

# **Little Seeds Nature Daycare**

**Parent Handbook  
&  
Provider Contract**

2025/2026

# **Welcome to Little Seeds Nature Daycare**

We're excited to have your little one join us! Each child that joins us quickly becomes an important part of our Little Seeds "family". We look forward to getting to know our new friend!

This handbook contains all of the important things that you need to know about attending Little Seeds Nature Daycare. Please keep this in a safe place for the duration of the year. You'll want to make sure you have it handy in case you have any questions or concerns.

## **GENERAL POLICIES**

### **Communication :**

You can contact me anytime by phone or text. I will keep you up to date on important moments for your child as well as personal supplies that are needed (diapers etc.).

### **Meals and Snacks:**

Meals and snacks will be offered as per our daily schedule. A healthy menu including morning snack, lunch and afternoon snack will be offered to children.

\*Unfortunately we cannot accommodate any major dietary allergies such as peanuts or dairy.

### **Quiet Time:**

Quiet time is required for all children. All of us need this time built into our day. Children will each be given a cot or playpen to rest in with a cozy blanket. Children will not be forced to sleep, but will be required to lie quietly for the duration of Quiet Time, to allow the other children to get the rest they need. Children are welcome to bring special blankets and/or a stuffed animal from home as well.

### **Medication:**

Medication will be given only with written permission and instructions.

### **Illness:**

Sick children will not be admitted for care in the best interests of the other children in my care. Any child exhibiting the following

symptoms will be sent home with the parent: vomiting, diarrhea or fever above 101F (38.3C). In these cases, please allow 24 hours before your child resumes care again. If a child develops any questionable symptoms while in care, I will notify a parent immediately.

### **Supplies:**

Diapers or Pull Ups and a sippy cup or water bottle (that your child can drink water from easily but not spill easily) should be brought to stay here (I wash all sippy cups and water bottles daily).

An extra set of clothing for each child should be checked and packed daily in their backpacks. We play outdoors everyday and will be doing many crafts, so feel free to send them dressed in play clothes instead of their best outfits.

*Weather-appropriate outdoor clothing and footwear must also be provided for each child.* We will be outside in all types of weather. All clothing may be kept in the child's backpack or on their hook.

### **Receipts:**

Receipts will be provided in January for the preceding year. Please let me know if you require them at a different time.

### **End of Contract:**

One Month's notice or two weeks' payment in lieu of notice, is required if your child will no longer be attending Little Seeds Nature Daycare. When you give your one month's notice, your deposit from registration will go towards those last weeks. I reserve the right to discontinue care for a child without notice for issues such as (but not limited to) behaviour problems or nonpayment of fees.

### **Absent Days:**

Please call by 9 am if your child will not be attending Little Seeds Nature Daycare on a given day.

### **Classroom management:**

Classroom management will consist of distraction and diversion techniques. Aggression (biting, hitting, etc.) are not allowed and

will be followed by an immediate break to calm and refocus. This is to ensure a safe and peaceful atmosphere for all of the children.

### **Toilet Time:**

Toilet time will be as per the daily schedule and as needed. At potty time/diaper check times, all children that are toilet trained will use the toilet and all diapers are changed. Children will be assisted (if needed) and/or allowed to use the toilet whenever they need to. As well as during change times, dirty diapers will be changed as needed. When your child is toilet training, please dress them in a Pull-Up. They need to be able to stay dry and use the toilet for two weeks before transitioning into underwear at the Little Seeds.

### **Pick Up:**

If a child is to be picked up by someone other than a parent listed on the registration form, please let me know in advance verbally (NOT by email, but by phone or in person). If I am not told in advance that someone other than a parent will be picking up, I will not release the child to them. If this results in a late pick-up by a parent, late fees will apply. Please let me know if there are any sensitive custody issues that pertain to your child.

### **Late Pick-Up**

Little Seeds **closes promptly at 5:00pm**. We do not offer late pick up or early drop off. If a late pick up happens, there will be a charge added to the following month's fee. Please arrange your schedule so that your child is picked up before 5:00.

# PAYMENT

**Little Seeds Nature Daycare offers full-time spots at the rate of \$63/day.**

To register your child, a completed Registration Form and **the last two weeks fee (\$630.00)** is required to hold your child's spot. This will be used when you give your one month's notice for care termination or in lieu of one month's notice.

**Fees are due the first of the month (your first day starting care) for the upcoming month. Payment can be made by e-transfer or in cash.**

If payment is not received on or before the 1st of the month in the morning at drop-off, the child will not be admitted into care until the payment is paid in full. I will send out a reminder text each month before the 1st. \*This child care program is not licensed by the government of Ontario, therefore we are unable to accept subsidies.

# IMPORTANT DATES

## Start & End Dates:

- First day of care is Tuesday September 2, 2025
- Last day of care is Tuesday June 30, 2026

## Holidays:

Little Seeds Nature Daycare will be closed for the following holidays. **Full daycare fees** for each of these holidays is required.

- **Thanksgiving-** Monday October 13, 2025
  - please note below that I will also be closed the Friday before Thanksgiving-Oct.10 **(at no charge)**.
- **Christmas Day-** Thursday December 25, 2025
- **Boxing Day-** Friday December 26, 2025
- **New Year's Day-** Thursday January 1, 2026
- **Family Day-** Monday February 16, 2026
- **Good Friday-** Friday April 3, 2026
- **Easter Monday-** Monday April 6, 2026
- **Victoria Day-** Monday May 18, 2026

## **Closures:**

Little Seeds Nature Daycare will be **closed** (**No fees** will be charged for these days):

- **Friday October 10, 2025**
- **Friday November 14, 2025**
- **Wednesday December 24, 2025-Friday January 2, 2026 (Christmas Break)** Please note that I will be open Monday and Tuesday December 22&23.
- **Friday January 30, 2026**
- **March 16-20, 2026 (March Break)**
- **The entire month of July, 2026**
- **The entire month of August, 2026**

**\*Please remember to add all holidays and closures to your calendars.**

## **SICK DAYS & APPOINTMENTS**

### **Sick Days:**

Families are entitled to 10 (ten) days each year of days off at half-rate. These days can be taken for any reason (because a child is sick, family vacation, doctor's appointments, etc.). Unless you let me know otherwise, I will charge half the daily rate for any **absent** days until your 10 days are used up. After that, all days, even if absent due to sickness, will be charged at full rate. Late drop offs and early pickups are not absences and will be charged as full rate.

### **Provider's Sick Day:**

If I need to close on a given day because of extreme sickness, family emergency, etc, there will be no charge for that day. As much advance notice as possible will be given.

### **Provider's Appointments:**

I do my best to keep any personal appointments scheduled around Little Seeds Nature Daycare hours. Rarely do I need to be at an appointment in person during these times (it happened only a few times last year). I will not close the daycare for these days, but rather will have someone come in to cover for that hour or so that an appointment can take. I will notify you in advance of any

appointments that I may have. My husband, Joel Symonds, will cover those times. This is the solution we used last year and it worked well because the children all know him from mornings as he leaves for work versus bringing in a stranger. If you have any questions please contact me.

## **OTHER INFORMATION**

Little Seeds Nature Daycare is a private, unlicensed home daycare that operates within the ratio guidelines of the Ontario Childcare and Early Years Act. We have the required insurance, First Aid/CPR, Criminal records check and the Vulnerable Sector check for both myself and my husband. \*This childcare program is not licensed by the Government of Ontario.

All policies will be discussed during the pre enrollment interview. Thank you for your interest in Little Seeds Nature Daycare and I look forward to meeting you and your little one(s).

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## **2025/2026 Contract Agreement**

Please sign and submit the form below to Little Seeds Nature Daycare once you have read this handbook. If you have any questions at all, please do not hesitate to call or email.

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

I, \_\_\_\_\_ agree to abide by the policies and procedures described in the Little Seeds Nature Daycare Parent/Provider Policies Contract. I have thoroughly read the contract and understand it. I also understand that failing to comply with this contract may result in the discontinuation of care of my child.