

# **Mulberry Bush Child Care Centre Parent Handbook**



Licensed Care for infants to  
preschool in **London, On.**

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# Welcome to Mulberry Bush Child Care Centre

Children are the world's most valuable resource  
and its best hope for the future!

Welcome to Mulberry Bush Child Care Centre! We're honored to be a part of your child's early years journey. Research consistently highlights the importance of early childhood development, and at Mulberry Bush, we are dedicated to creating a positive and nurturing experience for your child. Our goal is to support their developmental needs and become an extension of your family.

Every child is unique, with their own interests and developmental stages. Our educators strive to enhance each child's learning through engagement, exploration, play provocations, and supportive guidance in a play-based environment.

At Mulberry Bush, our mission is to provide the highest level of care for your child. We offer an inclusive, safe, and comfortable home-like environment where children are valued as competent, capable, curious individuals. Your child's health, safety, nutrition, and well-being are our top priorities, and we work closely with families to ensure we meet each child's individual needs.

We believe in the importance of open communication and positive, responsive relationships with families. Our educators observe, engage, encourage, and document your child's progress daily, and we welcome your input and insight into your child's development.

In this document, you'll find information about our center's policies and procedures. Please don't hesitate to reach out with any questions or concerns – we have an open-door policy for communication.

On behalf of all the educators and myself, we extend a warm welcome to Mulberry Bush Child Care Centre. We hope your time with us is a positive experience for both you and your child!

Sincerely,  
Stacey Aucoin BSc., RECE  
Owner/Operator

# Who We Are

## Our Mission

We foster curiosity and compassion by offering and advocating for childcare and education. Our forward-thinking environment prioritizes our youngest members, involves our employees, collaborates with families, and enhances community bonds.

## Our Vision

Mulberry Bush is dedicated to constructing a future in which every child, alongside their caregivers, is part of learning communities designed to provide ample opportunities for building relationships, expressing their voices, and fulfilling their potential.

## Our Core Values

Lifelong Learning  
The Pursuit of Excellence  
Climate control

Communication  
Sense of Well-Being  
Relationships

# How We Achieve Our Vision

## Our Belief About Children

We have faith in the abilities of every child. We see each child as brimming with potential and hold the belief that they possess an inherent curiosity to explore and understand their surroundings. We advocate for children's rights to fully experience their childhood without being hurried through it.

## Our History

Since its inception in 1980, our childcare center has been dedicated to nurturing the hearts and minds of young learners. What began as a commitment to providing quality childcare has flourished into a legacy where the children who once graced our halls are now bringing their own children. Our journey is not just about childcare; it's about building a community of learning and support. With a dedicated team of professionals, we ensure that your child and your family are fully supported in their growth and development. Our unique structure goes beyond individual classrooms; it embraces a holistic approach that has sustained for over four decades, welcoming families into a learning community that thrives on connection, care, and continuous education.



# Mulberry Bush Child Care Centre PROGRAM STATEMENT & PEDAGOGY

## Our influences and approach

At Mulberry Bush, we understand that a child's learning in the early years is shaped by the beliefs and philosophies of the adults around them. We draw inspiration from *How Does Learning Happen: Ontario's Pedagogy for the Early Years*, which guides our approach to curriculum. Our focus is on emergent, play-based learning, tailored to the interests and curiosities of the children.

We believe in the inherent competencies of all children. Each child is seen as full of potential, with an innate drive to learn and understand the world around them. We believe that children have the right to fully experience their childhood, without rushing through it. This framework fosters an image of the child as curious, creative, capable, confident, and full of possibilities.



We believe that every child:

- Needs to feel a sense of belonging, feel connected to others, and feel that they can contribute to their world.
- Needs to develop a strong sense of self, health, and well-being.
- Is an active and engaged learner who explores the world with their body, mind, and senses.
- Is a capable communicator who can express themselves in many ways.

At Mulberry Bush Child Care, we cultivate a child-led, play-based learning environment that empowers children to freely explore and interact with their surroundings. By granting them the autonomy to pursue their personal interests through self-selected materials and activities, we observe that children:

- Become more engaged in their activities.
- Exhibit eagerness to explore their environment.
- Pose more questions.
- Demonstrate problem-solving skills.
- They engage more with their peers, program staff, volunteers, and students.

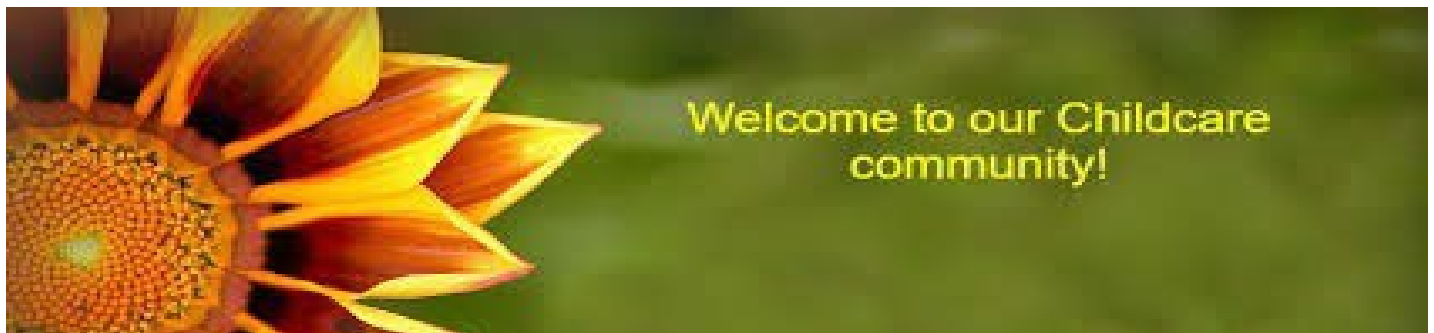




At Mulberry Bush Child Care Centre, we see children as capable, thoughtful individuals, full of potential. By observing their interactions and language, we gain insight into their interests, experiences, and needs. We believe every child should be given the support and freedom to try new things, explore their ideas, and grow in their own distinctive way. Learning to self-regulate is a crucial part of a child's healthy development.

Helping children build self-regulation skills is an essential focus at Mulberry Bush Child Care Centre. Our staff understand that self-regulation is a skill that develops gradually, with maturity, experience, and consistent adult support. Therefore, we continuously work with children to help them develop these skills, supporting them as they grow.

We offer a nurturing environment that encourages exploration and curiosity. Our staff take advantage of spontaneous teaching moments, engaging children in activities that are meaningful and relevant to their own lives.



One of our fundamental values at Mulberry Bush is creating strong relationships between children, families, staff, and community partners. We welcome local partners into our center to provide guidance and support. Our team works closely with organizations such as Thames Valley Children's Centre, Tyke Talk, and All Kids Belong to meet the individual needs of children and their families. Through these partnerships, we implement strategies designed to support each child's unique needs.

We believe in fostering positive, responsive connections with families. By engaging with families in meaningful ways, we ensure that we can focus on the holistic development of their child, addressing social, emotional, physical, creative, and cognitive growth.

Our educators engage in ongoing professional development throughout the year to stay aligned with current best practices. They are caring, qualified professionals who are carefully selected for their ability to meet the needs of children. As a team, educators reflect, discuss, and share insights on topics that are important for providing high-quality care and support for families.

## Program Goals and Approaches

Mulberry Bush Child Care Centre adheres to the Ministry of Education's policy statement on programming and policy (O.Reg. 137/15), which aligns with our own policies and procedures. This framework helps guide our work with children and families.

At Mulberry Bush, children are provided with healthy snacks and meals every day. We never use food as a reward or punishment. We encourage children to listen to their own cues for hunger and fullness, promoting a healthy relationship with food.

Our indoor and outdoor environments are designed to support transitions, provide flexibility for rest periods, and allow for uninterrupted play, with safe risk-taking opportunities. Our program gives children the freedom to choose activities that engage them and foster their individual interests.

The programs at Mulberry Bush Child Care Centre emphasize an active, play-based learning environment, recognizing it as the most effective way for children to learn naturally. Play is a child's natural response to their surroundings. When children manipulate objects, engage in role play, or explore materials, they are learning through play. This process helps them build on their current knowledge by connecting it to previous experiences, creating opportunities for new learning.

Intentional play-based learning allows children to explore, question, problem-solve, and engage in critical thinking. It is responsive to each child's learning style, supporting their innate curiosity and creativity. Children are provided with open-ended materials and sensory-rich experiences that promote exploration and discovery. As active participants, they engage in resolving conflicts, navigating social and emotional situations, and adapting to an ever-changing environment. We encourage children to come up with their own ideas to solve problems or overcome challenges they may encounter.



Our educators are dedicated to spotting and utilizing teachable moments, ensuring children are engaged and inspired. By including them in the planning of activities, we help cultivate a sense of ownership and enthusiasm for their learning.

We offer a variety of open-ended activities and materials that encourage children to explore their creativity to the fullest. Our environment promotes a culture where children are empowered to experiment and interact with all the resources available to them.

# Those Who Care for Your Child

*You'll experience learning and love at our centre. Key ingredients for quality care: our intentional staffing and learning approach.*

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## We Foster Lifelong Learning as a Community

Our educators are among the most passionate and committed professionals in the field. Both individually and as part of a collaborative learning community, they engage in ongoing discussions, reflections, and sharing of ideas on topics that directly impact the quality of care for children and the support provided to families.

## We Mentor: Students and Volunteers

We warmly welcome students studying Early Childhood Education and related subjects into our classrooms, where they are paired with a mentor. These students come from local colleges, universities, and high school co-op programs. We believe that empowering students and volunteers enhances the growth and integrity of our profession. It's essential to clarify that students and volunteers do not carry supervisory responsibilities for the children in our care, and we make certain they are never left unsupervised with the children.

—>Anaphylactic allergy training

—>Safe Food Handlers certification

## Who Influences us

Mulberry Bush draws inspiration from innovative early education approaches worldwide. Central to our philosophy is the conviction that children are capable, curious explorers with immense potential.

## Our Qualifications and Training

Ensuring children's safety as they play and learn is essential. With this priority in mind, Mulberry Bush Child Care Centre requires all staff to complete:

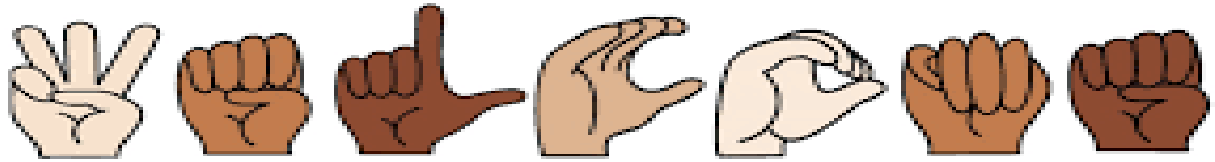
—>Police Checks and Vulnerable Sector Screening

—>Standard First Aid, CPR, and WHMIS training





# Diversity, Equity, and Inclusion



# WELCOME!

We firmly believe in the power of diversity, recognizing that embracing our unique differences and interconnectedness fosters kindness, compassion, and empathy. By celebrating diversity and promoting equity, we create inclusive communities where everyone feels welcome and safe to be their authentic selves. At Mulberry Bush Child Care Centre, we are dedicated to providing a high-quality and inclusive program tailored to the individual abilities and needs of every child.

We understand the importance of fostering a sense of belonging and value in children, offering a caring and safe environment where all can participate alongside their peers. While we acknowledge that meaningful change requires time, resources, and a willingness to address challenging concepts, tension, and uncertainties, we are committed to doing the necessary work to create a more just and inclusive world for all.



# A Home away from Home

*In our centre, we strive to cultivate a nurturing environment akin to a home away from home. Our focus lies in fostering relationships built upon respect, a sense of belonging, and the assurance that every individual can flourish as their authentic self.*

*Your family's aspirations are our priority.*

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## Families Form The Foundation

We understand that as parents, you possess invaluable insights into your child's needs and preferences. We invite you to actively participate in the early learning journey by sharing your input. Families are encouraged to engage with us through reading documentation and posing questions to enhance their child's experience.



## Talk To Us (Parent's Issues and Concerns Policy)

We firmly believe that maintaining open communication with parents is integral to providing quality childcare experience. We value opportunities to engage with families in both formal and informal settings throughout the day, as we believe these interactions foster mutual learning and understanding. Our commitment to respectful and open conversations extends to situations where families express concerns. Through this regular communication, we collaborate with you and seek your feedback to ensure your child's positive experience while in our care. Parents are encouraged to initially address any questions or concerns with their child's Educators, as they possess insight into classroom dynamics. If further assistance is needed, Educators can involve the Centre Director to facilitate discussions. We aim to respond within 72 business hours when concerns necessitate involvement from the Management Team.

# How Children Are Guided

*Our foundation rests upon the following principles, and we guarantee that all Mulberry Bush staff embody our conviction that children are resilient and capable individuals.*

## Relationships

We foster relationships with children characterized by honesty, empathy, respect, trust, and warmth. Our expectations of children are grounded in a thorough understanding of child development theories & the individual needs of each child.

## Surroundings & Society

Our objective is to ensure that both children and staff experience safety and enjoyment during their time at Mulberry Bush. The physical environment significantly influences our experiences, while thoughtful routines support children in feeling safe and capable during transitions. Additionally, children inherently seek relationships and a sense of belonging.



## Seeking To Understand

A child's behaviour is an indication of what is going on in their mind and body. We believe in a positive approach to guide the children with each situation. Our methods include redirection, modeling, providing choices, recognizing appropriate behavior, and involving children in conflict resolutions.

## Prohibited Practices

The Ontario Child Care and Early Years Act (2014) set forth a list of "prohibited practices" for Licensed child care operators. Under no circumstances are the following permitted:

- Corporal punishment of a child.
- Use of harsh or degrading measures or threats or use of derogatory language directed at or in the presence of a child that would humiliate, shame, or frighten a child or undermine his/her self-respect, dignity, or self-worth.
- Deprivation of children of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding.
- Locking the exits of a childcare program for the purpose of confining a child, or confining a child in an area or room without adult supervision
- Inflicting any bodily harm on children including making children eat or drink against their will.
- Physical restraint of a child

# Policies and Practices

*The safety and welfare of every child entrusted to our care is paramount. Our objective is to provide clear communication & distribute these guidelines to foster your understanding and active involvement in your child's experience with us.*

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## In The Event of an Emergency

At Mulberry Bush we endeavor to establish the safest environments for your child. Should an emergency arise, we will enact our emergency management plan, which could involve evacuating the centre to a predetermined shelter. In such circumstances, we will strive to contact you via phone using the contact numbers you provided during registration. It is essential that you maintain up-to-date information to facilitate communication in these situations.



## Sleep Supervision

Periods of rest are vital for the well-being of all children at our centre, as they support each child's diverse psychological and biological rhythms. Parents will receive information about Mulberry Bush's Sleep Supervision Policy upon enrolment and a copy of the policy will be available upon request. During this time parents will be consulted regarding their child's sleeping arrangements and at any other appropriate time, such as transitions between programs or rooms or at a parent's request.



# Policies and Practices

## Food and Nutrition

Our seasonal menus have been created by our cooks and follow Canada's Food Guide for healthy eating.

Generally, Mulberry Bush supplies all children with two nutritious snacks and lunch each day. We ask that families do not send any food or drink into the centre because we care for children with potentially life-threatening allergies.



## Lunches From Home

In some circumstances, families may be asked to bring in all or portions of their child's lunch/snacks from home.

These circumstances include:

- children with anaphylactic food allergies
- children with special diets

Prior to doing so, families are first asked to engage in conversations with the Centre Director to discuss specific practices and protocols. These include:

- an awareness of other allergies and/or restrictions within the centre/school
- proper food preparation and storage
- proper labelling of food and all food containers (if applicable)
- consideration of Canada's Food Guide to Healthy Eating Recommendations
- As per our anaphylactic policy, children with anaphylactic food allergies are required to supply all their own food and drink (excluding water)



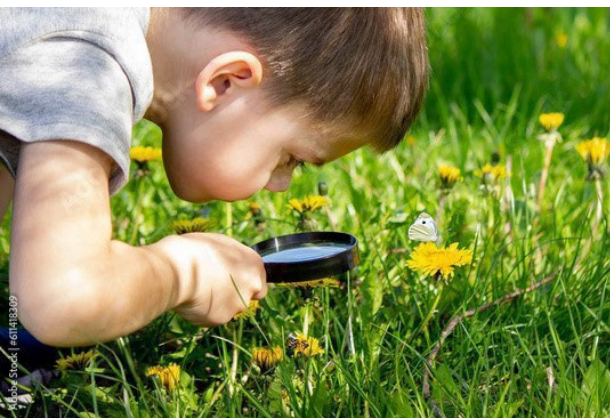


# Policies and Practices

## Outdoor Learning

At Mulberry Bush, we recognize the significance of outdoor play in children's development. Our outdoor activities foster physical health, focus, intellectual growth, and emotional well-being. Providing a diverse and meaningful learning environment, outdoor play encourages creativity and curiosity in children. Our daily program at Mulberry Bush ensures children engage in outdoor activities for a minimum of 2 hours per day, except during special weather advisories from the Middlesex London Health Unit. We kindly request parents to equip their children with appropriate clothing for all seasons, so that they are comfortable and happy exploring in all kinds of weather.

During summer, hats with wide brims or neck flaps are necessary to protect children's ears and necks. For safety during outdoor activities, children must wear secure footwear like running shoes or sandals with full ankle strap, covered toes and rubber grip bottoms.



## Exploring Local Neighborhoods

We value and respect children as active participants in their communities, acknowledging their ability to make meaningful contributions. In line with this belief, we actively collaborate and engage with members of our diverse communities. As a routine part of our childcare program, children may occasionally leave the Center premises for neighborhood walks and field trips to places of interest. Throughout these outings, our staff provide continuous supervision, adhering to all Mulberry Bush Child Care Centre policies.

## Smoke-free Ontario Act

The smoke-free act requires licensed programs to comply with this regulation; therefore, NO PERSON may smoke or hold lighted tobacco, smoke, or hold lighted medical cannabis, smoke or hold a designed product or substance, or use an electronic cigarette (vape), while on the Mulberry Bush property whether or not children are present.

# Health and Well-Being

*The health and well-being of those in our child care centre is our primary concern, and reducing the spread of illness is vital for everyone's safety.*

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## When a Child is ill

Our primary goal is to reduce the risk of illness transmission within the Center.

Please refrain from bringing a sick child to the Center, and if possible, parents should avoid entering the premises if they are unwell. We understand that it may be challenging to determine if your child is unwell or simply having an "off" day.

If you have any concerns about your child's health, please communicate with their educators upon arrival. By keeping us informed, we can effectively monitor your child's well-being throughout the day and respond appropriately to their needs.

Our secondary goal is to minimize the spread of any illness that does appear in the Centre. The Centre has specific policies and procedures that determine if a child may be permitted to attend if ill. Our policies align with the guidelines and regulations set forth by the Middlesex-London Health Unit. They are crafted to uphold a safe and healthy environment for all children, understanding the challenges illness can pose on a parent's schedule. Our policies are reviewed and updated regularly and are available for your review any time by contacting the Centre Director. You are expected to always abide by these policies.

In general, Mulberry Bush Child Care follows the exclusion policies and recommendations of the local Health Unit. Please understand that there may be times when the Centre Director or her designate telephones you during the day to ask that you come and take your child home because they are not feeling well. In most cases, the decision to call a parent of a sick child is made by the Centre Director when the child exhibits:

- An elevated temperature
- An upset stomach or vomiting
- Any intestinal disturbance with diarrhea
- Any unexplained fatigue, irritability, or loss of appetite
- Any suspicious discharge or drainage from eyes, nose, ears, or open sores
- unidentified rash
- Severe coughing
- After receiving a general anesthetic
- Contraction of contagious conditions such as head lice, pink eye, diarrhea, etc.
- Inability to participate in the program because of illness.

# Health and Well-Being

## Administration of Medication

The administering of prescription and non-prescription medicine to any child in our care is controlled and regulated. There are specific policies that determine if a particular medicine may be administered to a child, how each medication is to be stored, who is authorized to administer a medication to a child, and the procedures required of a parent before a medication can be stored at the centre and be administered.

Our policies are in keeping with guidelines and policies of the Middlesex-London Health Unit and are designed with the best welfare of the child in mind. All policies are reviewed and updated regularly as new information becomes available from the local Health Unit. A copy of the policy is available for your review at any time by contacting the Centre Director. You are required to adhere to these policies for the duration of your child's enrollment with us.

The administration of nonprescription medicine is not allowed at the Centre. Furthermore, the Health Unit strongly recommends that the initial dose or doses of any medication be administered by the parents at home, and that the child remains at home for the first 24 hours after a new medication is started, to allow the medicine time to take effect and in case there is some form of allergic reaction to the medicine.

For our employees to administer any medications, we require written information from the parents providing permission to administer the medication, as well as information on the date, time and dosage to be given. Additional information may be required regarding the nature of the medication and the illness it is being used to treat.

Please note that:

- It is the parent's/guardian's responsibility to notify the Centre if the child is taking any prescription or non-prescription medicine.  
Required to complete the necessary information on the "medication form", available in program or through office email.
- It is the parent's/guardian's responsibility to hand any prescription or nonprescription medicine directly to a staff member, so that it can be safely stored out of reach of the children and in accordance with the medicine's instructions. Do not leave medication on the counter or in your child's bag.
- All medication must be in the original container, clearly labelled with the child's name, the name of the medication, the dosage of the medication to be given, and instructions for storage and administration.

# Safe Arrival and Dismissal

(Policy re: Safe Arrival and Dismissal Policy and Procedures)

*The Safe Arrival and Dismissal Policy is a system of procedures, which are performed in partnership with families, to ensure that each child arrives and departs from our programs in a safe manner.*

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## Drop offs and Pick Ups

The drop-off and pick-up periods are pivotal moments in the day. We encourage you to take the opportunity to engage with us, exploring the happenings within the program and addressing any inquiries regarding your child's learning journey. If a child does not arrive for care as anticipated, or is not picked up at the expected time, our staff will diligently adhere to the safe arrival and departure procedures outlined below.

## Safe Arrival

Upon arrival, we ask that you bring your child directly to the educator responsible for the program at that time and share with us about your child's night, their morning, and their health.

Educators will sign-in for your child upon arrival and record the time. Educators will document any pertinent information shared by the parent/guardian and record the daily health check.

We understand absences/lateness are unavoidable, whether it is an illness, medical appointment, or other events. Parents and/or guardians are responsible for communicating absences or lateness to the program by phone or email on a timely basis.

If your child does not arrive as expected, we will attempt to connect with you indicating your child has not arrived to the program (by email and/or, phone). It is your responsibility to respond to confirm your child's absence.



# Safe Arrival & Dismissal

## Safe Dismissal

When arriving to pick up your child, we ask that you connect directly with the educator that is currently caring for your child.

Educators will sign-out children upon departure and record the time. If someone, who has not been pre-authorized, is picking up a child, it is the parent/guardian's responsibility to inform the program. All persons picking up your child, other than the parent/guardian, will be required to have their designated door access control system code. If we are unaware of the alternate pick up, a child will not be released until communication has been made with the parent/guardian. If an educator is unfamiliar with the person picking up your child, they will be asked to provide photo ID.

## After Hours

We reserve the right to not release a child to any person who is impaired or otherwise unable to care for a child suitably and safely.

Where a parent/guardian has provided written authorization for a child to be released from care without supervision, the program shall dismiss the child as per the instructions provided and document the departure. Once dismissed, the centre is no longer responsible for the child.

Anyone under the age of 16 years of age will not be permitted to pick up your child.

Ensuring that all parent/guardian and emergency contact information is kept up to date with accurate details is crucial for maintaining seamless communication.

At the time of program closure, employees will commence calling the parent/guardian and emergency contacts to inquire about pick up.

If the child has not been picked up 15 minutes after closing and the employee has been unable to connect with the parent/guardian or emergency contacts, the employee will notify the Centre Director/Designate for further direction.

If the program is unable to reach the parent/guardian or emergency contacts after half hour after closing (6pm), we will proceed to contact the local Children's Aid Society (CAS). We will follow CAS's direction with respect to the next steps.



# Centre Waitlist Policy

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## Centre Waitlist Policy

The Mulberry Bush supports the utilization of London's centralized on-line childcare wait list, Onelist. Not all families (including internal families) are on the centre waiting list until their application has been completed on the ONElist system. Visit [https://london.onehsn.com/ux\\_2\\_0](https://london.onehsn.com/ux_2_0) to register.

Mulberry Bush Child Care Centre monitors the ONElist regularly and uses this to fill spaces as they become available. We try and predict our enrolment cycle from 6-18 months in advance.

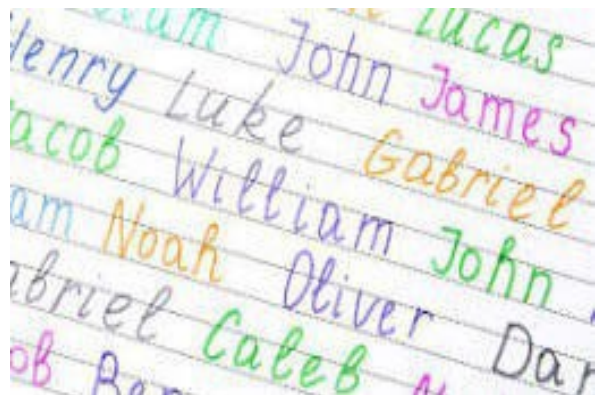
A family's waitlist status is based on numerous factors, regardless of when you applied for care:

- Available space, which is influenced by current and projected enrollment.
- Preferred or flexible start date
- Whether full time or part-time care is preferred
- Age of the child(ren)

Current Mulberry Bush Families are given priority when spaces become available.

\*If requested, families can be assigned a numerical position generated by the Onelist. This numerical position is subjected to all the variables listed above.

If a space becomes available, you will be contacted through the email you submitted through the ONElist. At that time, we would arrange for a tour of the centre. Registration is not confirmed until payment information and online registration has been completed and approved by our main office.



# Child Care Fees

## Tuition Fees

We have been approved for fee reductions as part of the Canada Wide Early Learning and Childcare Agreement (CWELCC).

Once a space has been confirmed, it is imperative to settle fees in advance of care. Payment of fees in full is required by the 1st business day of each month, facilitated through direct debit.

Enrollment in the center is contingent upon the prompt and complete payment of all fees. Maintaining a current account balance is your responsibility.

We retain the right to impose a "Late Fee Service Charge" (non-base fee) on your account, modify your payment method, and/or revoke your childcare space if your account remains unsettled. Additionally, please be aware that any outstanding balances upon leaving the center will be pursued using all available means.

In the event of payment failure due to insufficient funds in your account, a non-base fee of \$50.00 will be applied to your account.

All pre-paid tuition fees are non-refundable, unless you have already paid and are subsequently approved for current or backdated subsidy funding. If your subsidy is approved and you have a \$0 daily parent fee, any advance payment will be refunded via direct deposit. If you have a daily parent fee, the advance payment will be applied as credit to your account. In the event fees on an account need to be adjusted, a family will receive credit on their account. Furthermore, Mulberry Bush Child Care Centre reserves the right to modify or adjust the fee schedule as deemed necessary.

We operate Monday through Friday. Tuition fees are based on a nine-hour day. You are required to pay fees for any day on which your child is scheduled to be at the centre, whether they are in attendance or not. This includes all holiday closures (please see list), vacation days, any days your child is away due to illness, absences due to inclement weather, or emergency centre closures. No rebate or reduction can be given for these absences.

## Holiday Closures

Moreover, in the event a holiday falls on a weekend any extra days will be taken in lieu.

New Year's Day	Victoria Day	Labour Day	Boxing Day
Family Day	Canada Day	Thanksgiving	
Good Friday	Civic Holiday	Christmas Day	

# Child Care Fees

## Withdraw Policy

We require you to provide us with 30 days written notice if you intend to withdraw your child from the center. If your child is eligible and scheduled to attend full- day kindergarten in the upcoming fall, please note that the last day of care we can offer will be the Friday before Labour Day weekend. Failure to provide proper notice will result in a one-month charge. Please be aware that we cannot guarantee a space if you wish to temporarily withdraw your child. In such cases, your child's name may be placed on a waiting list, but we cannot guarantee care availability.

## CWELCC

Children are eligible for the CWELCC Program for ages 0-5.


## Subsidy

If you are currently receiving a childcare fee subsidy, rest assured that assistance will continue, subject to approval from your subsidy provider, the City of London. We understand the importance of ongoing support to ensure the continuity of your child's care and education. Our team is committed to working closely with subsidy providers to facilitate a smooth and uninterrupted subsidy process for eligible families.

## Tax Receipts

Accessing tax receipts for all accounts that are not outstanding is made simple through your Procure account, ensuring convenience and efficiency. Whether your child remains enrolled at the center or has withdrawn partway through the year, you can effortlessly retrieve these essential documents. This feature underscores our commitment to transparency and ease of access, providing peace of mind for families regarding their financial records. With Procure, managing your tax receipts becomes a seamless part of your childcare experience, reflecting our dedication to streamlined administrative processes and comprehensive support for all families, past and present.

## Fee Schedule

	INFANTS	TODDLERS	PRESCHOOL
	This rate applies to children 3 months to 18 months	This rate applies to children 18 months to 30 months	This rate applies once your child is 30+ months
Daily Base Fees Listed below			
Full Time Care - 5 days per week	\$22.00	\$22.00	\$22.00
Part Time Care - 1-4 days per week	N/A	\$22.00	\$22.00

# Contact Information

**Mulberry Bush Child Care Centre**

**555 Topping Lane**

**London, Ontario**

**N6J 3M9**

Phone: 519-473-4798

Website: [mulberrybushchildcare.com](http://mulberrybushchildcare.com)

Email: [mulberrybushchildcare@outlook.com](mailto:mulberrybushchildcare@outlook.com)

Hours: 7:30am - 5:30pm