

Parent Handbook



Where Children Discover the World

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A Chinese/Canadian Childcare Program for Children 18mos - 5years

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Welcome to Little Ladybug's Child Care Center!!

This parent handbook has been created to help you familiarize you with your child's new program. It will provide you with helpful information about our program and policies and will help answer some of your questions. Please review it carefully and keep it as a future reference while your child is attending our program. If you have any questions, concerns, ideas or comments concerning the centre, please feel free to speak to the Executive Director, or any staff person.

Our Philosophy

Children do not exist in isolation. They are a part of a family, community and a busy interactive world. The Ladybug learning Centre curriculum reflects the importance of the connections between all of these relationships with each other, their family, their culture, their community and the world around them.

Through active learning experiences that incorporate what the children are interested in, the children are encouraged to be the authors of their own learning. Through their play, they engage in self-discovery, problem solving and collaboration with their peers. As they explore the environment examining relationships between objects, actions and people, the children learn a variety of concepts that they will later apply to new situations and experiences. Children are adventurers and explorers, and as educators, we are guides assisting them in understanding and expanding their discoveries.

We also believe natural connections through play to Chinese language and traditions provide children with a sense of pride and understanding of Chinese culture giving them a foundation to move forward in a multi-cultural Canada and a global world.

Mission Statement

To provide families with a high quality alternative child care option, where Chinese and Canadian cultures are explored and celebrated.

Our Goals

For Families:

- To provide a loving, nurturing environment for their child that is an extension of their family unit.
- To provide access to resources and information about Chinese and Canadian cultures including values, language, and traditions.

For Children:

- To promote each child's healthy motor, cognitive, social-emotional, adaptive and communication development.
- To promote each child's understanding and pride in Chinese and Canadian cultural experiences and realize that children themselves produce culture as they design, make and contribute to the program.
- to provide an environment that is dynamic and responsive to each child's individual developmental needs and abilities.

Our Program

Little Ladybug's Child Care Center offers a full day program for children aged 18 months to 5 years. Our maximum capacity is 28 children a day. Nutritious snacks and meals with a multicultural focus are provided.

Little Ladybug's Child Care Center uses a child-centered approach, where teachers pay close attention and respond to each child's interests, abilities and learning style. Using a variety of hands-on materials, learning is made fun and functional. The children have opportunities to explore a wide variety of activities and play materials, which promote their motor, cognitive, social-emotional, adaptive and communication development.

The curriculum is balanced between indoor and outdoor play activities, as well as a variety of individual, small group and large group activities.

The Children are introduced to the joy of two very different cultures throughout the day. English is the primary language used, but Mandarin is introduced in a natural way through storytelling, music,

games poems and conversations. Our teachers use many language acquisitions techniques such as modeling and the use of real objects and pictures to enhance comprehension.

The children are also introduced to some of the values, traditions and the history of Chinese culture along with the introduction reflected in our diverse community.

Incidental teaching of Mandarin and Chinese culture will take place throughout the day through interactions and play. This allows the children to understand language and culture in meaningful contexts. Two group times within the day will also explore Mandarin and Chinese cultures through storytelling, music, dance, art and activities.

Inclusion Policy

Little Ladybug's Child Care Center recognizes and values the individual needs and abilities of ALL children. Individualized routine-based intervention plans will be developed for children requiring additional developmental supports and programming. These will be completed and implemented in collaboration with parents, and other service providers utilizing a team approach. The program plans will reflect skills which the child will need in order to function within the natural environments of home, school, and community. Additional resources will be sought as needed, through application for Supported Child Care funding through the NS department of community services.

Program options

Full - Time: Monday to Friday, 5 days/week

Part - Time: Monday/Wednesday/Friday, 3 days/week

Part - Time: Tuesday/Thursday, 2 days/week

Please note: All options are full days with care being provided between 7:30am - 5:30pm. If a child is picked up late, parents will be charged \$10.00 for every 15 minutes, or parts of that they are late. The money will be paid directly to the staff members who have stayed late with the child. For safety reasons, two staff members are to remain with the child. **Regular arrival and departure times are important for your child's routine and comfort level.**

Registration

Please fill out our **Registration form**, as this form provides us with valuable information about your child, which will assist us in our planning and preparation for his/her arrival in the program. It is also important to meet with your child's teacher to share information that will assist in making your child as comfortable as possible.

We also request that parents complete our **Medical Information form**, which helps us to ensure the health and safety of all the children and staff of the centre.

Parents of children **new** to the centre are required to pay a \$25 non-refundable administration fee to process the child's registration in the program. Parents with children on the **waiting list** are not required to pay the fee until their child has a space in the program.

Your Child's First Day

We suggest that you and your child visit the centre prior to his/her first day. This will help you all become more familiar with the centre and allow you the opportunity to speak to your child's teachers. Please share any information that might make you and your child's transition easier. A visit may be arranged by contacting the Executive Director.

We also suggest shorter days during your child's first week, as it will help ease the transition. It is also helpful to allow for extra time in the morning, as drop-off may take a little longer as you spend some time in the program with your child.

What to Bring

Please dress your child in comfortable, washable play clothing with easy to manage elastic waistbands, buttons or larger zippers. Inside shoes with rubber soles are required.

We will try to go outside at least once everyday and in all kinds of weather, so appropriate outerwear will also be required, please see the list below -

Fall/Spring - Sun hat, jacket, rain pants, raincoat, waterproof boots, running shoes, mittens, wool hat, and sunscreen.

Winter - Wool hat, snowsuit (or snow pants and coat), winter boots, 2 pairs of mittens and sweater.

Summer - Sun hat, summer jacket, waterproof rain boots, rain suit, running shoes (not sandals as these often cause falls while running outside), light sweater, shorts, sunscreen.

For safety reasons, please ensure that clothing is free of drawstrings and that neck warmers are used instead of scarves.

If your child is using **diapers**, please supply us with diapers and wipes. A storage area beside the change table will be created with your child's name on it. Notes will go home periodically to let you know if more diapers and wipes are needed.

Please also bring an extra set of clothing including underwear, shirt, pants, socks, etc. (Please label all clothing with your child's name or labels). Also, a crib fitted sheet, with a light blanket and a pillow case for nap time. You may include a soft comfort toy and/or favorite blanket for rest time.

We ask that children do not bring in favorite toys, books or treats from home. This helps prevent possible problems associated with sharing these items with classmates, and possible loss or damage.

Parent Involvement

We have an open door to parents at Little Ladybug's Child Care Center. Parents are welcome to visit and observe their child's activities, join us for lunch or browse through our Family Resource Library.

There are many ways parents can enrich our program

- Share any talent or expertise with the children or staff
- Add to our supplies by saving recycled materials such as paper tubes, coffee cans, yogurt containers, fabric scraps, wool, or other items we may be able to turn into interesting collages or sculptures!
- Volunteer to join us on outings or other adventures!
- Assist us in our annual fundraising efforts
- Join our **Parent Advisory Committee**, to offer support and advice regarding the program and assist us in developing fundraising opportunities.

Family Resource Library

A Family Resource Library is available to parents on site. The purpose of this library is to provide parents with resources on a variety of topics related to Chinese culture, child development and international adoption. Families are able to borrow adult resources for a two-week period and children's books for a one-week period.

Arrival

For the children's safety, we ask that parents bring their child into the centre and make contact with a staff member to ensure their child is signed in on the attendance sheet daily. The attendance sheet allows us to see who is on the premises during fire drills and emergencies, and to keep accurate attendance records.

Please assist your child in locating his/her cubby and removing his/her outerwear. Then ensure they are safety with a teacher in the classroom. Please note our responsibility for your child does not begin until s/he is in the care of a staff member.

Please notify the centre if your child will not be attending that day or if s/he will be unusually late. Little Ladybug's Child Care Centers daily schedule begins at 9am. We ask that you arrive between the hours of 7:30am-9am, so that the program is not disrupted. We fully understand if appointments need to be scheduled during morning hours, and will make efforts on our part to accommodate as best as possible. If arriving after 9:00am, you may be required to meet up with the group at the destination stated on the morning board, located

outside the classroom door. This will be the case during the summer months as longer outdoor trips will be taking place.

Departure

In the event that you are unable to pick your child up, please notify the centre in advance regarding who will be coming for your child and the approximate time. **Staff members will only release your child to those persons authorized by you on the Registration Form at the time of enrollment.** Please keep us informed of any changes to this authorization list.

If you would like someone not listed on the Registration Form to pick up your child, please inform us in writing. If this is not possible, we must be able to contact you for authorization, or we will not release the child to the person. Also, please inform the person picking up your child that he/she may have to provide a drivers license to verify identity. This is done for the safety of your child.

Meals

Little Ladybug's Child Care Center menus are approved by the Department of Health, Nutrition Services and follow the Canada Food Guide for Children. Our menu plan runs on a four week rotation and offers a wide variety of foods including multicultural options. Twice a week our menu offers Asian food choices.

Each week, the menu is posted on the Parent Bulletin board for your reference. Ingredient lists are available upon request. A mid-morning and mid-afternoon snack is provided each day and a family style lunch is served around 11:45am. Parents are welcome to join their child for lunch. Please inform the staff the day before if you plan to join us.

Please inform staff if your child has any food allergies, or if your family has any cultural/religious preferences.

Fee Structure

Program fees will be collected by post-dated checks for the 12 months of the year. Parents are asked to make checks payable to

The Ladybug Learning Centre and are to be made out for the 1st of the month. Parents who are unable to meet the payment schedule, are asked to see the Executive Director for an individual payment schedule. There will be a \$25.00 fee on all returned checks.

Payments are still required during vacation times, storm days, holidays and sick days.

Parent accounts with outstanding balance at mid-month will receive a written notice, balance is due and all outstanding fees will need to be paid by the end of the month. If payment has not been received, the Executive Director has the authority to terminate child care.

If parents wish to remove their child from the program, they are asked to provide written notice of at least one month in advance. If notice of withdraw is not received, a penalty of one month's fees will be charged to their account.

Holidays and Closures

The centre will be closed on the following holidays:

- Labour Day
- Thanksgiving
- Remembrance Day
- Christmas and Boxing Day
- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Natal Day

If any designated holiday falls on a Saturday or Sunday, then the holiday will be observed on the Monday immediately following. The centre will also be closed during the week between Christmas and New Year's Day. **Please Note** there is no fee during the Christmas closure for the days over and above the statutory holidays.

Storm Days

The centre does not close for winter storms unless there is a power outage, public transit services are not running, or authorities are requesting people stay off the roads. The centre may, however, be operating on limited staff. If you decide to keep your child home, please call the centre to notify us. Parents are encouraged to call the centre early in the morning on storm days to confirm when we will be opening. If adequate numbers of staff are not available, there may be delays in when we may be able to receive the children.

Our Program Policies

Health Policies:

We are very concerned about the health and safety of all the children and staff at the centre. Our staff are strict about enforcing health regulations. Infections spread rapidly within a child care centre, so universal precautionary measures are taken at all times.

If your child is absent due to illness, please call the centre to notify us. Please do not send your child to the centre if s/he is exhibiting any of the following symptoms:

- Diarrhea
- Vomiting
- Rash with fever
- High fever
- Persistent cough
- Or an identified infectious disease such as Chicken Pox.

Our program is active and outdoor play is an important part of our curriculum, so we ask that the children be feeling well enough to participate in all aspects of the program including outdoor play.

If your child becomes ill while attending the centre, you will be notified immediately and will be expected to have an authorized person pick your child up within a reasonable amount of time.

Please inform the staff if your child has a contagious condition that has been diagnosed by a medical doctor. You will be informed of any

contagious condition your child may be exposed to while at the centre.

Medication:

Little Ladybug's Child Care Center staff are only permitted to give medication authorized by a physician or parent. All prescription medication must be labeled with the child's name, prescribed dosage and the doctors name.

Parents are required to complete an authorization form (or letter of consent) for each new medication. This form includes your child's name, the date, the reason for the drug and complete instructions on the administration and dosage and any other special instructions from the parent or physician.

Over the counter medication will not be given by staff unless written instructions are received from the parent or the physician as indicated above.

Emergency Medical Treatment:

All staff have been trained in First Aid and CPR. If a child requires emergency medical treatment due to illness or injury, the parent will be contacted immediately. If the parent cannot be reached the authorized emergency contact will be called (and contact with the parent will continue to be made).

If contact with the parent or authorized person cannot be made and the child requires immediate medical attention, a staff person will accompany the child to the IWK Health Centre in a taxi. If the child's condition is life threatening, an ambulance will be called and a staff person will accompany the child to the hospital. Efforts will continue to be made to reach the parent and/or contact person.

Parents are asked to complete a Parental Consent for Emergency Care and Transportation Form at Registration.

Rest Period:

In accordance with Daycare Regulations, all children enrolled in a full-time program are required to have a rest period each afternoon. Our program is very active and a rest period is necessary in order for the children to be ready for the afternoon activities. Our nap time is from 12:30pm - 2:30pm. each afternoon.

All children are required to rest on their mats for 30 minutes, including children who do not sleep. After this 30 minutes, these children may engage in quiet individual activities on their mat.

Behaviour Guidance Policy:

According to the Daycare act -

6C No operator shall

- (a)** permit corporal punishment including but not limited to
 - (i) striking a child directly or with any physical object, or
 - (ii) shaking, shoving, spanking, or other forms of aggressive physical conduct;
- (b)** require or force a child to repeat physical movements;
- (c)** use harsh, humiliating, belittling or degrading responses of any form, including verbal, emotional or physical;
- (d)** confine or isolate a child; or
- (e)** deprive a child of basic needs including food, shelter, clothing or bedding.

Our behaviour guidance policies are designed to assist children in developing self control and a respect for themselves, each other and centre property.

Prevention strategies are used to prevent inappropriate behaviours such as creating a well-planned environment and a variety of developmentally appropriate activities to promote purposeful engagement. Appropriate behaviours are modeled by staff and positive guidance is provided so the children clearly understand what is expected of them (ex. “walk please”, instead of “don’t run”).

Responsibility is encouraged through opportunities for choice making and participating in “Helper tasks” for their peers and teachers.

Efforts are made to assist the children in identifying and expressing their feelings appropriately. When teacher intervention is required, redirection is encouraged, as well as, active problem solving where the children are asked for suggestions. If inappropriate behaviours continue, the staff will either limit or remove materials from the child/ren, or will remove the child from the situation.

Child Abuse Policy:

Staff at The Ladybug Learning Centre are required to report any and all incidents of suspected child abuse and neglect to the children’s Aid Society and Early Childhood Development Services.

Defining Child Abuse and Neglect

Child abuse happens when somebody or some situation threatens the development, security and survival of a child. Many forms of abuse are criminal in nature.

Recognizing Signs of Abuse

Children show many different signs of abuse or neglect. While all children have scrapes, bruises and birthmarks, it’s good to know some common signs of abuse and neglect. Take them seriously and act quickly if they are happening to a child you know.

There are different kinds of child abuse:

Physical abuse

The intentional use of force on any part of a child's body that results in injury.

Emotional abuse

Anything that causes serious mental or emotional harm to a child, which the parent does not attempt to prevent or address.

Sexual abuse

The improper exposure of a child to sexual contact, activity or behaviour.

Neglect

Any lack of care that may cause significant harm to a child's development or endangers the child in any way.

Reporting Abuse and Neglect

If any of the staff at The Magic Ladybug Learning Centre suspect a child is a victim of abuse or neglect, we have to by law report our concerns to a Child welfare agency **as soon as possible**. The abuse of a child is a serious problem. Everyone has a duty to report a suspicion of child abuse.