

Deer Lake Child Care Inc.

Parent Package



Philosophy

At Deer Lake Child Care Inc. we aim to provide an environment that invites active engagement and exploration for all children. We believe that educators must take into account each child's interests, needs, and strengths to successfully co-construct (build together) a curriculum.

We realize that each child is unique and will approach their learning at their own pace and in their own style. We strive to accommodate each type of learner through activities, equipment, and the materials we offer. The staff at Deer Lake Child Care Inc. recognize social and emotional development as key to every child's success. By teaching these important life skills in a positive way, we believe children will be primed for pro-social behaviour.

We follow an emergent curriculum, which means we base our lessons on the children's interests in our group. We are an inclusive program, which means we welcome all families and adjust our program to meet the needs of each individual child.

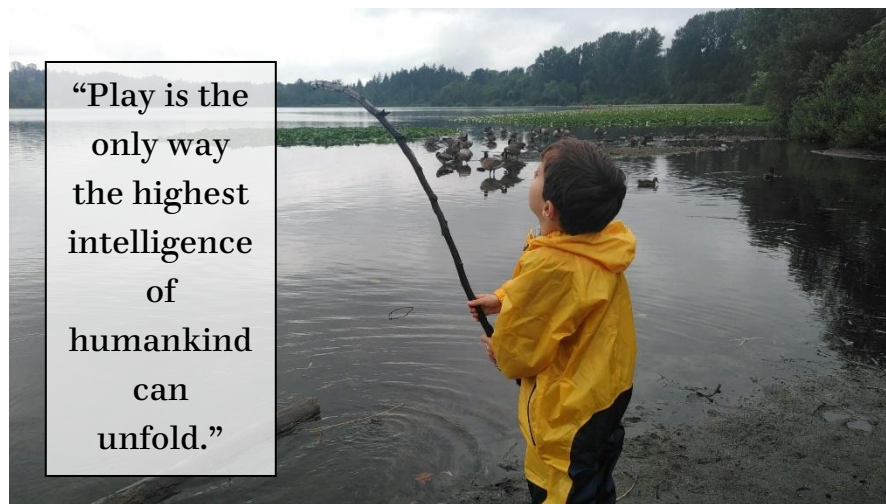
Our program is play-based. We strongly recognize the importance of play in a child's development. While academic skills are included in our curriculum, they are always explored through play and adjusted to each child's individual skill level.

Guiding and Caring

At Deer Lake Child Care Inc. we follow a pro-social approach to guiding and caring. We feel strongly that the most important things educators can do to support children's behaviour are to build strong, trusting, meaningful relationships and to create both a physical and an emotional environment that focuses on children's success. When these

things are established, children will be able to learn and practice social and emotional skills through both natural and deliberate teaching methods.

We view challenging behaviour as an opportunity to teach. When we see a child struggle in a social situation, we observe and work on the missing skill. We break those skills down into teachable steps and provide support to build positive relationships with their peers. Our focus is on teaching the missing skills and not on fixing or changing the child.



Enrollment

Families who are registered for 3 days weekly. At least one of these days has to be Monday or Friday in their enrollment.

According to our license, we are permitted to have two children aged 30 to 36 months. At the beginning of the school year, sometimes we may have more children under the age of 3. This is a decision we made as a team and approved by Fraser Health Authority for the exemption. Once we are approved, we will post the documentation for 30 days.

Gradual Entry

The purpose of this is to support new children to get familiar in a new environment, meet with their peers and educators. This transition is to support children entering a regular school year. We are happy to learn from you if anything would help your child to settle in a new environment. ****All children are unique, and we will adjust accordingly if needed.**

Completion of Forms

Each child is required to have the following on file:

- A completed registration intake form
- A signed parent agreement
- A completed emergency card with a photo and a witness signature
- A record of immunizations (or a declaration of your choice to abstain)
- A copy of any custody papers

It is extremely important to keep all this information valid and keep the centre informed of any changes or events that may affect your child's behavior and growth in general.

Health

We will work diligently at our childcare centre to keep your child healthy. We choose to clean and sanitize with a product called Benefect. This product does the same job as bleach in killing germs, yet it is safe for children and better for the environment. It is extremely important that we all work together to keep the spread of germs to a minimum. Therefore, your child cannot attend the centre when they are sick (fever, frequent cough, runny nose that becomes yellowish or greenish, vomit, diarrhea, unexplained pain, etc.). The family will contact educators by texting 778-554-4192 to report the child's absence and the nature of the illness. For safety reasons, our educators will call families at 10 am to check in if no other arrangements have been made for absence/late arrival. We ask families to have a **Plan of Action** in place in case they are called because their child is feeling unwell at the centre.

Children must wait 24 hours after experiencing a fever, vomiting or diarrhea. A child attending the program must be well enough to be able to participate in all areas and activities of the program.

If we all follow these rules, we will keep our teachers and our children healthy. Without a teacher, our programs cannot operate.

Clothing and Supplies

As we go outside every day, it is very important that you send your child appropriate clothing. At times, we may use our spare clothing for your child. If this happens, please wash it and bring it back to the centre as soon as you can.

It is extremely important for you to label all items, as it is hard to keep track of who owns what. If you happen to go home with an item that does not belong to you. Please send it back asap as someone will be missing it.

A list of items to prepare for your child follows:

- ✓ **Indoor shoes (back strap on sandals, non-slippery shoes)**
- ✓ **Crib sheet**
- ✓ **Light blanket**
- ✓ **Small soft toy**
- ✓ **Full change of clothes**
- ✓ **Extra socks**
- ✓ **Extra underwear**
- ✓ **Sunscreen**
- ✓ **Hat**
- ✓ **Mittens**
- ✓ **Warm hat**
- ✓ **Muddy buddy**
- ✓ **Warm and waterproof boots**
- ✓ **Water bottle**
- ✓ **Snow suit**

****As the cubby room is a shared space with other groups, we encourage families to keep all children's belongings inside their cubbies. A small cubby bin is provided to store extra clothes, sunscreen, hats, mittens, etc., depending on the season.**

Arrival / Departure / Absence:

Parents or guardians will need to sign in and out for drop-off and pick-up. If the child cannot participate in any part of the program, they need to take a day off and rest. It is the parents' responsibility to contact the centre if the child feels sick or has an appointment and is not able to attend, text us at 778-554-4192 or by email:

deerlakepreschool@yahoo.ca

To avoid confusion, please leave the play area with your child once you have been signed out by the parents.

Full-Day Program Daily Schedule

7:30am Free Play

9:10am Hello Circle

Divide into two groups after Hello Circle

9:30am Morning Snack

10am Group#1 - Outdoor play and exploration
Group#2 - Indoor play and focus group project time

11am Group#1 - Indoor play and focus group project time
Group#2 - Outdoor play and exploration

12:15pm Lunch (Children divide into napper and non-napper group)

1pm Napper - Nap time 1 – 3pm
Non-nappers – 30 mins Quiet time and get ready to outdoor play and exploration

3pm Afternoon Snack

330pm Non-nappers - Outdoor exploration / Gross motor time in Cubby room
Nappers – Indoor play

4:30pm Two groups merge and play inside

5:30pm Center is closed

Our full-day program is open from 7:30am to 5:30pm.

While our schedule is flexible to meet the needs of the group, we also like to create a structure that the children can rely on.

Both our indoor and outdoor free play offers opportunities to explore all areas of the classroom. This includes opportunities for blocks, table toys, art, dramatic play and a writing area. These areas will create the chance for exploration of math, language, science, social and creative skills. Outdoor free play has the additional opportunity to also enjoy gross motor activities and the chance to be in a natural setting.

Outdoor Play

We feel that regular outdoor play provides wonderful learning experiences for all children. Therefore, we are committed to providing at least 2 hours of outdoor opportunities daily. Please be assured that if there is extreme weather or dangerous outdoor conditions, we will take this into consideration and choose to stay indoors to keep your child safe. If we did not go outside when it rained in Burnaby, we would spend way too much time inside!!! We are a program committed to being outdoors every day, as we know the value of being in nature and learning in a natural environment.

Deer Lake Park

We feel fortunate that our facility is located close to Deer Lake Park. There is a grassy field for running, jumping, hopping, and skipping freely. The daily local field trip provides children with the opportunity to observe animals and connect with our land as we explore nature. Families are required to fill out the consent form for their children to join the program to explore Deer Lake Park.

Outdoor Classroom

The outdoor classroom offers an incredible natural environment with gifts and the experience of the seasons, where children benefit physically, mentally, and cognitively when they can engage in free play and rest. We are fortunate to have the two trees that shade on hot sunny days. In addition, they bring us the aroma and fallen leaves for children to engage in dramatic play. Children were also provided with other quiet activities, such as painting, a mud kitchen, reading, and exploring bugs.

On-site Parking

Parking when Drop-Off and Pick-Up

We have started to set up an outdoor classroom on site. This is a thorough process to make it possible with our licensing officer. Safety is always first as we design and carry out activities. The outdoor classroom will be used for quiet activities such as gardening, mud kitchen, and a resting place. It opens Monday through Thursday from 9:30 am to 4 pm. To reduce the number of vehicles parked at the back of the building, all families are asked to park on the right side and at the front of the building. Street parking is also available along Sperling Avenue. Please see the attached image of the parking areas. **It**

is important to share this information with anyone who is authorized to pick up your child.

Napping

Our full-day program includes a daily nap time for children who need a rest. We have rest cots that take a crib sheet. We ask that you send a light blanket and, if required, a small pillow, in addition to the crib sheet. It is also encouraged to send a small, soft toy to help your child feel secure during nap time. This bedding will be sent home weekly for washing.

I will understand structures, angles, stability, symmetry, area, volume, physics, number sense, patterning, counting, ordering, and comparing when I am big. Because I am playing while I'm little.



Deposit

To secure a spot, one month of program fee (after CCFRI savings) is non-refundable.

Program Fees

Fees are due on the 1st of each month. Half of the deposit for securing the spot will be deducted from your first month's fees. We ask that you supply the program with post-dated cheques for the school year from September to August of the school calendar year.

We accept e-transfer payments at deerlakepreschool@yahoo.ca by the first of each month. After two late payments, families are required to provide post-dated cheques for the rest of the school year.

A late fee of \$25 will be charged for fees not received on the 1st, unless a previous arrangement has been made.

No refund for illnesses, vacation, extreme weather closure and unexpected closure due to safety issues (eg, power outage)

Affordable Child Care Benefit

Families are recommended to apply for the Affordable Child Care Benefit 8 weeks before the start date.

We understand circumstances change. If the family applies for the Affordable Child Care Benefit during enrollment, the family will continue to pay the regular full fee until both the family and the program receive an approval letter from the ministry. The program will email the family to notify them of a fee adjustment. Often, it means the family needs to send the program a new set of cheques for the family portion after the approved benefit is issued, and the old set of cheques will be returned to the family upon receipt. Please note that the program may take up to 2 weeks to process and email the family the adjusted monthly plans.

Late Pick-Up

Late fees will be charged for pickups more than 5 minutes late. While we understand that life is busy and sometimes circumstances get in the way, we ask that you make every possible effort to pick up on time. The first five minutes are considered a grace period. After that time, **we will charge \$1 per minute**. This will go toward paying the teachers who will need to stay late for your child.

Our teachers have school and families to attend to. Therefore, prompt pickup is absolutely necessary.

Closure

The centre will be closed if there is extreme weather or a natural disaster. We will communicate with families by email. If there are any safety concerns regarding the building, such as flooding, power outage in the wintertime, etc. The centre will be forced to close as it is not safe to operate in those situations. It is the family's responsibility to reach the centre as soon as possible for the safety of the children and educators. Centre closure on statutory holidays and winter break, followed by the Burnaby School District.

Our centre is closed at 4:30 pm on the last Thursday of each month. A staff meeting is key to providing a high-quality program that helps children grow and learn. Educators meet for curriculum planning, discussing individual children's growth and educators' professional development.

Snow Day - Generally, if the Burnaby Schools are closed for a snow day, the centre will also be closed. During the winter break of public school days, the centre will make a decision and email all families by 6:30am.

Withdrawal / Switching Days in Current Enrollment

If a family deems it necessary to withdraw their child, written notice must be given 45 days in advance before the last day of attendance. For example, if a child were to be leaving on June 30, notice must be given on or before May 15. We ask that all families respect this in order to give the next family time to make their arrangements.

Any remaining uncashed cheques will be returned to you upon receipt of the 45-day written notice and after the current month's cheque has cleared the bank. Please note that there are no refunds for illness or vacations.

Photos taking / Social Media

We understand that taking photos is a great way to keep memories. We ask families to respect other families' confidentiality and, out of respect, to ensure that no other children under our care have their photos taken and posted on any social media without the consent of their own parents or guardians.



**The best
classroom
and the
richest
cupboard are
roofed only
by the sky.**

Children's appetites can vary from day to day; most of the time, this is due to their energy level, rest level, and well-being. While we understand that children need a healthy diet to grow, we will also support children in learning to feel their bodies, whether they have more or less, in deciding how much they choose to eat. The family would choose what they provide, and the child would choose what to eat and in which order. Therefore, we encourage families to pack a variety of foods (fruit and veggies, protein, and grains) for lunch and snacks, so children are provided with balanced, nutritious food throughout the day while they learn to make their own choices.

Allergies

It is the parents' responsibility to inform the child care centre of any allergy that your child has and /or develops at any time during the school year. The family is responsible for working with the educators to develop a plan that will manage this allergy. Any Emergency plan and all of the related forms, equipment, and medications must be at the center before the child can attend. If medication is part of the plan, a signed doctor's form is also required before the plan is valid.



Snacks

Families provide snacks for morning and afternoon. There is a scheduled snack time for the groups, and an educator will be seated with each group of children while they are eating.

Lunch

If a family chooses a hot lunch (soup or main dish) for their child, it can be sent in a thermos (our time doesn't allow us to heat lunches for all the children in the centre). Our educators will reach out to families if we notice that providing a bowl or plate would help your child eat.

If a family chooses a cold lunch, this can be sent in a container/lunch box. If any of the items in the lunch box contain dairy, such as yogurt, cheese, or cold cuts, please ensure they are sent with an ice pack.

Yogurt – Children sometimes cannot finish the whole container in one sitting. It is impossible to put it back in their lunch bag. It may be helpful to use a reusable container and an ice pack.

Hydration

For hydration, please provide a thoroughly washed water bottle each day. The center will refill the children's water when needed. If your child forgot their water bottle in the center, please send a new bottle and ask educators to send the old bottle home the next day, as bacteria can put your child at risk of many waterborne diseases. As water is available for the children, please do not send juice, milk, chocolate milk or formula to the center.

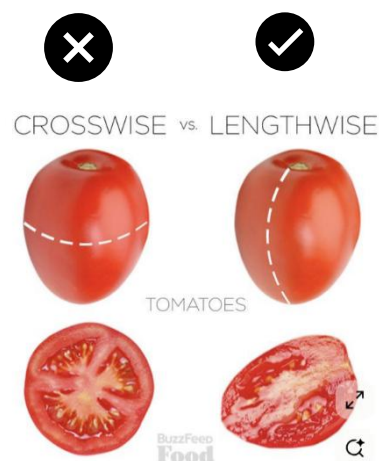
Nut-aware Zone

Deer Lake Child Care Inc. is a nut-aware zone. No nuts or nut products may be brought to the center. If you decide to send your child with seed alternative butter (e.g. sunflower butter) or soybean butter spread, please ensure it is labelled with the nut-free sticker/note accompanying the snack or lunch

Choking hazards

A couple of food items are listed as choking hazards in First Aid. We ask families to follow the instructions as you choose to provide these during preschool time:

Hot Dogs, Grapes and Cherry tomatoes- please cut lengthwise to avoid choking!



Birthdays

We love to celebrate birthdays with our children. We prefer to have a special fruit or vegetable snack to mark the occasion. If you want to send something special. Another option is to send your child with their favourite story from home to share with the class.

Celebrations

We welcome all celebrations and encourage families to share their family celebrations with us at our center. Please come and teach us about your culture and your family rituals. Many families choose to send a special treat/goody bag to share with other children on Valentine's Day, Easter, Christmas, and Halloween. This is certainly not an expectation, but if you wish to do so, we ask that it be something to do or play with rather than a treat to eat. (Some ideas are stickers, playdough, a small book, special crayons, etc.

Field Trip

Deer Lake Child Care Inc. takes many walking field trips and adventures throughout the program in the local areas. A consent form is required when families enroll their child in our program. More information on our local play area can be found in the Away Play Space Plan.

We will only schedule field trips outside our area if they are important to the projects the children have been working on in their curriculum. If we do have field trips, the mode of transportation will be either the family's responsibility or public transit. A minimum of two weeks' notice will be given for any field trips, and we encourage families to join us. All fieldtrips will require a 1 adult to 4 children ratio.

Transportation Policy

All fieldtrips will require a 1 adult to 4 children ratio.

A consent form is required from parents to allow children to join a field trip by public transit. We will split into 2 or 3 groups, this way to ensure there will be space for children to sit when we get on the transit. We can only take the bus/sky train when there is sufficient space for the children; otherwise, we will have to wait for the next bus/sky train. Two educators with a small group of

children go on and get off the bus/sky train. One educator goes in front of the children, and another goes behind them. Educators should engage with children at all times. Cell phones are not permitted for personal use (e.g., texting friends and family, updating social media, etc.) during work time.

Educators ensure all emergency cards and a first-aid kit are in our backpacks when we leave our premises.

Educators are only crossing streets at designated crosswalks. Educators and manager will make plans for the trip ahead of time.

The trip takes into account children's snacks, lunch, nap time, and rush hours to find the best, most reasonable time to go on a field trip.

Educators are required to spontaneously conduct a headcount. Children are assigned to one educator, and this educator cannot leave the group to another educator or parent, unless it is communicated with at least 2 educators who are also on the field trip.

Documentation and Journals

Our educators regularly document the work that your children are doing at the centre through photographs and written anecdotes. Many of these documents are posted in and around the classroom. Please take some time to read these and share your perspective on their learning and experiences with educators and students. Our practice is guided by three important documents.



Community Care Licensing Regulations - www.bclaws.ca/Recon/document/ID/freeside/332_2007

ECE Code of Ethics - http://www.ecebc.ca/resources/pdf/ecebc_codeofethics_web.pdf

Early Learning Framework - <http://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/early-learning-framework>



The best
thing you
can do for
your
children is
give them
the space
to explore.

We look forward to becoming a part of your family and your
child's lives!