

Family Ties Play Care
Early Childhood Learning Centre



**Quality Child Care
and
After School Centre**

"Play With A Purpose"

GUIDELINES

Penny Buck
Owner/Administrator

(506) 214-6789
familytiesinc@rogers.com



MISSION STATEMENT: The future is in the hands of our children, we will provide a safe, comfortable place where they can grow and earn a solid foundation toward a happy and prosperous life.

As owner and operator of Family Ties Play Care, my staff and I realize the challenges that parents have finding good quality care for their children. I will do my best to make sure that Family Ties provides a fun, educational place for your children to come to every day. Our caring staff will provide a smoke-free, bright, clean and healthy environment so your children can enjoy learning and benefit from our programming which teaches social skills along with developing positive self-esteem.

Penny Buck

Family Ties follows the "**Early Learning and Child Care Curriculum and is delivered in English.**" This is a guide designed to support parents and caregivers in creating nurturing learning environments for young children. The goals of this program are:

1. **Well-Being:** children experience safe and caring environments where their emotional and physical health, positive identities and sense of belonging are nurtured and protected.
2. **Play and Playfulness:** children experience open and flexible environments where playful exploration, problem solving and creativity are encouraged and purposefully planned.
3. **Communication and Literacies:** children experience intellectually, socially and culturally engaging environments where their communicative practices, languages literacies, and literate identities are valued and supported.
4. **Diversity and Social Responsibility:** children experience socially inclusive and culturally sensitive environments in which considerations for others, inclusive, equitable, democratic and sustainable practices are enacted, and social responsibility is nurtured.

Our well trained staff will provide the atmosphere to enhance your child's natural abilities and encourage them to 'try new things.' If you are interested in learning more about this programming format, Google "early learning and child care curriculum."

Our After-School Program is structured to address the interests and development levels of children in kindergarten through 6th grade. The programs are based on choices, children will gain independence and have the freedom to learn more about what interests them. They can choose from a variety of fun, hands-on age appropriate activities. Our After-School Program features opportunities for socialization, physical fun and sports, games, mini-tournaments and

other activities that allow kids time to "kick back and relax." For those that need to "burn some energy," we will offer many outdoor activities as well. Music provides the opportunity to sing, dance and express yourself. A showcase for young artists and creative minds, there is painting, crafts, building materials and more. It's the next best thing to being home! We offer computer games (limited and monitored), movies, board games, puzzles and a quiet place to do homework. We want to give the kids lots of choices.

LET'S EAT!

Our full-time cook offers an excellent menu devised using the appropriate food groups and following required guidelines. Our meals are "made from scratch" (stews, soups, muffins, cookies, etc.) Feel free to discuss with her any allergies, or necessary substitutes we may have to make for your child.

Snacks will make us a favourite spot! We will provide lots of healthy snack foods to satisfy the appetites of all our age groups. Occasionally, the kids will be able to prepare their own snacks as a group activity: mixing up cookies, making banana splits, fruit snacks, etc.

OUTINGS

We will have some fun in our community, visits to the library, fire stations, playgrounds, etc. Our daycare will teach the children about community awareness and social responsibility by making visits to food banks, recycling bins and having fundraisers for local charities. All parents will be notified first and children can only attend with the parent's permission.

HOURS OF OPERATION

Full Day Programs: Monday - Friday, 6:30am to 6:00pm

After School Program: Monday - Friday, 1:30 to 6:00pm

(school closures: 6:30am - 6:00pm) applicable fees will be charged.

ADMINISTRATOR/OWNER OF FAMILY TIES: PENNY BUCK

REGIONAL CO-ORDINATOR: Jodi Hennessey (643-7779)

Our After School Program will have a supervisor in charge each day and their name will be posted on the bulletin board.

STORM DAY/TEACHER'S CONFERENCES/PROFESSIONAL DEVELOPMENT:

We will offer full day programming for our after schoolers from 6:30am - 6:00pm for any days the kids are not in school with the exception of statutory holidays. (In which the facility will be closed.)

All children are to arrive at Family Ties no later than 10:00am. If a child does not arrive by then, we will assume they are not attending. We will then be able to adjust staff/ratios accordingly.

After School Centre: All children are to arrive no later than 10:00am on school breaks and snow days. If a child does not arrive by then, we will assume they are not attending. We will then be able to adjust staff/ratios accordingly and proceed with outings and programming, etc. On regular school days; a child cannot attend our facility unless they were in school that day. If there are special circumstances; please call the centre and inform Roxanne or Karen.

HOLIDAYS

Parents will be **expected to pay** for absent days and also the following holidays. We believe this won't be an issue because most of you are paid for these days from your employers, so it gives me the opportunity to offer the same to my staff.

NEW YEAR'S DAY, FAMILY DAY, GOOD FRIDAY, VICTORIA DAY, CANADA DAY, NEW BRUNSWICK DAY, LABOUR DAY, THANKSGIVING DAY, REMEMBRANCE DAY, CHRISTMAS EVE WE CLOSE AT 1:00 PM, CHRISTMAS DAY, NEW YEAR'S EVE DAY WE CLOSE AT 3:00PM.

VACATION TIME

You will receive 2 weeks vacation and need to give **2 weeks notice** in writing beforehand. Children have to have been enrolled at Family Ties for at least 3 months before vacation time is available.

ENROLLMENT AND DISCHARGE PROCEDURE

Prior to enrollment, I would personally like to give you and your family a tour of our facility. Pamphlets of our guidelines will be provided and also a copy of our menu. If you choose to register your child/children, you will be asked to complete a Child Profile, provide a copy of their immunization card and sign the necessary consent forms prior to the starting date. All children are placed in groups according to their ages so we can provide 'age appropriate' activities.

WE REQUIRE 2 WEEKS NOTICE IN WRITING WHEN REMOVING YOUR CHILD FROM OUR FACILITY. IF YOU DO NOT GIVE THE APPROPRIATE NOTICE, YOU WILL BE EXPECTED TO PAY FOR THE 2 WEEKS IN FULL.

DISCIPLINE

We believe in positive techniques of guidance including:

- Redirect the child
- Reflect with the child on the incident
- Eliminate potential problems
- Be consistent with our rules that we feel are logical and comprehensive
- In some instances we will count on the parents to work with us on follow through and consistency.

Should a situation arise that endangers other children (biting/aggression or disruption of his/her group,) we will ask for the co-operation of the parents to take appropriate action. Depending on the severity of the problem, the child may be removed from our facility.

- Any major issues or concerns should be discussed with The **Owner/Penny Buck**, but certainly feel free to discuss any minor problems with the staff in charge.

Our daycare is proud to say that we are the first in Saint John to provide video surveillance throughout the daycare and playgrounds. Every room inside the facility (excluding bathrooms) has a video camera which tapes continuously and can be rewound from up to one month. We feel this will give parents tremendous 'peace of mind' when they leave their children in our care.

PAYMENTS

All payments are to be made at Family Ties, weekly or bi-weekly. We only accept monthly payments (20th each month) if it has been set up by Penny. This agreement is done in the faith that the balance is paid in full. If it is not paid in full; the agreement will be cancelled and you will be required to pay weekly or bi-weekly. Payments can also be paid by debit at the daycare or by e-transfer. Always use the word **daycare** as your security answer. No cheques will be accepted.

PRICES

FULL TIME ONLY

15 months to 24 months

- \$200.00/ Full time week or \$40.00 /per day

2 Year Olds

- \$180.00/ Full time week or \$36.00 /per day

3 Year Olds

- \$165.00/ Full time week or \$33.00 /per day

4 & 5 Year Olds

- \$155.00/ Full time week or \$31.00 /per day

Two or more children registered receives a \$10.00 weekly discount from your total daycare amount.

AFTER SCHOOL PROGRAM

\$100.00 per week (\$190.00 for 2 or more children from the same immediate family.)

\$130.00 per week (full day week)

\$26.00 per full day (snow days, etc.)

Full time only in the summer program.

EVACUATION PLAN

We have evacuation plans posted at our location and will practice monthly fire drills with the children. We are lucky to have the convenience of an exit door in all of the classrooms for easy and quick evacuation. Should we need to evacuate the premises for a longer period of time, the children will be taken to the Carleton Community Centre until parents can make arrangements to pick them up. If you have any concerns or questions, please don't hesitate to ask.

MEDICATION

If your child needs medication for fever, we will call you immediately. It will only be administered with your verbal permission or if you have already signed our consent form allowing us to do so. On a day to day basis, if your child requires a daily medication, you may call to remind us at the time it should be administered, along with having written down on our Administration of Medication Record sheets. All children are required to have labeled fever medication left in our medicine cabinet. Should a child have an illness that requires a doctor's care, a doctor's slip should be given to the daycare when the child is healthy enough to return and parents are required to fill out the necessary forms provided by staff.

EPIPENS & PUFFERS

Please make us aware of these and any written procedures we should follow.

CHILD ABUSE

We are required, by law, to report any form of suspected child abuse to the Department of Social Development.

PROPER STAFF/CHILD RATIOS

Family Ties maintains the following staff/child ratios:

- 1 Staff member per 3 children between the ages of 12 months and 24 months
- 1 Staff member per 5 two-year olds
- 1 Staff member per 7 three-year olds
- 1 Staff member per 10 four-year olds
- 1 Staff member per 12 five-year olds
- 1 Staff member per 15 six to twelve-year olds (after schoolers)

Child spaces are according to availability, first come first serve.

ILLNESS

We are under strict guidelines concerning illness, should your child have any of the following: **vomiting, diarrhea, or communicable disease**, you will be notified immediately and asked to come and get them within the hour. Your child can return in **48 hours**. Depending on the severity, we will isolate them until pick up. In the case of a fever; we will administer Tylenol and wait 1/2 hour. If the fever does not go down; you will be called to come and get them. They may return in **24 hours**; as long as none of the above symptoms arise. We must be made aware of your child's condition by way of a doctor's note and we'll follow the appropriate time factors as to when he/she can return. Please fill out all necessary return forms.

PARENTAL DUTIES

Please provide all diapers/pull-ups and wipes for children 12 months to potty trained. Provide any written instructions for your infant concerning feedings.

Accompany your children to and from Family Ties and be sure they are signed in and out on our attendance sheets, make sure they are under adult supervision before leaving. Please wash your child's hands upon arrival to help prevent disease. Please be certain your child/children have been signed out and after pick-up from the After School Centre each and every day.

It will help us greatly if you would be sure to call and inform us if your child will not be attending their scheduled attendance. We can keep attendance records and monitor our ratios much more accurately.

PERSONAL BELONGINGS

All children will need indoor slippers, change of clothing for their cubbie and weather appropriate items. **We do not allow** food, jewelry, coins, hair accessories or toys brought into Family Ties. The only exception to bring in a toy is each Friday for "Show and Tell" (ages 3-5). There are to

be no phones, iPads or electronics of any kind brought into the After School Centre. They will have everything they need at Family Ties to enjoy their time with us.

We welcome your calls to check on your child/children and to make us aware of any changes in your schedule or if your child will not be attending. Please avoid the lunch hour of 12:00pm to 1:00pm as this is a very busy time.

Update us on any information that may change, such as telephone numbers, medical history, person picking up your child, etc.

After reading this guideline packet thoroughly, I hope we give you an understanding of the childcare we are prepared to provide for your children. I know that special circumstances can arise for families and I will always be available to sit with you to discuss a possible solution.

We look forward to welcoming your children and giving them a "Home away from home" at Family Ties Play Care and After School Centre.

Thank you.

Penny Buck

Owner/Administrator