



## Parent Handbook to keep at home

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# Program Statement

Our Program at Little Buddies Preschool Centre is an indication of our philosophy and belief that there is nothing more important than family. It is important to us to provide the best possible environment to assist children and their families to develop and thrive in a safe and inclusive atmosphere. This is why we choose to provide our services in a home, not an industrial building, and connect with families on a personal level. We believe that every family is unique, with their own set of family dynamics. Our goal is to be there to help foster and attend to those dynamics. When you drop off your little one, we want our families to feel like they are an extension of our family. We believe that this gives families a sense of belonging and well-being. We provide flexible hours to accommodate a variety of schedules, with nights and weekend care.

We hold an image of all children as strong, independent, capable of pursuing their goals, competent, curious and rich in potential. We make every effort to provide teachers support and a strong sense of family to make this vision possible. We believe that by promoting self-regulation, we are guiding children to understand their behaviors and the behaviors of others, and make informed decisions, to cope with stressful situations, in and out of the learning environment. Through our program, we are attentive and responsive in children's endeavors. By creating bonds with children, and their families, mutual respect and compassion are at the heart of our everyday interactions. They learn that Little Buddies is a safe place to be, and that there is always someone there to help them if they need it. Asking for help, from staff and peers, as well as offering help to others, allows children to become more successful and open to change.

**Health and safety** ~ At the centre we are required to do our daily health checks of the children upon arrival. This documentation is done through our Hi Mama program and it will outline their health along with any observations that we see. We can also document any notes that parents may give us on arrival to inform other teachers that may take over. Such as a restless night or teething. Injury reports are filled out for any child that may have received first aid attention or they may have a mark or possible mark from an injury. This way parents are aware that an injury occurred and can monitor their child for any concerns. Parents are given a form to fill out at pick up and if parents have concerns always feel free to ask questions. Staff and management will always listen and create improvements when concerns are brought up.

**Meal Times** ~ We promote eating in a family setting at mealtimes, by sitting with the children and taking part in conversations and self-serving practices. By providing home cooked meals from our on-site licensed food handler, children are given healthy choices throughout the day following the regulations set out by the Canadian Food Guide. With cooperation with parents and the local health unit, our two-week rotating menu incorporates family favourites as well as a variety of new foods. We feel that by doing so, children will become familiar with new foods and create healthy eating habits. Accommodations are made for allergies and dietary restrictions, and are monitored at each meal.

**Rest time and quiet activities** ~ At the centre we provide an opportunity for the children to rest their bodies given the active day they have at the centre. Some children engage in rest and will sleep the whole duration, while others will take part in quiet activities at the table. This rest time provides children with the opportunity to shut it down and be refreshed through the busy day. If parents request no rest times we will provide an opportunity for the children to have some quiet time with books on a cot for a short period and then they are welcomed at the table for quiet activities.

**Smaller Classrooms** ~ We provide smaller classrooms to enhance care, safety, and monitoring to all the children in our programs. High quality teaching is more attainable when teachers have more time to interact with children on a daily basis. They are able to meet the needs of the children according to developmental levels, as well as support and communicate with the children in positive ways. Little Buddies Preschool Staff play an important role in self-regulation and problem-solving strategies within the classroom and by having smaller classrooms this helps with the process.

**Curriculum** ~ We believe that our interpretations of various learning theories, such as Reggio Emilia, Montessori, High Scope, and Emergent, form our daily programming. We believe that this dynamic approach takes the best of all theories, and creates a stronger curriculum for fostering skills such as: discovery, creativity, practical life skills, learning through play, hands on experiences, and conflict resolution.

**Exploration is our Foundation**~ At Little Buddies Preschool Centre, exploration is the key to learning, whether it is through indoor or outdoor play, interactions with others, or adventures within our community. We believe that by becoming co-learners with the children in our care, we can support a positive learning environment. Adventure time in our everyday play promotes interest in things that may not have been noticed. By taking the time to explore the little things that grab the child's attention, we can promote their interest in and out of the classroom. We ask ourselves, "What are the children asking?" "What are they looking at?" and "What do they want to explore deeper?". Our active outdoor play encourages creative minds to imagine and collaborate with others. Our play space has a lot of natural objects that children are

excited to explore and recreate some great ideas. Our children go out twice a day in the morning and afternoon and strive for an hour each play time. This is of course adjusted according to weather and younger children, but an hour of fresh air twice a day is a great way for children to rejuvenate

**Environment** ~ When you walk into our classrooms, you walk into an enriched environment filled with a variety of learning possibilities. Photos of the children at play throughout the centre set the tone for a sense of belonging. Documentation panels, and samples of children's work, show ongoing learning within the classrooms. Large undisturbed play time throughout the day provides children with time to engage in deeper exploration, leading to more meaningful learning. A variety of hands on experiences opens the door to children's curiosity, and allows the teacher to better understand where the children are at developmentally. Through scaffolding, the teachers provide opportunities for children to consistently be challenged and exceed their goals. Interest centers, such as Language, Math, Science, and Arts, are based on children's interest and promote age appropriate skills. These areas guide children in their discovery and creative thinking. Practical life skills, such as self-dressing, eating, and toileting, structure, routines and competence in our children. Teamwork, communication, and collaborative play, give the children opportunities to be engaged and expressive amongst their peers.

**Individual support plans** ~ By documenting our children's behaviours we can recognize when concerns are there and when we need to put supports in motion. Together with the lead teacher, parent and management we can come together to create a plan that helps our children be productive and successful in our care. Working directly with agencies and parents we feel helps create a balance for children and lets them know we are a team and together trying to help promote success for not only the child but for everyone involved with daily activities such as the other children in the room and the teachers supporting them. With so many unique and diverse individuals, conflict is a natural part of the growing process, but our staff strives to be Conflict Resolution experts. By guiding the children through the 6 steps of Problem Solving, conflict is reduced to a minimum, which allows learning to thrive. Teachers are proactive in dealing with issues before they arise, by listening for cues and body language to maintain a positive environment for all our Little Buddies.

**Community Partners** ~ We are involved in training future educators in our local community through high school and college programs. We encourage volunteers, and other government-sponsored agencies to be part of our program. These volunteers and students are also required to be educated with our policies, program statement, allergies, prohibited practices and are also required to have a criminal check along with all medical requirements met for the safety and well being of our children. Outside resources are valuable to the success and growth of our programs and families. Community involvement is a huge part of growing into diverse and well-rounded individuals. Children are encouraged to help out local charities, in order to develop a sense of pride and accomplishment when helping others. Our Little Buddies take part in a variety of field trips around town and participate in community events. Through these experiences they learn to be strong and responsible citizens in our community.

**Professional Learning** ~ As teachers, our role in the classroom is to provide opportunities for children to discover and explore the world around them. At Little Buddies Preschool Centre, a teacher's learning never ends. We stay current and up-to-date with Ministry Regulations, such as "How Does Learning Happen", Health and Safety standards; Safe Water Testing, Sanitary practices, Leading Education Research, and Professional Development. All staff are required to maintain up-to-date health assessments, First Aid, CPR, and Police Clearances, with vulnerable sector back-checks. Continuous staff monitoring and self-evaluation promotes our idea of reflective practice. By following the Code of Ethics, and Standards of Practice, set out by the College of E.C. E's, we ensure that all our staff at Little Buddies is following the same guidelines to create a safe and secure environment for our children.

**Documentation** ~ In our program, daily observations and documentations drive our curriculum. With parent approved social media, such as Hi Mama, Instagram, Email, and our Website/Blog, parents can get a snapshot of their child's day at the touch of a button. There is something special about seeing your little one interacting with their little buddies, and still being involved with their day even when parents are away. Learning stories and documentation panels are shared with parents via Instagram, HI Mama, as well as in print. Children's individual progress is collected in portfolios to create a vision of their learning at the centre. Sketch pads are available for children to express themselves, document what they are learning, and work through their own creative process. We believe that this provides a unique opportunity for teachers to get an insight into children's thinking.

**Staff and management responsibilities** ~In order to ensure that we deliver the highest quality of care, we follow and implement the strategies of this program statement, on a daily basis, staff also have reviews along with a self evaluation of these strategies every year along with our supervisor and management. Our staff attend in house meetings to discuss concerns and as a group and discuss supports to help our children be successful and also learn new strategies that may have come out from the Ministry approved programs that are offered. We promise to work closely together with families on any concerns or issues, and will always be accepting with non-judgment.

# Rates and Programs

## Infant Children 0 months to 17 months old

Ratio 1 to 3

Infant Care offered through Little Buddies Simcoe location only not applicable to Dalhousie site

### Full Day

No more than a 11-hour day \$50.00

No half day rate available at this time, due to only 3 spaces provided with 2-day minimum requirement.

### About our Infant Program

We have provided a place where babies have a loving and nurturing environment that make them feel like they are at home. We believe we have a great program that will include sensory and gross motor activities that will benefit their development including outside play time each day. They will have room to grow and be comforted to promote a healthy relationship between infant and teacher. Parents can return to work feeling confident that their babies are going to be well taken care of. Teachers follow routines that are kept at home for an easy transition for flexible schedules between home and daycare. Parents can follow progress and milestones through the Hi Mama app that the teachers complete each day.

## Toddler Children 18 months to 29 months

Ratio 1 to 5

### Full Day

No more than a 11-hour day \$40.00

Half Day \$27.00

6-hour portion of the day (includes lunch and snack times)

### About our Toddler Program

Your toddler will take part in a scheduled routine throughout the day, giving them a sense of structure that will help promote self help skills. When children learn what to expect in the day they will feel a sense of security while you are away. They will have fun learning new skills such as gross motor, sensory and cognitive learning, preparing them for the preschool level. Toilet training will be introduced and part of their daily routine. Children will take part in special activity days, neighbourhood adventures and also attend field trips on a monthly basis.

## Preschool Children 30 months to 5 years old

Ratio 1 to 8

### Full Day

No more than a 11-hour day \$36.00

Half Day \$24.00

6-hour portion of the day (includes lunch and snack times)

### About our Preschool Program

Children will be part of a program that will enhance all their learning skills needed to be school ready. We encourage diversity and thrive to help develop children into well rounded and caring individuals. The children will take part in large group activities, small group and science projects. Kids will be encouraged to use self help skills and develop good healthy eating habits by letting kids use the self serve option at our lunch and snack times. Children will also take part in special activity days, neighbourhood adventures and attend monthly field trips.

## School Age Children

Ratio 1 to 15

### Before and After School

Before school care 5:30-9:00 am \$15 with shuttle service

After school Care 300-6:00pm \$18 with shuttle service

If using full hours of before and after school care each day than a flat day rate will apply for \$30

Shuttle service to and from local Amherstburg schools can be provided by Little Buddies Preschool Centre Simcoe site

Hourly rate may apply if just using an hour of service with shuttle service the rate of \$10 per hour applies.

### P.A. Days and Breaks

Children attending elementary school grade one and above

Full Day \$30 with bag lunch no more than an 11-hour day

Half Day \$23 with bag lunch 6-hour portion of the day

Children in JK or SK follow the preschool payment schedule

### About our Before and After School Program

School age children will benefit from their time with us before and after school in many ways. Mornings are dedicated to getting kids ready for school making sure they eat their breakfast, get dressed and that they have all their items for the day. It also gives children a time to settle down and relax with friends and have a snack after a hard day at school. We will also be giving them the opportunity to complete any unfinished homework that they may want to finish so they don't worry about it once they get home and also provide assistance to some struggles they may be having. Children will gather as a group and take part in activities such as craft, science, music, gym and group games.

### About our Breaks and P.A. Days

Activities will be planned with the children ahead of time so that we can take their interests and create fun ways to spark their interests. Themed days and field trips that children can participate in make it possible to bring their ideas to life. Teachers will plan and implement activities such as craft, science, cooking activities, gross motor activities, neighbourhood walks and games. The classroom is filled with educational and fun activities that the children suggest on a monthly basis.

## Extended Care and Weekend Program open from 5:30am-12:00am

Extended Care offered through Little Buddies Simcoe location only not applicable to Dalhousie site

\*families needing care after 6pm Mon- Fri their child will be picked up by Little Buddies shuttle and brought to Simcoe location for extended services courtesy of Little Buddies Preschool Centre shuttle leaves centre by 5:30 and arrives for dinner.

Used when families need service outside our regular business hours and days which are 6:30am-6:00pm Mon - Fri. We offer services before regular open as early as 5:30am and also after 6pm until midnight. These rates apply for any portion of the weekend program as well.

Service can only be used once Registration Package with all emergency contact information is collected.

**Full Day** \$70 with lunch or dinner no more than an 11-hour day

**Half Day** \$50 with lunch or dinner no more than 6-hour portion of the day

\*extended care for infants only available if arrangements are made, please speak with owner.

### About our Extended and Weekend Program

Some parents start work early in the morning before daycares typically open, so we have extended our services for parents and hour before open to accommodate such a schedule. Children will come in and normally for a bit and then start their breakfast, get dressed, brush their teeth and comb their hair. Our children for night care merge at the end of the day and gather for dinner, which they will sit down with the teacher and disguise things that happened throughout the day. This encourages a family atmosphere that the children need during this time of night. Children will take part in a special planned activity for the night, followed with some quiet reading and homework time. Children will have a small late-night snack and then get ready for a resting routine which includes pyjama time and brushing their teeth. Parents can pick up from a hard day at work and know their child will transition into bed without having to worry about all these details.

Our weekend friends take part in a regular scheduled day just like the rest of the week but we include special weekend outings that are available in our community. Children will rest and be provided opportunities for learning and having fun. Our staff realize that being away from home on the weekends is hard, so making it exciting and getting the children involved with the planning is very important.

## Emergency Care Service and Early open

**Emergency care** - This is an option for families who may not have scheduled a day of care during the week with the centre and need to have child care at the last minute. Parents may also use this service if they regularly use family to watch over the children and for some reason are not available during a time of need. Parents can call the centre and if we have available space for the day we are able to accommodate the request for care.

\*All rates are outlined above depending on age of child and type of care needed for the days.

**Early Open** - If a parent is requiring care before our regular open business hours of 6:30 am we are able to open as early as 5:30 for parents as long as this service has been scheduled in advance and we will schedule staff to come in early. **Extra rates apply** 1 hour early is \$10 and a half hour early is \$5. Subsidy does not cover this care so it will be billed out each week as it is used it is an extra service we provide to families.

# Parent Policies

## Payment Policy

**\*\*\*ALL ACCOUNTS SHOULD BE FIRST DAY OF SERVICE FOR THE WEEK\*\*\***

If parents choose to pay weekly, bi weekly or monthly the payment is still due the first day of service. We can prorate care to get to the payment schedule that is required. E.g. if a parent pays monthly at baby bonus time on the 20<sup>th</sup> and it is the 10<sup>th</sup> day of the month. Parents will be required to pay up to the 19<sup>th</sup> and than on the 20<sup>th</sup> day parents can pay for the month in advance at that time. Then each month after on the 20<sup>th</sup> payment for the month is due.

Payments can be made by cash, cheque, credit card, etransfer. If using etransfer use the following email [littlebuddiespreschoolcentre@hotmail.com](mailto:littlebuddiespreschoolcentre@hotmail.com) passcode can be given once enrollment starts.

## Late payment fee and collections charges

\$5 will be billed each week for any balances on account, this pays for the time spent doing statements and or follow up reminders. This charge will be done weekly for every account with a balance forward when doing the next billing. Any accounts that remain unpaid for 12 weeks will than be charged a 30% fee for the amount of the original bill for administration costs and than forwarded to AIMS collection services for non payment on account. Arrangements for payment will be accepted and as long as they are followed through the account will not be forwarded to AIMS but the late fee will continue to be charged until account is being paid in full. NSF cheques returned from bank will be charged \$50 to reimburse for office charges and time for collecting fees and to balance bank account.

## Subsidy Families:

If applying for subsidy there is a link on our website [www.littlebuddiespreschoolcentre.weebly.com](http://www.littlebuddiespreschoolcentre.weebly.com) that will allow you to apply on line. Follow the instructions and send in the paperwork they request and The City of Windsor children's services department will get in touch and finalize the application. Payment is provided by the City of Windsor, if parents are responsible for a co pay it will be due on the payment schedule that you chose from above. Payment is still due for statutory holidays and absent days just like full fee-paying families. If subsidy is not approved before the start date that services are needed then parents are responsible for full fees until subsidy has been approved. If the City of Windsor has chosen to back date to your start date then we can apply any payments made to your co pay that is due or refund your payment when subsidy has started paying for your services.

## Minimum Day requirement:

We request all families with scheduled care follow a minimum requirement of 8 days per month. Parents can schedule 2 days per week or 2 weeks on and off. Depends on parent's schedule and how they want to make the 8 days work.

## Statutory Holidays:

Payment is still due for scheduled days your child usually attends

## Days of Service and Holidays:

Our centre is open 356 days per year and closed only 9 statutory holidays

- |                   |                |                 |
|-------------------|----------------|-----------------|
| 1. New Year's Day | 2. Good Friday | 3. Victoria Day |
| 4. Canada Day     | 5. Labor Day   | 6. Thanksgiving |
| 7. Christmas      | 8. Boxing Day  | 9. Family Day   |

**Vacations:**

All families are entitled to two service weeks per calendar year with non-payment. If taking more time off than the 2-day requirement will need to be paid during the extra time off.

**Illness:**

When a child is absent then we will be charging for the absent day according to our policy set out. Parents will be contacted if your child is not fully participating in the program due to illness. As well as if the child is suffering from fever, loose bowels, or throwing up. If children arrive at the centre with prescription medication we can administer according to doctor recommendations and a form is to be filled out. Staff cannot administer non-prescription medicine without doctor approval and recommendations with weight and quantity of medication.

**Late Pickups:**

If children are not picked up at their scheduled time, teachers may need to stay past their assigned shifts resulting in an extra charge for parents. There will be a late pick up charge of \$5 for every half hour before regular business hours of 6pm. Then after 6pm a charge of \$10 for a half hour applies to account for dinner arrangements and extra staff this will give the parent until 6:30pm for pickup. If staying past the half hour mark extended care rates begins and the cost is calculated based on the extended care rate schedule and hours of care used. This service is used only for emergency situations if needing extended care services, a parent will normally schedule this in advance this charge is for last minute late pickups.

**Making Payments and Getting Receipts:**

When making a payment, parents can choose cash, cheque, money order, e-transfer or credit card. When making a payment in the drop box located in the main foyer, use the provided envelop. Write your name and amount on the envelope and deposit it into the box. The accounting person opens the box and sends a receipt via the email provided on registration package. An end of year receipt is also handed out at the end of January.

**Lost or Damaged Items:**

We are not responsible for any lost or damaged items; any items you feel are valuable should not be brought to the centre. Each classroom is provided with a lost and found bin if something has gone missing please request to look at the bin.

**Assessments:**

May be done on your child in the centre as we feel needed, such as language, speech and developmental. Any assessments done will be discussed with you the parents/guardians before contact is made with any outside agencies such as Children's First. If your child needs in classroom support please refer to the consent page and send in with this registration package our office can make a referral and work with the agencies to get the best outcome for your family

**Aggressive Behaviour:**

Any behaviour that we see such as biting, hitting, bullying etc. will not be permitted in our centre. We offer a bully free environment for children and staff. Teachers will document and monitor behaviours for a period of time and then a meeting with staff and management will convey and we will discuss how we can improve behaviours. If no results come out of the teachers attempt at solving behaviours at the centre then parents/guardians will be requested to attend a one on one meeting with the teacher and Miss Tammy to discuss any possible solutions. If problem still persists this child may be removed from the centre for the safety of other children and staff.



### **Monthly Family Events and newsletters**

Each month our teachers work hard to plan special evenings with our families to encourage parent involvement and create an opportunity for parents to talk with teachers and other parents about their children and their progress. Watch for the events on our monthly newsletters. Teachers also plan special activities in the classroom for the month these details are outlined in our monthly newsletter and also sent out through Hi Mama app.

### **Menu**

All food is prepared and home cooked by a certified food handler cook provided daily from Little Buddies Preschool Centre Simcoe location and shuttled over using transportation practices. All foods are offered in a variety of color, shapes, sizes and temperatures. Child sized portions are offered to promote healthy eating habits and follow the Canadian Health Guide and children are encouraged to participate with self help skills. Parents and children actively take part in planning our menu and all allergies are taken into consideration. Staff will sit with children during eating times to promote a family like environment and encourage conversations.

### **Communication with Parents**

Teachers and management strive to make sure that a strong communication between parents and staff is maintained at all times. When parents and staff create bonds with each other they are able to focus on positive outcomes for their children and working together as a team to guide children into strong and independent learners is our focus. There are several ways to communicate and we encourage parents to use all resources provided to them. Any concerns can also be brought up with Miss Tammy and dealt with promptly and with discretion.

### **Schedules**

Parents are asked to send in their weekly schedule to via email to [lbpscentre@hotmail.com](mailto:lbpscentre@hotmail.com) or through hi mama app the staff in charge of doing schedules will forward any information to the appropriate teachers and staff will be scheduled based on parents needs. Our deadline for receiving schedules is Thursday afternoon at 6 pm. After Friday morning at 10 am parents may need to be on emergency care and may not be able to receive care on certain days if staffing is not available. Any changes to the schedule need to be promptly sent via email or through hi mama app so that staffing can be arranged. Parents of school age children are recommended to contact Miss Tammy B for any schedule changes via text message through company cell phone. This ensures prompt attention while out doing school runs.

### **Sleep supervision**

Every licensee shall ensure that a child who is younger than 12 months who receives child care at a childcare centre it operates is placed for sleep in on their backs which is consistent with the recommendations set out in the document entitled "Joint statement on safe sleep: preventing sudden infant deaths in Canada." published by the Public Health Agency of Canada, as amended from time to time, unless the child's physician recommends otherwise in writing. See registration package for signature line. All children in each the infant, toddler and preschool program will be monitored throughout sleep routine and if any concerns arise a note will be added to hi mama for parents to review and documented on teacher log.

### **Supervision policy for volunteers and placement students**

All volunteers and placements students will be responsible for acquiring a valid police clearance before commencing hours in the centre. No volunteer or placement student will ever be left alone in a classroom with children, they will be under constant supervision of their direct teacher in the classroom.

### **Smoke Free Ontario Act**

The centre promises to comply with the rules and regulation set out by the Smoke Free Ontario Act and there is no smoking prohibited in or around the centre or play yards to ensure the health and safety of all children, parents and staff.

### **Car Seat Safety Highway Traffic Act**

The centre is in compliance at all times in regards to this act in regards to restraint systems and also making sure to follow the CMVSS certification. Because we travel with children the centre follows very strict rules in regards to this Act. If allowing your child to participate in a field trip or using the shuttle for school purposes you can be reassured that we are doing everything possible to provide safe travels for your young ones. Currently the centre does not travel with infants.

### **Shuttle service for school age children**

Shuttle Service is offered through our partner preschool program, Little Buddies Preschool Centre located on Simcoe St. Children attending school that will need to be shuttled to their participating local schools will need to sign for shuttle service. All JK/SK children are eligible for busing services through all the school board for following schools. Amherstburg Public, St. Jean Baptist, Ecole Louise Charron and Stella Marias (all grades) parents are responsible for applying for bus service through their school, only if busing is denied will shuttle service be provided. All safety restraints are inspected as well as daily driving logs done. Vehicles are maintained and are in safe working order, and staff is properly insured to drive with children and is First Aid and CPR trained. Staff is responsible for putting on seatbelts every time the children enter the vehicle and it is the responsibility of parents to notify schools when Little Buddies Preschool Centre will be picking up at the schools. Unfortunately there is no guarantee that children will arrive at school on time every day of the year using the shuttle service, There may be unforeseen situations that may arise, weather, behaviours, traffic, teachers not coming out for yard duty on time, parents dropping off at the centre late, loading kids in the shuttle, construction. All these factors and more play a role in the timeline for our driving schedule. We do travel to all local Amherstburg schools from one end of town to another and only have a short period of time that children are allowed to be on playground and when the bell rings for each school. Therefore the timeline is very important and all factors must be met in order for the day to operate smoothly. Most days it does but there are certain days where a child may of had a difficult time getting into the shuttle or they left something inside that is important for school, wasting these extra min cause a domino effect and can delay the whole timeline. All Vehicles were purchased under the proper authorization from our local police services which will allow children to be placed in front seat with a booster seat to ensure height is reached. The vehicles each have a weight sensor that turns off the air bags and the driver is made aware that they are to make sure the airbag is turned off before driving vehicle. The front seat is only used for emergency reasons if a child was added to the pick up list for an emergency pick up and another driver was not available at short notice. Otherwise all children are placed in the back seats daily. We cannot leave children at the school unattended to drive the other children to the centre and make a second trip, most times there is not enough time between schools. Shuttle service is a courtesy of the centre, we do not charge for this service and it is not a right it is a privilege and parents have the option of asking their local schools for busing service to the daycare if they feel the shuttle is not convenient for them

### **Waiting lists**

The centre does not charge a deposit for a waiting list for any age group at this time. Infant care is the only age group that we require to have the registration package with \$100 deposit towards their first week of service and a requested start date. Clients registering for infant care pay \$100 fee that goes into their account towards the first week of service. This secures that their spot is not given away while parents are still on maternity leave. Parents give the centre a start date for enrollment and then the child is added to our expected attendance with the start date requested by parents. When this date comes up the lead teacher will contact the family to ensure they are ready to start on their requested start date. If not, arrangements can be made to take their child off the expected list and lose their deposit or they can change their proposed start date as long as it does not conflict with another child's start date.

### **Over the counter medications**

Due to the frequency and their longer term daily usage the following items such as sunscreen, diaper creams, lip balms and hand sanitizers can have a blanket authorization from a parent on the enrolment form and can be administered without a medication form as long as they are non-prescription and/or they are not for acute (symptomatic) treatment

### **Field trips (walking and driving)**

For programming purposes and for small adventures we do take the children out of the centre to explore and take part in community programs as well. When trips are planned out of the building parents will be notified of the location, time and how we are getting there via Hi Mama communication and also through notices posted on the classroom calendars. Teachers may also contact parents personally to make sure communication is understood for each field trip. There is also a section in the registration package that also gives permission for walking and driving trips as well for parents to sign a blanket form for all these adventures. Thank you for allowing us to provide your children with great opportunities at the centre.

### **Emergency Management**

Our centre has a very detailed plan for any emergencies that may arise that may affect the health and safety of our children and staff at the centre. The staff are all trained and monitored by management to ensure the plan outlined is followed. The emergency management plan will be located on the parent board in your child's classroom if you would like to review it at any time. If an emergency arises parents will be contacted using contact information outlined on registration package along with a notice on our hi mama app that parents can get through their emails and through their app.

### **Parent Issues and Concerns**

Little Buddies Preschool Centre Corporation takes pride in making sure parents are always happy with the quality of care they receive for their little one. This is why if there is ever a concern or issue that arises that you would like to address please always feel free to do so either directly to the program teacher or even higher up. Management will always be ready to listen and address your concerns. The centre follows very strict rules and regulations set out by the Ministry of Education and staff are trained and monitored constantly so if there is something that needs to be improved upon or a staff is not complying with the quality of care you expect then we need to address this and promptly.

### **Medical Needs**

For any child in our care that may require medical needs we will collaborate and develop an individualized plan for your child and train our staff to properly support the plan. The support plan will be reviewed yearly or as it is changed and staff will sign off that they understand the child's needs and will support the child in a professional and confidential manner. The plan will include a description of the medical device or needs and how to properly use them and also what to do in an emergency evacuation or on a field trip out of the building.

## **Prohibited Practices Policy**

Regulations set out in accordance with the Child Care and Early Years Act as of Aug 31, 2016 states that with respect to a child receiving child care at a child care centre it operates or at a premise where it oversees the provision of child care,

### **No licensee shall permit,**

- a) Corporal punishment or bodily harm of a child by an employee of the operator, or by another child or group of children.

- b) Deliberate harsh or degrading measure to be used on a child that would humiliate a child or undermine a child's self-respect
- c) Deprivation of a child of basic needs including food, shelter, clothing or bedding.
- d) lock or permit to be locked for the purposes of confining a child, the exits of a day nursery operated by the operator or location where private-home day care is provided by the operator; or
- e) Use a locked or a lockable room or structure to confine a child who has been withdrawn from other children.

Staff and volunteers will receive monthly information on how to deal with difficult situations and behaviors through our monthly staff meetings and should address any concerns they may have at that time. If situations occur prior to a staff meeting than please address these issues prior to feeling like this above layout might occur. No teacher should ever put a child in any of the above situations and if any of the above situations are observed, it will be recorded monitored and addressed promptly. Loss of employment with Little Buddies Preschool Centre may be the outcome.

### **Responsibilities of management**

1. It is the responsibility of the supervisor to complete these observations and report findings with staff adding suggestions and strategies for improvement where necessary. This monitoring will be done throughout the day while reviewing cameras and walking through classrooms. Any occurrences that are deemed a prohibited practice will be addressed immediately with management and a meeting will set up to review the future employment with Little Buddies Preschool Centre
2. Little Buddies Preschool Centre will ensure that Monitoring of Program Statement will be completed annually by all staff, using the Employer Review checklist and the Self Reflection process we have implemented.
3. Support teachers with their behavior management observations in the classroom and work with families and outside community helpers to support their learning environment.

### **Responsibilities of Staff**

No child shall be disciplined by physical means. The role of the Early Childhood Educator is to censor and discourage negative and aggressive behavior, while recognizing the children's rights to express themselves in positive ways. Negative behaviors will be redirected, as children are encouraged and assisted in expressing his/her feelings in a socially acceptable manner.

### **Guidelines for success**

- a) Ensure the safety of all individuals
  - b) Ensure equality among individuals
  - c) Encourage respectful behavior from all individuals
  - d) Prohibit the destruction of possessions among individuals
1. All staff members are required to intervene as needed, honoring the safety of the child or children involved.
  2. All staff members are required to document inappropriate behaviours for their Childs developmental stage. These observations are reviewed weekly by the teacher and if there is a pattern noticed the next week the teacher is to support the child before the behavior starts. If this still has not stopped the behavior than a meeting is set up

with the supervisor and both parties will review the observations documented come up with a plan that they think would help better support the child, teacher and classroom. If this strategy still does not help Miss Tammy will set up a meeting with the parent and teacher. They will sit down and discuss all the strategies used and see if the parent can help support their child and the teacher. An individualized support plan will come into action and we will seek outside agencies for help if needed. Miss Tammy will follow up with the progress of this support plan and see if it needs to be reviewed or continue with what is happening in the class.

3. The policy book will be reviewed yearly by staff to ensure they are up to date with any changes.
4. Staff will attend monthly meetings and address any concerns privately if needed.
5. Any upcoming training or seminars that are available for staff will be encouraged.
6. Staff are expected to follow daily routines set up in the classroom to ensure all regulations are met.
7. Self-evaluations will be done yearly to reflect how they are adapting to new learning strategies, and teachers will be responsible for collecting classroom manuals, fire drills, discussion panel books, children's individual support plans, learning stories,

#### **Permitted Practices in the centre**

- a) Providing the child with a quiet calming station to reflect on their feelings
- b) Redirection whenever possible
- c) Reinforce positive behaviors
- d) Implement any individualized support plans that are necessary for the success of a child
- e) Time away from others
- f) Using the color zones for evaluating their feelings
- g) Follow the 6 steps of problem solving

#### **Procedure for intervention using color zones**

- a) Approach the situation calmly.
- b) Acknowledge feelings and ask what zone they are in at moment
- c) Gather information on how we can help get them to the zone they want to be in
- d) Guide the child to the calming station where they can find the tools needed to calm themselves
- e) Give them feedback on their solution and revisit the zone they are in
- f) Follow up with the children to ensure they are feeling how they want to feel
- g) Allow the child to express what zone they are currently in and let them know that whatever zone they choose to be in is ok and that as the teacher you are there to support them.

#### **Procedure for 6 steps of problem solving**

1. Acknowledge feelings that the child or children are feeling at that moment.

2. Ask for the problem from the child or children and make sure that you explain each child will be heard
3. Restate the problem that the child or children have expressed
4. Ask for some solutions agreed upon with the child or children
5. Follow through and guide the child or children to their solution that they agreed upon
6. Follow up with how they are doing and make sure they are happy with their outcome.

## Parent Issues and Concerns

### **Little Buddies Preschool Centre Corporation Policy states:**

When a parent has a concern or an issue that needs to be addressed with the licensee, staff taking the concern should always make sure the parent knows that it will be addressed promptly and that it is also a concern for themselves and should be dealt with immediately. Let the parent know that the next step is the staff taking the concern or issue will contact the licensee by email which is Tammy Brochert and give as much details about the concern as possible and find out the best way to contact them for follow up. Or the parent can contact the licensee directly and provide the email to them. Never give out the licensee or supervisor direct home phone number, the licensee or supervisor will get back to them directly by phone or email within 24 hours. This will allow time for the staff to directly contact the licensee and provide as much details prior to the phone call being made so that information can be at hand when addressing the concern.

Once the licensee has received the email with the details, a phone call will be made to the parent within 24 hours to let them know that management is addressing the concern promptly and will follow up with the outcome and will give a timeline that is acceptable for the situation. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

Licensee and management will review the concern and address the staff involved to get all the details and find a solution together. If the concern or issue is a health and safety issue or a violation of our policies set out at Little Buddies Preschool Centre. Management will have to write up the employee and follow the steps according to our policy setup for monitoring contraventions.

As a staff taking the concern or issue details directly from a parent please follow up with that parent next time you see them and ask if everything was dealt with and show that you care that their concern was taken care of. Do not get involved with talking bad about the centre or another staff member, just ask if there is anything that you as a staff can do to ensure that the parent can move on and gain the trust of the centre again. By talking bad it just fuels the parents anxiety about the centre and we do not want this to happen. If you notice the parent is still having a hard time moving forward than address this with the supervisor so further contact with the parent can be made.

### **Concerns about the Suspected Abuse or Neglect of a Child**

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect. If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly. Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act .

### **Confidentiality**

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, home child care providers, other persons in the home child care premises, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

## Conduct

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent/guardian, home child care provider and/or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the home child care agency head office.



Personal note from Miss Tammy Brochert President and Director

Thank you again for your interest in our centre and we appreciate the opportunity to show what our centre has to offer your family. We take great pride in the service and quality of care your family receives with us. We work really hard every day on promoting enriched environments for the children and staff and love to see all the families that walk in our doors on a daily basis. You will find that we are very active in the daily activities that happen at the centre and always available to talk when you need us. Working together as a team with families and staff is what helps keep child care a positive experience for everyone. Knowing you can rely on staff and management to care for your child while you are at work. Keeping communication open through our different apps, technology and documentation will allow parents to see that their children are engaged and are free to express themselves with the help of their teachers. We learn so much from children everyday, and we look forward to spending lots of time together and building friendships that will last years to come.

If you have chosen to register with our centre the following section is to be filled out and handed into Little Buddies Preschool Centre Corporation before commencing care.

If a deposit is required, the payment can be added with this registration and a receipt will follow via email to the address provided.

All information shared with the centre is private and remains the sole property of Little Buddies Preschool Corporation. All staff sign a Confidentiality Policy that restricts sharing of information outside our centre. Staff and volunteers in the building are monitored using our regulations set out by Child Care and Early Years Act and also by our company policies and procedures. Staff remain professional at all times, and promise to uphold the quality of care your family deserves. There are no cellular devices in classrooms to avoid distractions and focus on the care given to your child.

Thank you again from my family to yours



## Information to fill out and return to centre

Registration Package

Child Care Contract

Emergency Medical Care Consent

Difficult Behaviours Policy

Permission to Participate

Consent for Photographs and Media

Permission to use over counter items

Consent to Release and Exchange with Agencies

Shuttle Service for School Age Children

Information about your child

Immunization form



# Registration Package

Child's Name: \_\_\_\_\_ Birthday: \_\_\_\_\_ School: \_\_\_\_\_

Date enrolled: \_\_\_\_\_ Date of discharge: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Health Card Number \_\_\_\_\_ Allergies: \_\_\_\_\_

Medication: \_\_\_\_\_ Reaction: \_\_\_\_\_

Doctors Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

## Parents Information

Mother's Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Work Number: \_\_\_\_\_ Cell# \_\_\_\_\_

Place of employment: \_\_\_\_\_ Address: \_\_\_\_\_

Email address: \_\_\_\_\_ needed for hi mama reports and bookkeeping reasons

Father's Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Work Number: \_\_\_\_\_ Cell# \_\_\_\_\_

Place of employment: \_\_\_\_\_ Address: \_\_\_\_\_

Email address: \_\_\_\_\_ needed for hi mama reports and bookkeeping reasons

**Contact Information** Attempt to contact parents through work or cell phone numbers provided. If parent(s) are not reached then the list of emergency contacts will be called in this order

### First Contact

Name: \_\_\_\_\_ Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

### Second Contact

Name: \_\_\_\_\_ Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

### Third Contact

Name: \_\_\_\_\_ Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

# Child Care Contract Little Buddies Preschool Centre Corporation

Services Needed:      Full Day              Half Day              Extended Hours      Emergency drop off  
Payment Schedule:      Weekly              Bi Weekly              Monthly              Subsidy

Payment can be made in the form of cash, cheque, money order, e-transfer or credit cards, and receipts are sent via email.

Infant parents are required to submit a \$100 deposit that is credited to their account. This deposit is used the first week of service. Other age groups are not required to make a deposit because they typically start right away where infants tend to register up to a year in advance. This deposit is non refundable if the family does not start at the centre it is put towards admin costs of setting up the child's profile and for holding the spot available for the family.

Email address: \_\_\_\_\_ (Required for at least one parent this needed for bookkeeping communication with parents. Invoices for care used, receipts from payments and End of Year tax receipts are emailed only. We are a paperless organization.

**Payment Policy \*\*\*ALL ACCOUNTS SHOULD BE PAID FIRST DAY OF SERVICE FOR THE WEEK IN ADVANCE\*\*\* If scheduling 3 days of service payment for all 3 days is due on the first day of arrival.**

If subsidy is not approved before the start date that services are needed then parents are responsible for full fees until subsidy has been approved. If the City of Windsor has chosen to back date to your start date then we can apply any payments made to your co pay that is due or refund your payment when subsidy pays for your services.

A late payment of \$5 will apply each week of non-payment for providing follow up on past due accounts. Past due accounts exceeding 90 days will be charged 30% finance charge on the amount of original balance for services provided, it will not be charged on the late fee charges. After 91 days if balance still owing on account the account will be referred to collection services at this time the account will be forwarded to the office for payment arrangements and collection of fees owing. Payments made by cheque that have not cleared the bank are subject to a admin fee of \$50 which will be billed on the account and due with services provided.

If children are not picked up at their scheduled time, there will be a late pick up charge of \$5 for every half hour before regular business hours of 6pm. Then after 6pm a charge of \$10 for a half hour applies to account for dinner arrangements and extra staff this will give the parent until 6:30pm for pickup. If staying past the half hour mark extended care rates begins and the cost is calculated based on the extended care rate schedule and hours of care used. This service is used only for emergency situations if needing extended care services, a parent will normally schedule this in advance this charge is for last minute late pickups.

When a child is absent than we will be charging for the absent day according to our policy set out. Parents will be contacted if your child is not fully participating in the program due to illness. All families are entitled to two weeks per calendar year with non-payment. If taking more time off then the 2-day requirement will need to be paid during the extra time off.

I (we) have read and fully understood the child care policies. If any issues or questions arise while in a contract with the centre as a parent/guardian you will request a meeting to discuss any concerns in advance before withdrawing providing the centre with 2 weeks notice of cancellation of service.

Signature (mother) \_\_\_\_\_ Date: \_\_\_\_\_

Signature (father) \_\_\_\_\_ Date: \_\_\_\_\_

# Emergency Medical Care Consent

Should a medical situation arise in the care of my child, the following steps will be followed:

1. Supervising staff will make every attempt to call the parents at the phone numbers provided in registration package and if needed may use the emergency contact numbers provided.
2. If by any chance parents and emergency contacts cannot be reached, the staff member may take the responsibility to contact emergency services. All medical information on file will be shared with local hospital, and emergency personnel.
3. Any expenses incurred during the care of your child in an emergency situation as described in section 3 will be the responsibility of the family to cover. Including items such as ambulance fees and bracing.

I hereby agree with the above concerns and feel that the staff and supervisors of Little Buddies Preschool Centre will make every attempt to ensure the safety of my child at all times.

If for some reason you do not agree or understand any of the above concerns please advise supervisor before signing this form. We will discuss any of your concerns and adjust accordingly.

Parents Signature: \_\_\_\_\_

# Difficult Behaviours Policy

Does your child struggle with other friends, struggle with authority, has encountered bullying or is a bully, has issues with hitting or difficult behaviours, suffers from anxiety?

Our great team of teachers take pride in being an inclusive centre but in order to help our children the best we can full disclosure is very important so that we can provide the tools to help your child succeed. As a team, we can collect information and set up an individual support plan that will help parents and teachers stay consistent and be successful in handling difficult situations. Before your child's first day at the centre it would be good to set up a meeting to discuss ways that are successful at home and or at school that can be successful with the child care centre. If issues arise after the child starts to attend the teachers and supervisors will be trying their best to run through a list of different strategies and try to get a good grasp of what is needed to be successful in the centre. If we cannot come up with a solution ourselves as a team, management will request a meeting and the behaviour management observations will be reviewed and an individual support plan can be made to move forward. Our school age program will have a suspension policy in effect which means if a child is showing aggressive and non-compliant behaviours they may need to be removed for a couple of days to try and put in supports that can help the child and teachers be successful on the child's next visit. Attached is a form for consent to release and exchange with agencies, this form will help us contact the right supports and they will contact parents for guidance. The faster we can get this process in effect the faster we can help the children be successful in the program. We have to remember that it is group care and we have to ensure the safety and well being of all children in the program and will work hard with parents to continue care in our program as much as we can. If parents are ever concerned please arrange a visit to review the progress of their child and talk to the child's main teacher to get a good look at what's happening in the class.

I \_\_\_\_\_(parent) understand the difficult behaviours policy and will make sure to disclose any information that may be of importance to share with the centre to ensure the full enjoyment and success of the program for my child.

Signed by \_\_\_\_\_

# Permission to Participate

## Physical Activities

I hereby grant permission for my child to participate in Little Buddies Preschool Centre Corporation program. This would include any use all of the play equipment outside and any playtime toys located indoors. My child is physically capable to participate in physical activities such as running, jumping, skipping, and simple exercises.

Limitations if any: \_\_\_\_\_

## Walking Field Trips

I also hereby grant permission for outside neighbourhood walks and field trips. This would include the local library, parks, fire stations and other local community establishments,

## Driving Field Trips

If children are participating in a driving field trip the parents will be informed of this activity before hand and will be asked for the proper restraint to ensure the safety of the child. By signing the permission to participate parents will understand that their child is being driven by our licensed and properly insured staff that will be First Aid and CPR trained and the vehicle will be maintained constantly for ensure it is in safe working order.

I \_\_\_\_\_(parent) give permission for my child \_\_\_\_\_ to participate in field trips that have been planned with their teachers during my child's stay with the centre, this includes driving trips.

Limitations if any: \_\_\_\_\_

# Consent for Photographs and Media

I give permission to Little Buddies Preschool Centre Corporation to include my child in any pictures that are child friendly for parents to enjoy in the following forms of media. Please initial all that apply for your family.

Local media from Amherstburg \_\_\_\_\_ Instagram (only parents are allowed to follow) \_\_\_\_\_

Little Buddies website \_\_\_\_\_ Facebook (Little Buddies Page only) \_\_\_\_\_

Hi Mama \_\_\_\_\_ Used to communicate with parents for their child's daily reports

# Permission to use over counter items

Due to the frequency and their longer term daily usage the following items such as sunscreen, diaper creams, lip balms and hand sanitizers can have a blanket authorization from a parent on the enrolment form and can be administered without a medication form as long as they are non-prescription and/or they are not for acute (symptomatic) treatment

I \_\_\_\_\_(parent) give permission for my childcare provider to administer over counter items needed during my child's stay with the centre. All items used acute (symptomatic) treatment will require a medication form.

Limitations if any: \_\_\_\_\_

# Consent to Release and Exchange with Agencies

I/We \_\_\_\_\_ (Parents/Guardian) of \_\_\_\_\_ (Child's Name)

\_\_\_\_\_ (Date of Birth) \_\_\_\_\_ hereby consent to the release and exchange with the below mentioned agency(s) to and from Little Buddies Preschool Centre Corporation related to all aspects of my child's development:

## Agency/Program

Children First	_____	John McGivney Children's Centre	_____
Talk 2 me	_____	Essex - Kent Blind- Low Vision Program	_____
Infant Hearing Program	_____	Thames Valley	_____
Healthy Babies, Healthy Children	_____	Windsor Essex Children's Aid Society	_____
Elementary School	_____	Other, please specify	_____

Comments: -

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Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness (supervisor or designate): \_\_\_\_\_ Date: \_\_\_\_\_

# Shuttle Service for School Age Children

Shuttle Service is offered through our partner preschool program, Little Buddies Preschool Centre located on Simcoe St. Children attending school that will need to be shuttled to their participating local schools will need to sign for shuttle service. All JK/SK children are eligible for busing services through all the school board for following schools. Amherstburg Public, St. Jean Baptist, Ecole Louise Charron and Stella Marias (all grades) parents are responsible for applying for bus service through their school, only if busing is denied will shuttle service be provided. All safety restraints are inspected as well as daily driving logs done. Vehicles are maintained and are in safe working order, and staff is properly insured to drive with children and is First Aid and CPR trained. Staff is responsible for putting on seatbelts every time the children enter the vehicle and it is the responsibility of parents to notify schools when Little Buddies Preschool Centre will be picking up at the schools. Unfortunately there is no guarantee that children will arrive at school on time every day of the year using the shuttle service, There may be unforeseen situations that may arise, weather, behaviours, traffic, teachers not coming out for yard duty on time, parents dropping off at the centre late, loading kids in the shuttle, construction. All these factors and more play a role in the timeline for our driving schedule. We do travel to all local Amherstburg schools from one end of town to another and only have a short period of time that children are allowed to be on playground and when the bell rings for each school. Therefore the timeline is very important and all factors must be met in order for the day to operate smoothly. Most days it does but there are certain days where a child may of had a difficult time getting into the shuttle or they left something inside that is important for school, wasting these extra min cause a domino effect and can delay the whole timeline. All Vehicles were purchased under the proper authorization from our local police services which will allow children to be placed in front seat with a booster seat to ensure height is reached. The vehicles each have a weight sensor that turns off the air bags and the driver is made aware that they are to make sure the airbag is turned off before driving vehicle. The front seat is only used for emergency reasons if a child was added to the pick up list for an emergency pick up and another driver was not available at short notice. Otherwise all children are placed in the back seats daily. We cannot leave children at the school unattended to drive the other children to the centre and make a second trip, most times there is not enough time between schools. Shuttle service is a courtesy of the centre, we do not charge for this service and it is not a right it is a privilege and parents have the option of asking their local schools for busing service to the daycare if they feel the shuttle is not convenient for them

I \_\_\_\_\_(parent) give permission for my child \_\_\_\_\_ to be shuttled to and from school in order to provide transportation to school each day. My child will be part of the shuttle service which will sometimes require my child to be at another school as needed in order to pick up and drop off other students as needed.

Signature (mother)\_\_\_\_\_ Date: \_\_\_\_\_

Signature (father)\_\_\_\_\_ Date: \_\_\_\_\_

# Information about your child

Child's Name: \_\_\_\_\_ Birthday: (mth/day/yr) \_\_\_\_\_

Allergies: \_\_\_\_\_ Medication: \_\_\_\_\_

Nick Name: \_\_\_\_\_ School: \_\_\_\_\_

Mom's Name: \_\_\_\_\_ Dad's Name: \_\_\_\_\_

## Physical Description and important information for the care of your child:

Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

Height \_\_\_\_\_ Scars/Birthmarks \_\_\_\_\_

Do your child wear glasses: \_\_\_\_\_ Does your child have any fears? \_\_\_\_\_

Does your child have any fears? \_\_\_\_\_

Does your child have asthma: \_\_\_\_\_ Non-threatening allergies we need to know? \_\_\_\_\_

What language you typically speak at home: \_\_\_\_\_ How is their language skills: \_\_\_\_\_

Who do you typically use for babysitting at home: \_\_\_\_\_

Has your child been in a daycare setting before: \_\_\_\_\_ How do they get along with other kids: \_\_\_\_\_

Do they often share their things: \_\_\_\_\_ Can they self dress? \_\_\_\_\_

How do they respond in stressful situations? \_\_\_\_\_

What steps you take for handling troubling behaviours: \_\_\_\_\_

What is their favourite activity to do during the day: \_\_\_\_\_

Are there any customs or traditions they like to celebrate: \_\_\_\_\_

Please describe some family values that you would like us to incorporate during the day:

\_\_\_\_\_

\_\_\_\_\_

## Toileting

Is your child voiding in the potty yet? \_\_\_\_\_ if so are they comfortable sitting on it? \_\_\_\_\_

If so are they comfortable sitting on it? \_\_\_\_\_ When do you typically introduce the potty at home? \_\_\_\_\_

Do they have regular bowl movements? \_\_\_\_\_ Are they prone to rashes? \_\_\_\_\_

What is your child's reaction being changed by someone else? \_\_\_\_\_

On average does your child use the bathroom fair/ more often/ not enough \_\_\_\_\_

Diapers are provided by yourself and can be brought in bulk or weekly, teachers will let you know when you are low through Hi Mama App

## Food/Bottles

Does your child have any food allergies: \_\_\_\_\_ if so, please list \_\_\_\_\_?

Are there any food restrictions: \_\_\_\_\_ Are they on a special diet: \_\_\_\_\_

What are their favourite table foods: \_\_\_\_\_

What are their favourite baby jar foods: \_\_\_\_\_?

Foods that they dislike: \_\_\_\_\_

Any family traditions and foods you like to serve at home: \_\_\_\_\_

Would you be willing to come in and share some of the foods you like to cook? \_\_\_\_\_

How many bottles does your baby typically drink in a daycare: \_\_\_\_\_ how many ounces at one feeding: \_\_\_\_\_

What schedule do you follow for feeding times? \_\_\_\_\_

Bottles and formula are brought in by yourself and teachers will save any unused to bring home on pickup

## Sleeping

Every licensee shall ensure that a child who is younger than 12 months who receives child care at a childcare centre it operates is placed for sleep in on their backs which is consistent with the recommendations set out in the document entitled "Joint statement on safe sleep: preventing sudden infant deaths in Canada." published by the Public Health Agency of Canada, as amended from time to time, unless the child's physician recommends otherwise in writing.

Does your child sleep on their belly: \_\_\_\_\_ If under 12 mths we will require a physician to sign off that they recommend this sleep preference otherwise while children under 12 mths are in the care of the centre we will have to ensure they are put to sleep on their backs at all times.

Will you be providing a note from your physician for your child under 12 mths to sleep on their belly? \_\_\_\_\_

Does your child have trouble sleeping: \_\_\_\_\_ If so how do you respond? \_\_\_\_\_

How long do they typically sleep at night: \_\_\_\_\_ during the day? \_\_\_\_\_

Does your child have a special sleep routine? \_\_\_\_\_

Do they sleep with something special? \_\_\_\_\_

Do they show signs when they are tired? \_\_\_\_\_

What time schedule do you have at home for rest times during the day: \_\_\_\_\_



Do they have a favourite position to sleep in? \_\_\_\_\_

What can make them rest easier: \_\_\_\_\_

Do they usually share a bedroom? \_\_\_\_\_

Do they cry when they first wake up: \_\_\_\_\_ Do they experience night terrors: \_\_\_\_\_

Do they have fears at rest time: \_\_\_\_\_

Do they use a soother for rest or any time during the day? \_\_\_\_\_

## Pets

Pets Name: \_\_\_\_\_ Type of pet: \_\_\_\_\_

Pets Name: \_\_\_\_\_ Type of pet: \_\_\_\_\_

Pets Name: \_\_\_\_\_ Type of pet: \_\_\_\_\_

## Siblings

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Birth date: \_\_\_\_\_ School: \_\_\_\_\_

M/F lives with child or without

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Birth date: \_\_\_\_\_ School: \_\_\_\_\_

M/F lives with child or without

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Birth date: \_\_\_\_\_ School: \_\_\_\_\_

M/F lives with child or without

Additional Info that may be important for staff to know about your child

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