

PROGRAM STATEMENT

1. Ages Served 18months to 5 years
2. Hours of Operation 7:00AM – 6:00PM
3. Fee Schedule
Toddler: 15 months – 2½ years
Full Time: \$185 per week

Preschool: 2 ½ years – 3.8 years
Full Time: \$175 per week
Part Time: \$38 per day

JK/SK: 3.8 years – 5 years
Full Time: \$175 per week
4. Capacity
20 Toddlers: 1 teacher per 5 children
24 Jr. Preschoolers: 1 teacher per 8 children
24 JK/SK: 1 teacher per 10 children
5. Staffing
Director
Supervisor
6 Early Childhood Educators
3 Assistants
1 Cook
6. Meals
Full Hot Lunch
2 Snacks

(Pricing effective as of January, 2011 - subject to change.)

“Licensed under the Day Care Nurseries Act through Community Services”



GREAT BEGINNINGS CHILD CARE CENTRE
1920 Bayly Street
Pickering, ON L1W 3R6

Parent Handbook

(revised January 1, 2011)

Phone: 905-428-3464
Fax: 905-428-8463
E-mail: info@greatchildcare.ca
Web: <http://www.greatchildcare.ca>

*Committed to providing quality childcare in a stimulating
and safe learning environment.*

Great Beginnings Child Care Centre
1920 Bayly Street
Pickering Ontario
L1W 3R6

Tel: (905) 428-3464
Fax: (905) 428-8463

Philosophy

Children thrive on an environment which is warm, safe and stimulating. Great Beginnings Child Care Centre will provide such an atmosphere where self-confidence is encouraged and an interest in learning is promoted through a variety of activities organized by caring, interested and enthusiastic teachers.

Our program provides for individual as well as group activities such as learning circle, story and music times. These activities help to promote language skills, confidence, co-operation and social interaction in children.

Through the combination of planned programming, staff commitment and continuation of relevant training, Great Beginnings Child Care Centre can provide consistent, high quality care to best meet the needs of the active continually developing child.

Parents are encouraged to read the program plans for daily activities that their children will be participating in. This information as well as schedules, lunch menus and resource material is available for viewing on our Parent Information Board.

Information about your child's development and our program will be shared on an ongoing basis. Parent information nights will be held in order to discuss children's progress at greater lengths.

LEGALLY, we cannot refuse a parent the right to pick up their child unless we have on file a copy of a legal custody or restraining order. It is your responsibility to provide us with this document.

Behaviour Management:

We believe in order to promote a safe and comfortable atmosphere children need to be disciplined in a positive manner that is age appropriate. Re-direction and time out are two methods that have proven to be successful while leaving the child's self esteem intact. Please be reassured that NO form of corporal punishment or verbal abuse will be permitted.

With regard to Behaviour Management, Great Beginnings Child Care will enforce the written policies and procedures laid out in the Day Nurseries Act, with respect to discipline. These policies will be reviewed with each employee, volunteer and student, before they begin their employment. Behaviour Management policies will be reviewed annually.

* A copy of these guidelines can be made available to you upon request.

Board of Directors

Great Beginnings Child Care Centre has a volunteer Board of Directors. The Board Members are: Terrienne Teigen-Katsumi, Cathy Hummel, Gloria Kirk, Linda Porter and Jonathan Kulathungam.

Insurance

Great Beginnings Child Care Centre holds Insurance with Hunter, Keilty, Muntz and Beatty Ltd.

Emergency Shelter

In the event of an emergency our designated place of shelter is Annandale Golf and Curling Club located on Church St. South, in Ajax.

We are always happy to answer any or all questions you may have regarding your child, the program, or any of our centre policies. We value your opinion and welcome parent feedback.

Medication Administration forms need to be thoroughly filled out by parents.

All medication must be in its original container and clearly labelled.

Medication must be kept in a designated area **UNDER LOCK AND KEY.**

Kindly give medicine to a staff member (do not leave any medication with your child or, in his cubby area).

If your child becomes ill or has an accident while at the centre, the staff will provide immediate first aid. Parents or the emergency contact person would be notified. If required we will transport your child to the nearest medical facility. In the event of a minor injury or accident at the centre the staff will prepare an accident report requiring the parents signature.

Nutrition

We offer a nutritious, well-balanced lunch and 2 snacks daily as required by the Day Nurseries Act.

If your child/children has allergies or other food restrictions please inform the centre Director so that accommodations can be made.

Please refrain from sending food from home for your child, as we need to be sensitive to food allergies. If you wish to bring in special treats for holidays and other occasions please speak to the Director.

Arrival and Pickup

When arriving at the centre please take your child into the classroom so the teacher can greet them and record their presence on her attendance sheets. At departure time it is equally important to be sure your child is marked out on our attendance records. Once your child is signed out please be advised that his/her safety and care is then the parents responsibility.

Your child will be released only to the persons you have authorized on their admissions form. If for any reason you would like another person to pick up your child you must provide that information to us in writing on that day. If a situation arises later in the day, we will accept telephone instructions. This person will need to show some photo ID. **WE WILL NOT RELEASE YOUR CHILD TO ANYONE WITHOUT YOUR AUTHORIZATION.**

Ages of Children

Great Beginnings Child Care Centre has the facilities to accommodate and meet the needs of children 18 months to 5 years old.

Hours of Operation

Great Beginnings Child Care Centre offers full time care available 52 weeks of the year.

Our hours of operation are 7:00AM to 6:00PM.

A late fee will be charged to parents who have not picked up their children at our 6:00PM closing time.

The late charge is \$5.00 for each 5-minute increment after 6:00PM. This fee is to be paid directly to the staff in charge.

Great Beginnings Child Care observes the following holidays:

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|------------------|--------------------|
| * Christmas Day | * Victoria Day |
| * Boxing Day | * Canada Day |
| * New Year's Day | * Civic Holiday |
| * Family Day | * Labour Day |
| * Good Friday | * Thanksgiving Day |
| * Easter Monday | |

Admission Requirements

Before being admitted to our childcare centre parents are required to complete the following:

- **A registration form (including emergency cards)**
- **Child health and immunization record**
- **Read the Parent Handbook and sign all necessary forms.**

A small blanket is required for the children at naptime. Every Friday we ask that you take your child's blanket home to be washed and then returned again on the following Monday.

A complete change of clothing with your child's name on them should always remain in their cubbies in case a change is necessary.

Our toddlers who are not toilet trained will require a supply of diapers and wipes.

Fees

Upon registration to our program we require 1 week's fees as a deposit, which will be credited towards your child's last week in attendance.

Day care fees are due in advance on the first Monday of each month.

Payments can be made either by one post dated cheque for the coming months care, or post dated cheques dated for each Monday in the month.

Cheques returned from the bank are subject to current bank charges plus an administration fee.

A receipt for day care fees paid will be issued for individual income tax purposes.

Our budget is based on a 52-week year therefore discounts cannot be made for holidays or any absenteeism.

We request written notice of withdrawal two weeks in advance. If notice is not received, program fees will be charged.

Great Beginnings Child Care Centre may terminate services if policies are not followed, fees are in arrears or if the program is unsuitable for the child.

Clothing/Outdoor play

All clothing both indoor and out should be labelled. A complete change of clothing should remain in your child's cubbie at all times.

Our staff will do their best to keep a close watch on personal belongings however; we are not responsible for any lost clothing or articles.

The Day Nursery Act requires children in a full day care program to have 2 hours of outdoor play per day, (weather permitting).

Therefore, we ask that you please have adequate clothing available to ensure your child/children can comfortably participate in outdoor activities.

Illness

- It is our policy that children too ill to participate in all aspects of our program **including outdoor play** should remain at home.

- In all fairness to the child himself and others, a sick child should not be at day-care.

- If a child becomes ill during the day a parent will be contacted to make arrangements for immediate pick up – if parent/guardian is not available then the emergency contact person should be called.

The following is a list of communicable diseases/illnesses, which would prevent your child from attending daycare:

- **ABNORMAL TEMPERATURES** (100°F or 37.8°C)
Children with a temperature of over 100°F or 37.7°C they must remain at home for 24hrs after their temperature has returned to normal. (Normal range between 36.1°C/97°F and 37.7 °C/100 °F).
- **CONJUNCTIVITIS** (24 hrs. after symptoms subside)
- **DIARRHEA**
Children with ***diarrhea*** need to ***remain at home for at least 24 hours*** and symptoms have subsided
- **VOMITING**
Children need to ***remain at home for at least 24 hrs. and symptoms have subsided***
- **LICE** (until treated and nit free)
- **STREP THROAT**
- **DISCHARGE FROM NOSE/EYES/EARS AND SEVERE COUGHING**
Should a child have a persistent off colour nasal discharge, severe coughing or discharge from eyes and ears, the parent will be advised to get a doctor's note.

And any other contagious viruses or communicable diseases.
(These policies **MUST** be followed in order for your child to remain in daycare)

* A doctor's note must accompany the child's return if the child has suffered from a contagious disease.

The centre will administer prescription drugs to children in accordance with Provincial legislation.

PLEASE NOTE: Daycare staff cannot administer non-prescription drugs i.e. Tempra, Tylenol etc. unless accompanied by a current doctor's note .