

# Mulberry Bush Child Care Centre

## Registration Package

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- Child Supply List

*Mulberry Bush Child Care Centre*

*555 Topping Lane*

*London, ON. N6J 3M9*

*Phone (519) 473-4798*

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

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

## Hours of Operation and Fees

Our hours of operation at Mulberry Bush Child Care Centre are 7:30 a.m. to 5:30 p.m. Monday – Friday throughout the year with the following exceptions:

- Statutory/Civic Holidays
- One internal professional development day is conducted on Remembrance Day, November 11. If this day falls on the weekend, the professional development day will occur on the Friday prior.
- The centre may result in a closure due to circumstances beyond our control (severe inclement weather, power failure, no water and/or no heat). The centre may also close depending on weather conditions and city bus cancellations. Management will contact parents regarding last minute cancellations via email and phone. Parents are required to pay for all closures stated.

Two additional professional development (PD) days will be issued through the city of London for staff to mandatorily attend. These days are yet to be determined by the city. Once these days have been officially scheduled, Mulberry Bush Child Care will contact parents no later than a month prior to the PD Day. The centre will be closed during these days and a reimbursement of the cost on that month's statement will be reflected.

The daily fee is based on a 9.0-hour day unless approved by the Director. Exceeding these hours will incur an extra charge of \$20.00 for each occurrence.

The centre must be contacted prior to 9:30 am if you will be late or absent for the day. Failure to do so could result in your child not having care at the centre for the day. The Mulberry Bush Child Care Centre is a ratio-based company; therefore, we re-evaluate our numbers in the early morning to ensure we have appropriate coverage and ratios in each classroom.

A non-refundable deposit of \$500 is required upon enrollment to hold an available spot at the centre. The deposit will be issued towards your last month's payment with a minimum of 3-month enrollment completed.

An additional \$30.00 non-refundable administration fee is required with your initial deposit.

**Subsidy:** If you are receiving childcare fee subsidy, assistance will continue based on approval from your subsidy provider (City of London). You must notify your subsidy provider:

- To arrange approval if your child will be absent five (5) or more consecutive days (ie: illness or vacation)
- To arrange approval for consistent absent days (ie: every Friday)
- To arrange approval for a change in your child's enrollment, transfer to another program or care provider
- When you withdraw your child from care
- If there are changes to your address, phone number or employment information

Note: If you do not receive prior approval for any of the above situations, subsidy will not pay for these absent days or changes, and therefore you will be responsible for paying all full fees to The Mulberry Bush Child Care Centre directly. Refer to the information sheet that you received from your subsidy provider for further details.

The daily rate varies depending on your child’s age; the age categories are listed as follows:

**Infant:** This rate applies to children 3 months to 18 months

<b>Full time care</b>	5 Days per week	\$ 68.00 Per day
<b>Part time care</b>	Less than 5 days per week	\$ 76.00 Per day

**Toddler:** This rate applies to children 18 months to 30 months

<b>Full time care</b>	5 Days per week	\$ 61.00 Per day
<b>Part time care</b>	Less than 5 days per week	\$ 65.00 Per day

**Preschool:** This rate applies once your child is 30+ months

<b>Full time care</b>	5 Days per week	\$ 54.00 Per day
<b>Part time care</b>	Less than 5 days per week	\$ 58.00 Per day

**Payment of fees:** All fees are due in advance of care with pre-authorized bank account debits on the first day of every month. Non-payment of fees could result in withdrawal of your child from the program. All declined payments due to non-sufficient funds (NSF) will incur a \$50 service charge.

**Payment of fees when your child is absent from care:** Payment is required in full for all days that your child is absent from care. This includes home days, illness, appointment time, Statutory/Civic Holidays and centre closures listed above (Hours of Operation and Fees). The only exception to this payment is approved vacation time.

We reserve the right to add a late fee service charge (over 9-hour day, NSF, etc.) to your account, change your method of payment and/or terminate your childcare space if your account is in arrears.

**Holidays:** Parents who complete one full contract year at Mulberry Bush Child Care Centre are granted two weeks holiday time at a 50% rate. It is the parents’ responsibility to contact the centre via email if they are using their 50% discount during their holiday, failure to provide written request with the centre will result in regular rates applying. The child must not attend the centre to enjoy this privilege and their placement will not be jeopardized during their absence. Each consecutive year’s enrollment carries the same privilege.

## **Policies: Permissions and Consent**

**Rest Time:** Our policy at the Mulberry Bush Child Care Centre is that all children, except infants, have a rest time from 12:00-2:00pm each day, infants follow their own individual sleep schedule. Every child is expected to participate in this daily routine while receiving care.

**Parental Responsibilities:** Any alternate arrangements for child pick-up must be confirmed two days prior to the modified pick-up date if the person is not already on the child's emergency list. The child will not be released to anyone other than the parents or those listed in Procure Registration package and authorized for pick-up by the parents.

It is required that all children's personal information be updated by the parent to Mulberry Bush Child Care Centre as soon as possible (contact number, email, address, place of work and are expecting a new addition to the family), failure to do so absolves the centre of its responsibility to locate the parent in the event of an emergency. New expected additions to the family that are not communicated to the office will not be guaranteed space within the centre

We encourage parents to communicate freely with the office at any point (in person, phone, and email) regarding concerns, questions or to simply update information. Mulberry Bush Child Care is an open door, family-oriented community and we pride ourselves on being an extension of your home. Mulberry Bush Child Care is an open door, family-oriented community and we pride ourselves on being an extension of your family.

We strive to be a health-conscious, nut-free environment; therefore, no outside food is permitted within the centre at any time with the exception of allergies. All outside food must be consumed prior to entering the building, there are no exceptions.

In the event your child is diagnosed/suspected with a life-threatening food allergy while in attendance at the centre, you (parent) will be required to supply allergy friendly snacks and lunch for your child. The food provided must not include any of the following:

- Nuts
- Egg (raw, scrambled, baked in)
- Mayonnaise, salad dressing
- Baked items (dough, bread, pastries, cookies)
- Processed foods (pizza, hotdogs, bologna etc.)

Any food brought in that has the following will be refused and a suitable substitution will be required immediately. Exceptions for baked items and processed foods may be approved only if ingredients labels are provided.

## Illness Absent Policy & Procedures

Refer to Covid-19 London Middlesex Health unit for screening guidelines to follow.

**Fever:** A fever at Mulberry Bush Child Care Centre is listed as 100.5 degrees Fahrenheit and above (London Middlesex Health Unit requirement). If a fever occurs during home time, the parent is responsible to contact the centre prior to 9:30am about their absence. If a fever develops during Centre time, the child will be required to go home immediately. The child cannot return to the centre until they are symptom free for 24 hours.

*Example/further explanation:* If a fever develops on a Monday, the child is not to return to the centre until Wednesday. This allows the child to experience their illness day (Monday) as fevers often have numerous spikes, leaving the following day as their 24 hours of being potentially symptom free. The day the fever develops is counted as their illness day regardless of time (Monday 12:00am- 11:59pm).

If a fever spike occurs during their symptom free time, it is no longer considered symptom free. They are required to follow the illness procedures as if it is a new fever, remaining home until symptom free for 24 hours

**Cough:** If a consistent cough develops, the child is to remain home for their first illness day and may return 24 hours once symptoms improve. (Follow fever example for what is expected for stay-at-home time)

**Whooping Cough:** The child must remain home and can return to the centre 5 days after the start of prescribed medication.

**Diarrhea:** A child who is experiencing two or more episodes of diarrhea are required to stay home for two days. They may return to the centre two days from their last diarrhea episode (two full days diarrhea free). If a child experiences another diarrhetic episode at any point, they must follow the protocols of remaining home and returning two days after their last episode.

**Vomiting:** A child who is experiencing two or more episodes of vomiting are required to stay home for two days. They may return to the centre two days from their last vomiting episode (two full days vomit free). If a child experiences another episode at any point, they must follow the protocols of remaining home and returning two days after their last episode.

**Pink eye:** The child must stay home until seen by their healthcare provider. If diagnosis is Bacterial pinkeye, the child must stay home 24 hours after the start of their treatment. If the diagnosis is Viral pinkeye, they may return to the centre with proof from their healthcare provider approving their attendance.

**Strep Throat/Scarlett Fever:** The child is required to remain home until 24 hours after the start of prescribed medication. The child may only return if they are well enough to participate within the centre's program.

**Health:** If a child is ill and will not be attending, it is required that the centre be contacted as soon as possible prior to 9:30 am on the day in question. If your child is going to be absent beyond your required absent days, we need to be informed prior to 9:30 am by phone or email if they are still ill. We ask that your child not attend the centre if they are unable to participate in all activities (going outside, too lethargic to play etc.) If medication is to be administered to your child a medication authorization form must be completed prior to them attending the centre. This form (medication authorization form) can be requested via email or can be filled out upon child drop off/pick up. Any unused or expired medication will be returned to the parent to have the pharmacy properly dispose of. Prescription/non-prescription medication will be administered with the following being provided:

- Completed medication authorization form (also required for non-prescription medication)
- Medication must be in the original container- clearly labeled with the child's name (for prescription medication), current date, instructions for storage and administration of the medication.
- Written authorization from the doctor for administration of non-prescription medications.
- Should emergency medical care be required, parents will be notified, and the child will be taken to the nearest hospital. Permission is granted to administer treatment as needed. It is understood that any fee incurred for such treatment will be the responsibility of the parent.

## Child's Supplies List

At the Mulberry Bush Child Care Centre, it is our expectation that each family provides the following supplies for their child:

### **Daily supplies needed:**

- Diapers
- Diaper cream (if applicable)
- Wipes
- Bottles premade with formula/breast milk
- Soothers/sleep sac/special sleep toy
- Extra Shirts x3
- Extra Pants x3
- Extra Socks x3
- Extra Underwear x3 (if applicable)
- Outdoor shoes (season dependent)-all shoes must be closed toe with a closed back.
- Indoor shoes (closed toe-no sandals or flip flops)

*\*\*Please expect to LEAVE this pair of shoes at the centre daily. If your child does not have a pair of indoor shoes at the centre, they will not be able to stay and participate \*\**

### **Supplies needed per season:**

#### Fall/Spring

- Rain Boots
- Slush Pants
- Outdoor Jacket
- Outdoor warm hat
- Outdoor mitts x2

#### Winter

- Winter Boots
- Winter Jacket
- Warm winter hat
- Outdoor waterproof mitts x2
- Snow pants

#### Summer

- Sunhat
- Sunscreen *\*\*Please expect to LEAVE this at the centre \*\* All children are to arrive at the center with sunscreen already applied for the morning activities.*

**Please ensure that ALL clothing and supplies are labeled with your child's first name and last name initial.** Please do NOT just put your child's initials as there could be other clothing - boots, hats, mitts, and jackets – with the same initials. Please try to keep your child's outerwear consistent throughout the season and not constantly changing. When this happens, it makes dressing your child for the outdoors extremely difficult for your child as well as for the staff. The Mulberry Bush Child Care Centre is not responsible for lost or stolen items of clothing. While we try to keep track of all the children's items, this is not always possible. Proper labelling helps with this. The Mulberry Bush Child Care Centre uses and suggests Mabel labels for personalized clothing and supply labels. If you are interested in purchasing personalized labels for your child, please visit the attached website [https://mabelslabels.ca/en\\_CA/fundraising/support/](https://mabelslabels.ca/en_CA/fundraising/support/)

**\*\* PLEASE NOTE: If your child does not have all their required supplies you will be called to either drop off the needed items or pick up your child and go without care from our centre for the day as they will be unable to participate in our daily programs. We are NOT able to provide the necessary supplies.**

**\*\* Note:** At the Mulberry Bush Child Care Centre we are a play-based centre that encourages free unstructured play both indoors and outdoors. It is our goal that the children freely explore our outdoor areas **for a minimum of 2 hours per day.** Only in extreme weather conditions, deemed by the Health Unit, will this not apply. Therefore, we expect all children to come to the centre dressed and ready to participate with the appropriate clothing depending on the weather and season. \*\*

**“There is no such thing as Bad weather, only Bad clothing”**



## DOOR ENTRY ACCESS CONTROL SYSTEM

We have a high-quality door entry access control system on all entry points at the Mulberry Bush Child Care Centre. It is a keyless entry system that grants physical access to authorized users only. You will use your pin (provided by the office via email) on the keypad to access the building. Each pin is specific to each person authorized to enter the Mulberry Bush Child Care Centre. All people on your child's account will receive their own unique pin. Sharing your pin is strictly prohibited. Access to the building may be revoked if you are found to be sharing your pin.

Our door entry system creates a log of entries automatically, providing a record of time and attendance, allowing the centre to see when parents/guardians have entered or exited the building. If anyone attempted the access and failed to enter the building, their entries are also recorded.

Parents will be required to put their code into the keypad before entering the building AND before leaving the building. If you fail to enter the code before leaving, an alarm will sound to prompt you to put your code into the keypad system.