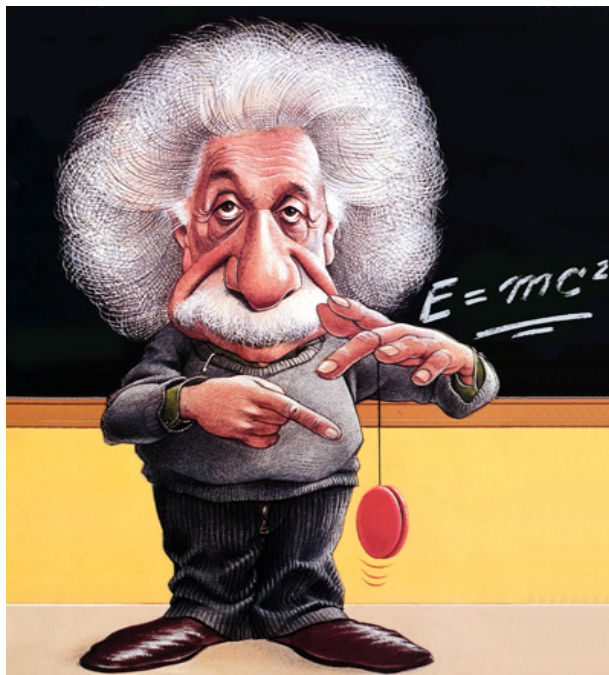


MILLCREEK DAYCARE LTD. PARENT HANDBOOK



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About Millcreek Daycare Ltd.

Congratulations! You have made the 'obvious choice' in selecting Millcreek Daycare. Our goal is to provide a safe and healthy environment for children and their families within our community.

Our focus is helping each child develop his/her personality, mind and body to his/her full potential, as well as providing quality care and a safe environment.

Your child will also gain an understanding of the world around him/her that will help him/her in later years when starting school.

It is a time when a child learns about socializing and how to co-operate with the other children. Sharing with them and enjoying each other's company as well as adapting to the various adults who care for them.

Knowledge and curiosity are developed through language stimulation, art and music activities, and by the way of challenging simple problems. Creative and constructive activities are provided in both free and guided play.

Introducing Your Child

You are welcome to bring your child to visit the Center before he/she starts. It is a good idea for the child to experience the new environment that he/she will be facing on a daily basis.

Your child may have difficulty adjusting to the new environment. It will probably take a couple of weeks for him/her to become used to the routines and feel more comfortable.

Feel free to bring in an object that is familiar to the child, (i.e. a blanket or a stuffed toy). This will make the adjustment period easier.

When you bring your child to the Center, it is easier for the child if you say good-bye quickly and tell him/her that you are coming back. It is worse for you and your child if you linger, as he knows you are leaving and will probably cling more to you.

Please try to drop off and pick up your child at the regular times as it gives him/her security. If your child is going to be very late, please phone and let the Director or Assistant Director know, or leave a message with a Child Care Educator.

Hours of the Center

The Center is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. The Center will be closed for statutory holidays. Parents will be informed of these holidays when they arise.

Check the information board in the lobby area for changes in operation times and to be informed of up and coming events.

Absenteeism

If your child will be away from the Center for medical reasons, vacation or appointments, please phone ahead and let the Center know.

Parents on the Provincial Subsidy Program are allowed a minimum of 100 hours per month to obtain maximum subsidy. Any child falling short of 100 hours will be subsidized at a lower rate and the parents will be asked to pay the difference. OSC children are allowed a minimum of 25 hours per month to obtain maximum OSC subsidy.

Illness-Medication

With such a young group, illness is understandably higher than with older children. In order to keep this at a minimum, staff and equipment are scrupulously cleaned. Inspection by the Department of Health is carried out at regular intervals. We do try to do our part to ensure your child's health and we need parent's cooperation also.

An ill child cannot function well in a busy center and his/her presence may spread illness to the other children, as well as prolong his/her own illness. Please plan emergency care at home in the event of illness.

If a child has been ill and the doctor feels he/she is well enough to return to the Center, and is on medication, a medication form is found in each room or at the office and must be filled in and signed. All medication must be in the original container. This is all to ensure your child receives the proper dosage at the right time and under the proper conditions.

If the child becomes ill while attending the Center and we feel he/she needs immediate medical attention, and the parent cannot be reached, the Director or the Assistant Director of the Day Care Center will assume responsibility of taking the child to the hospital. The parent, upon admission grants permission for this action. It is at the discretion of the Center to ask parents to obtain a medical exam for their child if we feel recurring illness may be a threat to the other children.

Medication Policy

Staff must receive medication directly from the parents. Medication delivered by the children or through diaper bags will not be accepted.

In case of prescribed medication, written authorization from the physician and parent must be obtained.

Only staff with Standard First Aide will administer the medication.

The supervisor shall check the directions on the label of the bottle as well as on the medication form filled out by the parent. If the amounts are different, she will only administer as per the instructions on the bottle. The expire date shall also be checked. The Supervisor shall record the time of medication. Non-prescribed medication may not be administered for more than 3 days unless accompanied by a doctor's note.

Clothing

Children must be dressed for the weather. Even though we will do our best to ensure that the children's clothing do not become lost, we regret that we cannot be held responsible for lost or stolen articles. To assist us in this, clothing must be tagged with your child's name.

PARENTS MUST BRING

1. A box of diapers clearly labeled with the child's name.
2. At least two complete changes of clothing, including socks.
3. A security blanket if the child has one or any object of security, (i.e. teddy bear, or stuffed toy)
4. An extra pair of shoes for indoors.
5. Training pants for children who are ready to be toilet trained.
6. Appropriate clothing for outdoor play.

Toys

Please do not bring toys to the Center. There are plenty of toys at Millcreek Daycare for the children to play with. Toys from home can be lost and/or broken and we cannot be held responsible.

A Typical Day at Millcreek Daycare Center Daily Schedule

Open – 8:45 a.m.	Supervised Free play
7:30 a.m. – 8:30 a.m.	Wash up for snack
8:30 a.m. – 9:00 a.m.	Clean up & Circle time
9:15 a.m. – 9:45 a.m.	Gym time
9:45 a.m. – 11:15 a.m.	Free choice of planned weekly centers, may go for walks, playground, arts, crafts, etc.
11:15 a.m. – 11:30 a.m.	Prepare for lunchtime; set table, set out lunch
11:30 a.m. – 12:00 p.m.	Eat lunch
12:00 p.m. – 12:15 p.m.	Prepare for rest period
12:15 p.m. – 2:15 p.m.	Rest time
2:15 p.m. – 2:45 p.m.	Wake up and wash up
2:45 p.m. – 3:15 p.m.	Snack time
3:15p.m. – 4:15 p.m.	Free choice of center activities
4:15 p.m. – 6:00 p.m.	Supervised free play

This schedule is flexible to meet the individual needs of the child. This is a general overview of our daily schedule that may change from time to time.

Outdoor Play

Outdoor play times are scheduled as part of each group's daily program. The benefits to the children from regular exposure to fresh air and sunshine are vital to their overall development. All of the children should be prepared to take part in this daily activity, (weather permitting).

Meals and Snacks

A morning lunch supplement and afternoon snack as well as beverages are provided by the Center. We provide nutritious snacks and the menu will be posted on the bulletin board on a weekly basis.

Rest Time

Young children need a mid-day rest even if they do not sleep. Rest is essential to a child's day and they will accept this more if it is a regular part of their day. All children rest for 30 minutes and then we provide quiet activities for them while they remain on their mats, thus still providing the rest they need, however, they will not be forced to sleep.

Our Discipline Program

Millcreek Daycare follows these three basic guidelines. If the child is hurting him/herself, others, or property, we encourage the child to express his/her feelings orally rather than physically. The staff talks to the child in confidence at an eye-to-eye level, focusing on the positive rather than negative.

Behavior is often redirected to another area of the room, (time away from one activity center to another activity center).

Only in very extreme cases where the child needs calming down, will the child be removed from the room. The Director steps in and spends time with the child for this cooling down period, until the child is ready to return.

Tuition Fees

1. Registration Fee \$35.00 upon registration. This fee is non-refundable
2. Full Time Option - The child may stay for the period of a working shift to a maximum of 10 hours per day.
3. Part Time Option - Hourly rate, (provided space is available).

Monthly fees are due on the first day of each month, as we have obligations and commitments that must be met. If monthly fees are not received by the 5th day of each month, there will be a late fee charge of \$1.00 per day. Parents are encouraged to pay by post dated cheques.

Termination and Vacation Time

Please provide us with one month written notice if your child will be leaving the Center. This will allow us sufficient time to notify prospective customers of an available space. Payment will be charge if sufficient notice is not received.

Most people take an annual two-week vacation and wish to take their children from the Center at this time. Full payment is still required ensuring the child's space upon return.

Authorized Person(s) to Whom the Child may be Released

If it is necessary for certain persons to be prevented from seeing or picking up your child, then the Director **MUST** be notified in writing so that appropriate measures may be taken.

An authorization form is found in each room and it is the parent's responsibility to fill it in whenever a change is necessary.

To All Parents

If you have any problems or concerns, please feel free to discuss it wit us, we will be more than happy to assist you in any way possible.

To assist us in provided the best quality care for your child, please note the following points:

1. Always take your child directly to his/her room to ensure that the teacher has seen him/her arrive
2. Please call the Center if your child will be absent for the day.
3. Please remove muddy or soiled footwear at the front entrance.
4. Provide prescription medication when possible. Deliver any medication, (including cough drops), directly to the teacher so we may put it in the proper storage area, away from the children's reach.
5. Provide a complete change of labeled clothing for your child
6. Provide proper outdoor clothing to ensure your child's involvement in all activities.
7. Obtain a medical check-up for your child on an annual basis, or as a problem arises.
8. Inform the Center of any change of information that we have in your file, (i.e. emergency contacts, home phone numbers, allergies, etc.).
9. Let us know promptly if someone other than yourself will be picking up your child. This saves from embarrassing situations.
10. Monitoring Reports are available for your viewing at our office.
11. If you are on the Government Subsidy Program, make a note of your renewal well in advance.

12. Please sign the daily IN-OUT Attendance Record; this is to comply with Government mandatory regulations.
13. Please avoid letting your child bring money in their pockets. This can be very hazardous if it is dropped and a smaller child happens to put it in their mouth.
14. Children must arrive in play clothes.

An Emergency Plan for Transportation, Evacuation, and Relocation for Millcreek Daycare.

An attendance Record is kept on all children enrolled at Millcreek Daycare.

Children are divided according to age group. There is a Supervisor and one or two Child Care Educators with each group. Group attendance is kept in the room and each Child Care Educators are responsible for their own group. If a Child Care Educator discovers a fire, she would activate the fire alarm.

In case of an emergency, the Child Care Educators will quickly line the children up and usher them out of the classroom through the exit. The Supervisor will take the class attendance as the children pass through the exit, closing the door behind herself. The Director of Child Care Educator in charge will take the Emergency File Box, located on the desks in each of the rooms, along with them.

The emergency exit will be the exit with the minimum risk; in most cases it is the closest exit to you. Once the building has been evacuated, the meeting place will be out in front of _____, at _____. The phone number is _____.

In case of an area evacuation, we will take the children to _____.

Parents will be notified of the emergency and informed of our location.

Any group leaving the Center for a walk outside shall have a list of the children in their attendance. If an emergency should occur while away from the Center, the Child Care Educator will immediately contact the Director at the Center who will access the situation and act accordingly.