and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about their unpleasant behaviour enables that child to work at self-control. If there is a problem in handling your child(ren) you will be notified immediately. We will try our best to work with the parents to solve the problem. A child not cooperating in a group is redirected from the group where they may calm down by using our Pyramid Model techniques then they can decide when they are ready to join the group with the appropriate behavior.

Rest Time

All children are required to have one-hour rest period each day between 12:00 - 2:00 p.m. If a child cannot sleep, he/she is to remain quietly in their bed by providing quiet time activities/ quiet bags. The children also enjoy listening to soothing music, lullabies and or white noise.

Jewellery

It can be very dangerous sending children to the Centre with earrings and small beads in their hair. Parents of children aged 6 months to 2 years, please do not send them with jewellery on, beads or barrettes in their hair. If you do, we will remove them as soon as they arrive at the Centre and send them home in an envelope. We will not be responsible for any of the above, if lost.

Things to bring to the Centre

If your child is on any special milk, the parents must provide it. You are to provide your own pampers, and wipes, please send in the full kit at first, then refills there after. Younger children should also bring in a sippy cup. When we are toilet training your child, you are to bring at least 6 pairs of training pants or pull ups to stay at the Centre during the week. (Please label them.) If they need to go home on the weekends, please let us know. If your child is between 3 months and 2 ½ years, you are asked to provide them with bibs. All children must bring a change of clothing. **Please label all clothing. We are not responsible for lost items.**

Things children should not bring:

Toys, money, junk food, should not be brought to the Centre. Toys are only permitted on "Show & Tell" days. The teacher will send a note home to inform you. Children are not allowed to bring food or drinks on the van in the morning due to health & safety compliance.

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Communication with Parents / Guardians

We offer information through contact with Executive Director, Trina Fraser, Assistant Director, Kim McMullin, EPDC Staff or the EPDC Board Members. We also provide parent meetings, newsletters / emails and phone calls. Please feel free to contact the Exec. Director (Ms. Trina), Assistant Director (Ms. Kim) or any of the staff, or the Board if you have more questions. We are here to serve you as best as we can.

Any questions regarding your invoices please ask for our Office Manager, Robyn McPhee

Expulsion of Child

A child may be removed and lose its place at the Centre for:

- a) Non-payment of billed services and fees.
- b) Consistent disrespect of Day Care rules as set out in this notice by parent.

It is policy, that we have all information possible that is needed to contact you in case of emergencies. Please be sure to put your home, work place and cell phone numbers down on the application form, or the name of another contact person and their phone numbers. Please make sure to inform us of any changed numbers. For those who have emails, we would appreciate to have this, so it will be the means to send you any information that we would want you to have.

Storms

In the event that there are storm days, we ask that you listen to your radio in the morning to hear if there are any cancellations to school closures for HRM (Halifax Regional Municipality). Parents can then call in to the daycare and listen to a voice recording regarding the centre has a delayed opening or in extreme whether if we are closed. If the schools are cancelled due to weather, as well as an email notification. If school buses are not operating the Daycare Van WILL NOT leave the centre. Please note that fees still must be paid.

Donations and Fundraising

Please note, although we are very appreciative of all the help we can get, please understand that due to changes in the Food and nutrition Standards we are NO longer except food donations. Many times in the past several organizations sold chocolate bars, etc. To help raise money, please note, we will no longer do as such. Our goal is to promote Healthy Eating.

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Confidentiality of Records

Children's records are open only to the child's teacher, the Administration Staff, and authorized employees of the licensing agency or the child's parent or legal guardian.

Immunization Records

All children must have copies of their immunization records on file please send these to eastprestondaycare@bellaliant.com or Fax to 902-462-0022

Inclusion Policy

The East Preston Day Care Centre believes that all children belong. East Preston Day Care Centre is an inclusive Child Care Centre. We are committed to providing an inclusive environment that supports and promotes every child that attends our program based on the guiding principles of inclusion.

- I We believe that inclusive programs are quality programs.
- II We must be responsive to the needs of our community to the best of our ability
- III Programming will be reflective of the varying needs of our participants
- IV All children are welcome and bring value to our program. Some needs at this time may not be met as well as others but will be discussed as needs basis
- V Parents are integral to a successful inclusion process
- VI Every child is an individual and unique
- VII Children learn best when they participate with others that have different goals and abilities
- VIII We believe that the knowledge and commitment of all staff is vital to providing an inclusive environment. All staff are partners in the process and are committed to continuing professional development
- IX Recognize the importance of working with all professionals that have knowledge of the child. Shared information to achieve a successful outcome for the child and family.

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COVID-19

Due to current COVID 19 restrictions parents and guardians are not permitted inside of the Centre. Parents are to ring the buzzer at your child's entrance and staff will meet them at the door.

We do ask that the parents wear masks and sanitize when dropping off and picking up their child.

Also, during this time parents are not required to bring anything in except, Extra Clothes, Diapers, Wipes, Sunscreen, and a Water bottle.

Please note we are doing everything to limit the spread of the COVID-19 virus, including daily disinfecting of high touch surfaces, masks are worn by all Adult staff and the children are spending as much time as possible outdoors as per public health recommendations.