

THROUGH THE YEARS DAY CARE & COMMUNITY CENTRE

PARENT HANDBOOK

(Revised December 2018)



Nurturing growth &
development in a
fun, healthy & safe
environment.

20 Pte. Richard Green Lane RR 2
Hubbards NS B0J 1T0

THROUGH THE YEARS DAY CARE & COMMUNITY CENTRE

PARENT HANDBOOK

WELCOME

Welcome to Through the Years Day Care & Community Centre!

We are looking forward to a positive, fun filled relationship with you and your child(ren).

To facilitate a greater understanding between us this handbook has been created. This handbook includes guidelines, policies, goals, ideas for parent involvement and other important issues.

In order to make our relationship as relaxed and enjoyable as possible the pages herein contain mutually beneficial requirements that will help to ensure there are no misunderstandings between either parties. All information contained within this handbook is subject to change. Families will be given 2 weeks notice of any revisions.

The words, “We” or “Us” or “The Centre” or “The Day Care” refers to “Through the Years Day Care Centre” and its staff/employees. The words “You” or “Your” refers to the parent(s) and/or guardian(s).

Please read this handbook carefully and feel free to discuss any questions or concerns that you may have. Consistent disregard for the policies herein may be cause for termination of the contract of care for your child(ren). Our Termination of Care Policy, Sun Safety Policy and Behaviour Policies are attached at the back of this Handbook. The Day Care Director will review these policies with you upon admission to Through the Years.

ABOUT US

In October 2002 TTY opened in the former Fox Point Elementary School building, owned by the Municipality of Chester. Over the course of the next eight years it expanded from 33 child care spaces to 49 child care spaces after renovating the downstairs rooms of the building. In 2009 TTY applied for and successfully obtained an Expansion Grant from the Department of Community Services to build its own building on land leased from the Municipality of Chester at 20 Pte. Richard Green Lane in Hubbards. In June 2010 this building opened and was licensed for 75 children. In August 2013, 15 more school age spaces were added bringing our licensed capacity to 90. In 2015, 10 more spaces were added to school age to bring licensed capacity to 100.

Through the Years Day Care & Community Centre is a nonprofit charitable organization governed by a volunteer Board of Directors made up of community members and parents who oversee the Day Care & Community Centre programs and staff. Any parent interested in sitting on our Board is welcome to speak to the Director about the responsibility. An Annual General Meeting for the organization is held every fall in which parents are strongly encouraged to attend. Several other parent meetings and social events are held throughout the year.

DAY CARE ENVIRONMENT

Through the Years Day Care Centre consists of six separate classrooms.

We are licensed by Nova Scotia Department of Education and Early Childhood Development for 100 children per day.

The INFANT CLASSROOM holds 8 children, aged 5 months to 18 months of age. The ratio of teachers to children in this room is 1:4. The TODDLER CLASSROOM holds 18 children, aged 18 months to three years of age. The ratio of teachers to children in this class is 1:6. The PRESCHOOL CLASSROOM holds 24 children, aged 3-5 years of age. The ratio of teachers to children in this room is 1:8. The three SCHOOL AGE CLASSROOMS hold 50 school-aged children between the ages of 5-12 years of age (15 children in one room, 25 in second and 10 in The Evergreen Club). The ratio of teachers to children in this room is 1:15 and 1:10. NOTE: These rooms can change due to enrolment changes.

In the Spring of 2016, we launched The Evergreen Club, a school age class devoted entirely to outdoor education. Our mission is to connect children with the natural environments in our community through engaging outdoor experiences and child-directed learning.

Through the Years Day Care's services include full-day day care for children aged 5 months to 5 years of age and before and after school care for children aged 5 to 12 years of age. Full-day day care is available for school age children when school is not open. The full-day Day Care Program emphasizes early learning goals and concepts through a blend of free playtime and structured classroom and outdoor activities.

Throughout the day your child will have the opportunity to play in a variety of different ways with a variety of materials. Every classroom has areas for dramatic play, gross motor play, construction, sand and water play, creative and cognitive activities, and a reading/book area. We follow a play based child-directed curriculum (circle, creative activity, songs, and stories are based on children's interests, developmental stage and are often expanded upon for weeks or even months). The weekly plans for each class are posted on the bulletin boards inside the classroom. We welcome parents sending in material that will help with our classroom learning environment.

Each classroom has washrooms within their room. There is also a single barrier free washroom in the centre for visitors. The Centre also has two offices: the Director's and her Administrative Assistant's, a staff room and a kitchen. There is also a cafeteria where all groups eat lunch except for the infant group. The Centre boasts a fenced in playground as well. There is an area for the infants, a shared space for the preschool and toddler group, and a larger piece for the school aged children. We also have a multi-use court space on the property.

In accordance with Day Care Regulations at least two thirds of Through the Years' staff working directly with the children will be Early Childhood Educators. The staff at Through the Years consists of a Director, Administrative Assistant, Early Childhood Educators, Program Support Workers, substitutes, volunteers, and a cook. Each summer we have one or more Early Childhood Education students and throughout the school year we occasionally have practicum students.

PHILOSOPHY

The mission of Through the Years Day Care & Community Centre is to provide for positive social and physical growth of the community through programs, services and experiences. The Day Care Centre strives to do this by providing a safe and happy environment for children who attend. The

Day Care will be a place where they can learn and grow physically, emotionally, intellectually and socially at their own pace. Children learn through play and benefit from a structured, yet flexible schedule and program. The activities at the centre will stimulate positive sensory-motor development, language development, cognitive development and social skills.

The development and encouragement of a strong self-esteem is also a major goal in the daily program at our centre. Children will be taught to respect each other, adults and property. Children in their own right are individuals and need to be seen and treated as individuals. We promise to treat your child with respect and dignity.

INCLUSIVE CHILD CARE PHILOSOPHY

At Through the Years Day Care & Community Centre we believe that each and every child should be able to attend an early learning and child care program. We also believe for those children who require additional support, needs should not hinder a family's ability to enroll their child in such programs. These programs provide the environment and experiences that promote growth in all areas of development. It is our mission to provide a developmentally appropriate group experience for all children in our centre. We believe by practicing inclusion we encourage the development of real relationships, the sense of belonging for all children and teaching dignity and equality. Inclusion benefits everyone: the children, the parents and even the staff. Children of all abilities learn from each other and we are committed to adapting experiences and routines so all children can participate actively and meaningfully in a natural environment.

Through the Years' staff achieve the above goals by encouraging open communication and establishing relationships that are based on trust, and respect with the family. We welcome and encourage all members of a child's early intervention team to join us in developing Routine Based Program Plans, thus helping incorporate the goals set for the individual child into the program. We value and respect the parent's input and encourage them to be a fundamental part of the decision making process for their child. By working together as a team we will coordinate the proper supports for the child to achieve planned outcomes. Every child is unique and comes equipped with a wide range of abilities and variety of different needs. By considering each child's abilities, we strive to meet their needs, thus giving them the support to reach their fullest potential.

In a situation where the special needs of a child requires significantly more individual intervention in the day care setting, it may mean a program support teacher is required to assist the ECEs with the group. Extra adaptive equipment may be needed. Through the Years also encourages other agencies such as Occupational therapy, Physiotherapy, Speech/Language and Early Intervention that currently work with child to visit Through the Years and offer guidance and help with the proactive plan to ensure the child's continued success in our program.

At Through the Years we take great pride in having a part in teaching all children early on that in diversity there is beauty and there is strength. By providing children a place to grow and exercise their uniqueness, they learn to both give and receive many beautiful things such as ideas, openness, dignity, joy, acceptance and inclusion. Diversity makes for a very rich tapestry and all the threads of the tapestry are valued equally.

SPECIAL PROGRAMS

Handwriting Without Tears Handwriting Program

Handwriting Without Tears is a handwriting program developed by occupational therapist Jan Olsen. HWT is a developmental-based curriculum for writing readiness and a multi-sensory approach. The goal of the program is to make handwriting an automatic and natural skill. Children will learn language proficiency, fine/gross motor control, letter/number recognition and color/shape awareness. HWT was the chosen program to use with the preschoolers because it creates learning experiences through motor, social, cognitive, visual perceptual, sensory, playing singing and most importantly it is FUN! Parents of preschool children attending school the following September are given additional information at the beginning on the HWT program and are asked to purchase a HWT workbook for their child.

Musical Minds

Musical Minds is a unique program of music and movement carefully created for children 18 months to 5 years of age in group day care settings.

It is developed presently by Catherine Loftin, B.Mus, M Mus Ed. who owns St Margarets Bay Kindermusik. It is presently being delivered by co-owner Meghan Boyko. Musical Minds takes place on Thursday afternoons and runs in 8 week themed semesters. Parents have the choice to register their child in the 8 week semester at \$40.00 / semester. Those children not registered stay in their classroom doing other activities with a teacher while children are attending Musical Minds in the community centre room / cafeteria.

BEHAVIOUR POLICY

A copy of our Behaviour Policy is part of this Parent Handbook and located at the back of this document. The Director will be reviewing this policy with you upon enrolment. Every staff and volunteer adheres strictly to these policies and yearly review of these policies is a requirement of their position.

NUTRITION

The Centre employs a cook to provide us with delicious snacks and homemade meals. The menu has been created in accordance with Day Care regulation's Food and Beverage Standards and with the support of a dietician from Public Health Services. For full day children the daily menu fulfills 1/3 of their daily nutritional requirements according to Canada's Food Guide. Each day we serve a morning snack, a lunch meal, and an afternoon snack, which is included in your child care fee. The menu has four different weeks that rotate throughout the year and will be posted for parents on the bulletin board. Parents may also request from the Director a copy of their own. In cases of food allergies or special diet notes we want parents to be reassured that all staff and volunteers are mindful of these circumstances at all times. A list of children's names and allergies / special diet notes is posted in each classroom, and in the kitchen. This is updated regularly. Parents **MUST** provide the alternative food should there be a food allergy / special diet situation.

TTY strives to be a peanut safe facility. Please see the info sheet at the end of this manual on keeping children with life threatening allergies safe.

Staff and care providers are responsive to children's cues around hunger and provide snacks and meals outside of the regular schedule as required.

Staff create a relaxing and enjoyable meal environment. Toddlers, preschoolers and school age children eat lunch in the cafeteria and snacks in their own classrooms. When working with children, staff are committed to modeling healthy eating practices themselves. Unless they have special dietary considerations that prevent them from doing so, staff will eat the same foods as the children do.

Staff encourage children to respond to hunger and feelings of fullness and children are not forced to finish food that has been served.

Meals include servings from all four food groups identified in Eating Well with Canada's Food Guide. Snacks include servings from at least two of the four food groups, one of which must be a serving from the Vegetables and Fruit group. Full fat milk (3.25%MF) is served to children under the age of two years. All other children drink 2% milk.

For food safety reasons no food can be accepted by way of donation from a parent.

Food served in the Day Care is purchased either at Bell's Independent, Sobeys, Superstore or in bulk at Armstrong Food Service or The Real Canadian Wholesale Club.

ADAPTING THE MENU FOR INFANTS

When babies are 6 months old they begin to learn to swallow, chew and pick up solid food. This is a time for getting used to new tastes and textures of food. At Through the Years infants will explore new foods and learn to enjoy healthy foods. Upon enrolment, Infant Feeding Plans are created for your child.

Infant Feeding Plans are used for ongoing communication between the infant's parent / guardian and the care provider or the staff, including the cook.

The Infant Feeding Plan is used to record and communicate the infant's progress during the transition to solid foods and indicates, when requested by the parent, how menu items are prepared to accommodate the infant's developmental stage.

Staff allow infants to explore their food, feed themselves and respond to hunger and fullness cues. Unless otherwise identified on the Infant Feeding Plan, children who are six months of age or older, receive daily meals and snacks that are based on the menu. Parents bring food from home during their child's transition to solid food.

Honey is not served to children who are less than 12 months of age.

Through the Years is a breastfeeding friendly facility. Moms needing to breastfeed throughout the day will be provided with a comfortable, quiet space to do so.

COMMUNICATION

Communication is a highly important aspect of a successful centre. When a new family is accepted at the centre we like to be sure that we can share openly any concerns or questions that may arise regarding the well being of your child(ren). It is important that there is a similar childcare philosophy between us. This will ensure we are working together with the same goals in mind. We welcome feedback, questions or discussions that will focus on a positive outcome for the child(ren). Issues that may be considered "sensitive" will be discussed in private and remain confidential.

A monthly newsletter and calendar will be published that will explain activities we are doing, current curriculum themes, meal schedules for the coming month, as well as upcoming events, fundraising efforts and any other pertinent or fun information that may be of interest to you, family and friends. Please feel welcome to contribute submissions for the upcoming newsletter(s). Deadlines will be the 2nd last Tuesday of each month as the newsletter contains meal plans are due to be available the last Monday of each month.

Parents of infants and toddlers will receive a daily note providing information on your child(ren)'s day. Some typical information may include: activities, rest time, temperament, meals and things to remember. There is also space for parent comments.

Parents of preschoolers and school age children will not receive a "daily note" unless there is a reminder or a situation that you need to be aware of. Teachers will make every effort to speak to parents as often as possible about their child's day. Parents receive progress reports twice per year and parent/teacher conferences are held shortly after these are given out.

There is a PARENT BOARD in the foyer of the Centre. The following are posted on this board:

- The license for the facility
- List of Board of Directors
- Monthly Newsletter and Calendar
- Illness Exclusion Criteria
- The most recent inspection report
- Current menu
- The most recent parent committee minutes and list of names of members of the Parent Committee
- Fire Drill Record & Staff Responsibilities in Case of Fire or Emergency

Available for parents for viewing in a binder in the foyer are the following:

- Department of Education and Childhood Development Terms & Conditions for the Quality Investment Grant & Program Support Funding
- Department of Education and Childhood Development Terms & Conditions for the Inclusion Support Grant
- Parent Handbook
- Our Strategies for the Prevention of Communicable Diseases
- Guidelines for Communicable Disease Prevention and Control for Child Care Settings
- Day Care Act and Regulations

Each classroom has their own bulletin board in which the following information is provided for parents:

- Daily Schedule
- Program Plans
- Monthly Calendar & Newsletter
- Menu
- Special Notices

We have a website, www.throughtheyears.ca where you will find information about our centre, programs, policies, and newsletters. We also have a Facebook page where we post pictures, fundraising information, notices, etc. to help parents stay current on what's happening at TTY.

ENROLLMENT POLICY

There are several forms that must be completed and in our possession before we can assume the responsibility of caring for any child. There will be no exceptions. This is to ensure that your child will get the utmost care possible while at the centre. Some of the forms will include:

Registration Form
Parent Contract and Rate Agreement
Health Record
Emergency Medical Authorization Form
Parent Authorization for the Administration of Medication
Outing Permission Form
Image/Artwork Media Release Form

There may be others.

You are required to keep the centre informed of any change in addresses, telephone numbers and any other pertinent information listed on any/all of the above listed (or/additional) forms. Please alert the Director of new immunizations as they occur so your child's Health Record can be

updated. If you have any questions regarding the completion of these forms, please feel free to ask for assistance.

PAYMENT PROCEDURES

Children can attend the centre either part time or full time. Full time is considered 5 full days per week. Part time is anything less than this. Day care fees for those on set schedules are as follows:

Infant Room- Full time: \$32.55/day
Part time: \$33.60/day

Toddler Room- Full time: \$30.45/day
Part time: \$31.50/day

Preschool Room: Full time: \$29.40/day
Part Time: \$30.45/day

School Age Program: Full time after school only: \$13.13/day
Full time before school only: \$7.88/day
Full time before and after school: \$17.85/day
Part time after school only: \$13.65/day
Part time before school only: \$8.40/day
Part time before and after school: \$18.90/day
Full day for full timers: \$28.35/day
Full day for part timers: \$29.40/day
Embedded days: additional \$4.20
Early dismissal (with lunch): additional \$6.30

These above rates are for children who come on the same days each week, year round. You have contracted to these days, the spot belongs to your child, **and fees are expected to be paid whether your child is present or not.**

School Age Policy: In order to hold/keep your school age spot for the fall you need to pay full time, full day fees for the summer, excluding the week unpaid vacation you are entitled to. If school age children withdraw from their spot in June for the summer but want a spot in the fall, a first come first serve list will be kept by the director, but re-enrolment is NOT guaranteed.

Another policy unique to School Age is around full day PD days. If your child will not be attending a full day PD day, you must inform us at least 48 hours in advance to not be charged. This is to ensure we have adequate staff to cover ratio and prepare ample food.

The Director requires two weeks written notice if you wish to change your enrollment schedule.

Those enrolling full time will be given priority over those enrolling part time. This is chiefly a business decision based on the necessity to full every available space. The part time family will always be asked first if they wish to move to full time before losing their spot.

SCHEDULED DAYS

A parent may choose at the beginning of each month or each week, depending on when they get their schedule, which days they require child care. They will then only be charged for those days. These scheduled days will be accommodated only if there is room on the chosen day and is done on a **first come, first serve basis**. We require 48-hours notice to be given (not including weekends) if

you want to cancel a scheduled day and not be charged. Day Care fees for those on scheduled days are as follows;

Infant Room	\$36.23/day
Toddler Room:	\$34.13/day
Preschool Room:	\$33.08/day
School Age Program:	\$15.23/day after school only
	\$8.93day before school only
	\$21.53/day before and after school
	\$32.03/day full day

DROP IN

Parents who may also need care on a day that their child is not contracted to come may call up the day before or the morning of and ask if there is room for their child at the Daycare that day. If there is you may bring your child and pay the “Scheduled Days” rate.

CENTRE CLOSURE

Parents will be given a credit for their fees paid on a day that the Day Care is unable to open all day due to a power outage or other emergency like a broken furnace, no water, blizzard, etc. If the Day Care is open but is forced to close early or can not open until noon because of any of these reasons, parents will NOT receive any credit for this day.

MAKING PAYMENTS

Your specific rates will be outlined in your **Contract and Rate Agreement**. Fees are payable in advance, the first half due on your **first** contracted day of care of each month and the second half due **mid-month**. If you wish to pay at the beginning of the month for the entire month this is fine, **but no other exceptions will be made**. If you go away on vacation, payment is due before you leave, to ensure the security of your child’s space upon your return. In case of illness on the day payment is due, your payment remains expected, unless you contact the centre to negotiate alternative arrangements. This is your responsibility, even if the centre is aware of your absence (illness, vacation, etc).

Payments may be made by cheque, cash or e-transfer as long as no cheque is returned NSF. Cheques must be dated for the day of which payment is due. Giving a post dated cheque for the middle of the month with the first payment of the month is the preferred method of payment. Payments can also be sent to throughtheyears-coordinator@hotmail.com if you prefer e-transfer. All fees must be paid in full by the end of the current month. In the event of non payment in full the Board of Directors reserves the right to terminate care. Repeated late payments may be grounds for termination (see Termination of Care Policy attached at the end of this Handbook).

SAFETY

All staff have up-to-date first aid training including infant CPR and are experienced and comfortable performing any duties necessary in an emergency. To ensure the utmost fire safety there are posted procedures of evacuation in every room, and monthly fire drills are carried out with the children. As well, fire extinguishers nearby, and staff has received training in their use.

TAXES

We will supply you with a year-end summary of all day care fees paid during the year for tax purposes. This will be given to you in January of each year. If the Executive Assistant is asked to generate a second tax receipt it costs \$10.00.

NSF CHEQUES

The fee for a cheque returned NSF to the Day Care is \$20.00. The Centre has the right to halt services until full payment of child care fees and NSF charges has been made to the centre, in cash.

HOURS OF OPERATION AND HOLIDAYS

“Through the Years Day Care Centre” will operate from Monday through Friday from 6:30 a.m. to 6:00 p.m., year round. The centre will be closed on the following holidays:

1. New Years’ Day
2. Heritage Day
3. Good Friday
4. Easter Monday
5. Victoria Day
6. Canada Day
7. Natal Day
8. Labour Day
9. Thanksgiving Day
10. Remembrance Day
11. Christmas Day
12. Boxing Day

Childcare fees ARE charged on the above holidays with no exceptions.

OPEN DOOR POLICY

“Through The Years Day Care Centre’ maintains an “open door policy” for parents. This means you are always welcome to call or drop in to see your children at any time during regular childcare hours. If you do visit during “rest periods”, we would ask that you respect that some children may be sleeping and ask that care be taken not to disturb them.

Please keep a careful eye on your child(ren) when dropping them off or picking them up. There may be other vehicles on the premises and care must be taken to avoid any mishaps. Please do not allow your child (ren) to leave the centre unattended. Your child(ren)’s safety is our first priority. Our front door is equipped with an automatic door opener for those using a wheelchair. We ask parents to teach their children what it is used for and encourage them to refrain from pushing it.

ARRIVALS AND DEPARTURES

If your child is not coming in on a day he/she is contracted to you are asked to contact the centre by 8:00 a.m., if not before. We ask that all children are in for the day by 9:00 a.m. It is at this time that the snack and lunch numbers are given to the cook. More importantly, this is when the planned program for the day begins, and late stragglers will not only be missing out, but will disrupt the flow of the program in session. We understand that there are the occasional times in which you will need to be late dropping off your child, and we ask that you call and let us know in this case. Children are expected to arrive clean and fed. We strongly discourage parents from bringing in breakfast for their child unless absolutely necessary. If you must bring breakfast it must fall within the Food & Beverage Guidelines for nutrition we need to follow as a Centre, set out by Department of Community Services.

It is normal for some children to have difficulty in separating from parents or cry when being dropped off. Please be very brief (no more than 5 minutes is sufficient) during drop-off times: the longer separation is prolonged the more difficult it becomes.

A smile, a cheerful good-bye kiss and a reassuring word that you will be back are all that is needed. Children are nearly always quick to get involved in play or activities as soon as parents are gone. You are required to inform the centre if you are at any other location than what is listed on your child's enrolment records. You are also required to provide a telephone number for that place. Please be brief at pick-up times also. This is a time of testing when two different authority figures are present (the parent and the caregiver) and all children will test to see if the rules still apply. If a child is arriving or leaving the centre during rest period, we ask that you try to keep your child's voice at low volume as to not disrupt the other children.

Normal procedure for leaving the centre is to release the child(ren) to his/her parents or someone else the parents have authorized on the enrolment forms. If someone other than the parent is to pick up the child(ren) please notify the centre as soon as possible. A verbal notice is fine on that day if the particular person is on your list of names, which you submitted at the time of enrolment. If the person is NOT on the list, we MUST have written permission to release your child. If the person who comes to pick up your child brings along a written permission, with your name signed to it, we will call you to verify that you did write the permission request.

Please inform emergency contacts, or people designated to pick up your child(ren) that if we do not know them we may need to ask for a piece of photo identification. We do not mean to offend them. This is simply a measure taken for your child's protection. We will not let a child leave without a parent's verbal permission, even if that person is listed on one of your designated pick-up people. Parents are asked to check their mailbox in the foyer each day for any bills, receipts, newsletters and their child's artwork.

LATE PICK UP FEES

A late fee will be applied to any parent picking up a child past 6:00 p.m. at a rate of \$10.00 per 15 minutes. This begins at 6:01 p.m. This fee is noted and added to your next bill. Parents who are late more than 5 times per year may be asked to leave the Day Care. Please do not bring your child earlier than you're contracted to on your Parent Contract & Rate Agreement Form as Day Care staff is brought in in the morning at a staggered rate based on the staggered arrivals.

SIGNING IN AND OUT

Teachers are required to sign in and out your child each day. Please be sure a teacher is aware your child is arriving or departing so this attendance record can be kept accurate at all times. Please do not send older siblings under the age of 16 into the Centre to pick up your child. For health reasons, do not leave your car running while dropping off or picking up your child.

ILLNESS

Please give us a call before 8:00 a.m. if your child will not be attending Day Care because of an illness or any other reason. Children who are in a contagious period of an illness will not be accepted until they are past the contagious stage. Parents must report to the Day Care any contagious illness, which has been diagnosed by a doctor. The Day Care requires a letter/form to be completed by the child's doctor stating that the child is past the contagious stage of the illness before the child can return to the Day Care.

Children who are not well enough to comfortably cope with the regular day care program environment due to an illness must be kept at home. A child will not be accepted for the day if he/she exhibits symptoms of illness such as:

- *Fever
- *Diarrhea
- *Persistent cough
- *Swollen gland
- *Vomiting
- *Infection

The child must be free from the above symptoms for twenty-four hours before returning to Day Care.

If a child begins to exhibit symptoms of illness, or a contagious disease such as head lice or pink eye is discovered, during the day a parent will be notified immediately. It is expected that the child to be picked up by the parent or authorized person as soon as possible.

IMPORTANT NOTE:

In case of an epidemic of a communicable disease (4 or more cases) this above policy is subject to change.

MEDICATIONS

The staff at Through the Years is permitted to give medication authorized by a doctor or parent. All medication must be in the original container with a readable label. Parents will be asked to complete an authorization form for each new medication. Over the counter medications will not be given by the staff unless the parent has completed a Non-prescription authorization form.

Homeopathic or natural remedies will be given with written consent from a parent if medicine is in a bottle with ingredients clearly marked on it. **ALL MEDICATIONS INCLUDING PUFFERS ARE TO BE GIVEN DIRECTLY TO A STAFF PERSON, NOT IN THE CHILD'S BAG, FOR SAFETY REASONS.**

REST PERIOD

Through the Years has a two hour rest period as part of the day's schedule for all classrooms. Preschool children who do not sleep still are required to rest on their mats for one half hour. After this half hour, these children may engage in quiet activities for the remaining time. We will not prevent any child from sleeping or wake your child early.

ABSENCES

There will be no refunds or adjustments made to your child care fee for time missed due to illness, a holiday or days off (other than the entitled one week vacation for families in day care program). A place has been reserved for each child that cannot be filled on a short-term basis.

YOUR VACATION RESPONSIBILITIES TO THE CENTRE

Those families in the **full-day day care program and school age program** may take one week unpaid vacation per year from the centre, providing that a minimum of two weeks advance notice is given in writing. **NO EXCEPTIONS.**

Payment will be required for any other time off that is taken beyond the above-mentioned one week of unpaid vacation.

For part timers, one week's vacation will be equal to the same number of days you are contracted with the centre for childcare services in a given week. If your enrolment changes during the year your vacation entitlement is determined by how many days a week you come at the time you take the vacation.

If you would prefer to use your vacation as separate days, that would be acceptable but the centre will require a written notice of each day at least two weeks before you use a day.

No vacation days will be allotted during your first twelve months of childcare services. To be eligible to take one week of unpaid vacation you must have maintained your regular schedule for a

twelve month consecutive period, i.e. no other unpaid time off. So, for example, any family withdrawing for the summer months, or changing to scheduled days, does not then qualify for any unpaid vacation. Vacation days may not be applied to your final two weeks of childcare, nor may they be applied to any outstanding childcare debts you may owe to the centre such as late payment fees, etc. A record will be kept in your file of vacation days used; however, it will not be the responsibility of the centre to remind you that you have vacation days available which are to be used before the end of the year.

You cannot “bank” vacations days from one year to the next.

YOUR FUNDRAISING RESPONSIBILITIES

As Through the Years Day Care Centre is a non-profit organization, our annual operating budget relies heavily on fundraised monies (approximately \$20 000.00 a year). We make every effort to keep parent fees as low as possible but in exchange for this we require a firm commitment from our families to help with ongoing fundraising events. Our major fundraiser each year is “Playdate”; this is an adult event with live music, a full bar, live and silent auctions and lots of dancing. We hold a sleepover at the day care this night too where children are cared for by centre staff and volunteers.

CHILD ABUSE POLICY

As per the protocols outlined by the Department of Education and Early Childhood Development for the prevention and reporting of child abuse, the centre staff is legally required to report cases of suspected child abuse and any disclosures by children.

ACCIDENT REPORTS

Staff is required to complete an accident report form for any accident which required first-aid treatment by the staff. It will be signed by the staff member who administered treatment, and by the Director. It is then shown to the parent and signed by the parent before being placed in the child’s file. Parents are to be informed of the injury upon pick up of the child, unless it is a serious injury in which you will be notified right away. Confidentiality will be maintained.

PERSONAL BELONGINGS

We encourage children not to bring toys from home. Younger children sometimes have a hard time sharing with others and it is even harder with their own “special toy”. The only exception is their “sleepy toy” for at naptime, which will be put away until naptime. Children will have an opportunity to bring in a special item from home on “show and tell” days and special activity days.

The centre will not be responsible for any loss or breakage of your child(ren)’s personal items. All personal items must be clearly marked with your child’s name.

SUPPLIES

You are responsible for supplying a full change of clothing (including socks and underwear) and indoor shoes or hard soled slippers and any other supplies that your child may need. Any child who wears diapers or pull ups, parents are responsible to supply their own. Wipes are to be provided by the parents as well. Through the Years, with your permission, will assist your child with toilet training while they are in attendance at Day Care.

Dress your child each day ready for a day of play. **DO NOT DRESS THEM IN ANYTHING YOU WOULD BE UPSET IF IT GOT STAINED.** Children learn best when they are free to get messy: exploring play materials and their food freely without fear their parents may get upset because their clothes are dirty. Soiled clothing will be sent home and a clean change of clothing

should be sent to the centre on your next scheduled day. If your girl is wearing a dress to day care, please wear shorts underneath also. All blankets and bedding will be laundered every week.

If there is a special occasion that calls for special clothing (a visit or a party right after day care or a trip to the photographer), please send the special clothing with your child. We will put the good clothes away until the expected time of your arrival for pick-up. We will help your child to clean up and get dressed prior to your arrival.

The centre will request certain items for certain times of the year such as boots or snowsuits, or a sun hat. All items must be labeled with your child's name. You must maintain these items at all times. Failure to do so is grounds for termination. Please keep in mind that if you do not bring a needed item, it may prevent all of the children from going outside. If it becomes necessary for the centre to purchase supplies and/or requested items for your child(ren) you will be billed on your next payment due date. This is not to say you should panic should you forget mittens on a certain day. We will have extra available at such times. We do not have a supply of extra hats though, because sharing hats is not a safe practice.

PEANUT SAFE FACILITY POLICIES

At Through the Years we **STRIVE** to be a peanut safe facility by following these guidelines:

1. Monday through Friday from 6:30 a.m.-6:00p.m. year round Day Care staff will be present to monitor that no food containing peanuts is brought into the Centre. Outside of these times we will advise those using the facility of our peanut safe policy but will not be present to guarantee foods containing peanuts are not brought into the Centre.
2. We will ask people entering the Centre during Day Care hours to wash their and their child's hands and face upon entering. We will also ask that if they have eaten peanuts prior to coming during Day Care hours that they brush their teeth before leaving home.
3. While we strongly discourage bringing breakfast/snacks into the Day Care Centre, if they are brought they **MUST** be Peanut Safe as well as follow the Centre's nutritional guidelines.



Through The Years Day Care & Community Centre

Providing for positive social and physical growth of the community through programs, services and experiences.
20 Pte. Richard Green Lane, RR 2 Hubbards, Nova Scotia, BoJ 1To Phone: 1-902-857-1777 Fax: 1-902-857-1776

Keeping Children With Life Threatening Allergies **SAFE**

The compilation of this information sheet is motivated by the following objectives:

- To help you help us keep our children with allergies safe
- To alleviate the stress and confusion you may feel when packing foods which are 'safe' for the peanut/tree nut free facility.

Several of our children carry an EpiPen and teachers are trained in their use; however, in the event of a severe reaction the prompt administration of the EpiPen (4 minutes or less) may not be enough to save a life. Preventing exposure to the allergen is crucial. On that note, here are the basic rules we follow here at the Day Care. We hope you find them helpful!

No Sharing

Cross-contamination is one of the greatest risks for the food allergic person, for example; a ham sandwich buttered with contaminated butter. Plastic containers, counter tops, drinking straws and baking dishes can all pose potential dangers if they contain a trace of the allergen. Therefore, even if the food's ingredients do not deliberately contain the allergen, the risk is still there. Bakery and grocery store prepared foods (in-house baked bread, birthday cakes, salads, deli meats sliced in-house, chopped fruit, etc.) are generally off-limits to food allergic children, unless these environments are free of the particular allergen. So teaching your children not to share their food or drinks with anyone will help keep our food allergic children safe.

Read the Label Every Time

The major food, beverage and candy manufacturers all have similar policies in place for dealing with the main food allergens: if the allergen is not listed in the ingredients and there is no statement indicating the possibility for cross-contamination (ie, "manufactured in a facility that also processes peanuts and/or tree nuts", "may contain peanut/tree nuts") it is considered safe. Labels must be read every time the product is purchased because of changes that may have occurred where the product is made.

Wash Your Hands and Clean Your Teeth

As the parent of the non-allergic child, there is no need to stop feeding your child the identified food allergens before they come to the daycare; however, we would ask that you help them wash their little hands and brush their teeth and rinse their mouths thoroughly. Make sure their clothing is free of the allergen as well, as we all know children like to use their clothing as napkins, ha ha!

This will keep those little hugs and kisses we all love to see, safe!

Thank you friends.

SUN SAFETY POLICY

PLEASE NOTE- WHILE CHILDREN ARE ATTENDING THROUGH THE YEARS DAY CARE & COMMUNITY CENTRE THESE GUIDELINES NEED TO BE ADHERED TO OR THE FAMILY MAY BE DENIED CARE. THESE POLICIES ARE PUT IN PLACE FOR THE HEALTH AND SAFETY OF ALL THE CHILDREN IN OUR CARE.

- Children's outdoor time will be limited between the hours of 10 a.m. and 2 p.m. on days the UV index is rated HIGH. On these days our daily schedule will be changed and outdoor time will occur in the early morning and late afternoon.
- Longer outings and beach trips will occur on days the UV index is rated moderate or low. Sunscreen will still be applied on these days though.
- All children will be required to have a hat everyday (wide brimmed preferred). Through the Years hats are available to purchase at \$5.00 per hat. If a child repeatedly comes without a hat one will be given to her/him and the \$5.00 charge will be applied to the parent's next child care bill. Sunglasses are also recommended as well as t-shirts with sleeves (not tank tops) and long shorts or dresses.
- All children will be required to wear sunscreen. This will be applied 15 to 20 minutes prior to outdoor time. If you are bringing children in the morning during outdoor time please apply sunscreen at home. If you are not able to please alert morning staff person and they will apply it to your child right away.
- Each family will be asked to contribute around \$5.00 per child for part time and \$10.00 for full time at the beginning of the summer towards the purchase of sunscreen. The sunscreen will have a minimum SPF of 30. This will be the sunscreen staff will use on all the children. The sign in/out sheet will be checked to ensure all children in attendance have received sunscreen. If your child is **allergic** to the type of sunscreen we use, with a doctor's note, you do not have to pay the \$5.00 and you may send your own kind to be used only on your child. Please label this bottle with your child's name.

In the summer our daily schedule may change to permit for outdoor time when the UV index is lower. We also make small changes to our lunch menu in the summer to allow us to enjoy more seasonal fruits and vegetables and fewer hot meals.

Termination of Care Policy

Under the following circumstances the Board of Directors, in consultation with the Day Care Director, may terminate your child care agreement.

- **Consistently failing to pay fees on time.**
- **Consistent disregard or noncompliance of policies set out in parent manual.**
- **Showing lack of respect for day care staff.**
- **A situation where a child puts the safety and well being of the other children in jeopardy.**
- **A situation where a child puts the safety and well being of day care staff in jeopardy.**
- **A situation where a child is consistently disregarding rules of the classroom or playground.**
- **A situation where a child is consistently treating day care property inappropriately.**

The following procedure will take place before a decision to terminate a child's care is made.

- 1. The Day Care Director will discuss the issue with the parent and come up with an Action Plan to rectify the situation.**
- 2. If the problem persists, a written notice will be given to the parent. In the letter the Plan of Action will be reviewed and modified if necessary. Parents will also be informed in this letter that if the situation does not improve in a determined period of time, the Board of Directors may need to terminate their child care agreement.**
- 3. If no significant improvement is noted after the period of time the Board of Directors will meet and discuss termination of care. The parent will be given one week written notice if this decision is made.**

There may be a situation where it takes a day or two for the Day Care Director and parent to meet after an incident. In this case we reserve the right to send home a child immediately following an incident if we feel the child cannot cope at the Centre. We also reserve the right to refuse care until the meeting can take place regarding a situation, and a Plan of Action is formulated.

Please be aware that we cannot accommodate a school age child at the Day Care if that child is unable to attend school or is sent home early for the day. We do not have a full day school age program during the school year.

Parents please note that all policies in this handbook are subject to change and you will be given two weeks notice of any changes.

Contact:

Mary Ellen Shatford, BCS

Day Care Director, Through the Years Day Care Centre, 857-1777.