**Playful Learning Childcare Parent Handbook**

**About Me**

I am a stay-at-home mother of two children. Abby 3 and Logan 1 year old have taught me invaluable lessons that I believe have helped develop my ability to care for children. I have an Early Childhood Education Diploma from Mount Royal College in Calgary AB, and am only a couple classes shy of completing my Child and Youth Care degree at University of Victoria. I have decided to focus my time on staying at home with my children for now. I have worked in Preschools as a teacher and substitute teacher, infant and toddler programs, before and after school care, and have worked with the Military Family Resources center developing parent discussion groups, drop in play groups, and child development programs. I am excited to start this new adventure working with you and your children!

**Mission Statement**

My program strives to meet every aspect of your child’s development. I believe that children deserve a safe, nurturing, and positive space to learn. Playful Learning Childcare will provide a child-centered, safe, caring and nurturing environment that encourages, stimulates and fosters a child’s self-esteem, natural curiosity, imagination, and growth. I promise to provide families with daily written and verbal communication about their child’s day. I will make every effort to provide additional support and resources to families. I promise to provide your child with collaborative learning through community resources, literature, programming, activities, and experiences.

**Philosophy**

A child’s work is play! Playful Learning Childcare is a play based family childcare home in which children will learn through play. Play experiences will be taught in the form of imaginative play, daily outdoor explorations, arts and crafts, and story time. My belief is that each child should be given a safe, comfortable, and diverse environment to explore and learn. Each child is unique and will be treated as an individual while given opportunities to add their own opinions, likes, and dislikes to the daily routines. Children in my care will be given a flexible environment to learn and grow with some guidance and discipline conducted in a positive atmosphere of learning and development.

**Hours of Operation**

Playful Learning Childcare is open year-round from 6:30am to 5:30 pm Monday thru Friday. However, I do request that you pick your child/ren up by 5:15 pm if possible. This allows time for me to share your child’s daily experience, and for children to get their outside attire on. My home is closed Saturdays and Sundays. I am also closed for the following statutory holidays:

New Years Day

BC Family Day

Good Friday

Easter Monday

Victoria Day

Canada Day

August Civic Holiday

Labor Day

Thanksgiving

Remembrance Day

Christmas Day

Boxing Day

There will be a posted as well as written notice to inform you of specific closure days. If the Centre will be closed for any reason on any days other than weekends and statutory holidays, proper written notice will be given to parents so they may make the necessary arrangements for alternative child care.

**Fees**

**Definitions:**

**Full Time**: Childcare contracted on a set scheduled time slot 5 hours or more per day or 4 - 5 days per week.

**Part Time**: Childcare contracted on a varied schedule not exceeding 10 days per month.

**Drop In**: Any requested childcare outside of the contracted days or hours.

**Late/Early**: If the child is brought more than 15 minutes early or picked up more than 15 minutes late from the contracted or arranged time, the Late/Early Fee will be assessed as described.

Fees are due on the 1st of each month. Fees remain in effect regardless of absences due to illness or vacation. I require a deposit of one half months rate for childcare, that will act as half of the final month of childcare required to hold a spot upon commencement of childcare. I can arrange a bi-monthly schedule or a monthly scheduled based on your families needs.

* Full Time Child Care 12 months and older: 750.00/month
* Full Time Child Care less than 12 months: 850.00/month
* Part Time Child Care 12 months and older: 375.00/month
* Part Time Child Care less than 12 months: 425.00/month
* Daily drop in rate: 40.00 child over 12 months and 50.00 for a child under 12 months
* Half Day drop in rate: 20.00 child over 12 months and 50.00 for a child under 12 months

Non-payment of fees after one month will result in immediate dismissal from the Centre. The current bank charge will be applied for any NSF or returned cheque plus a $20.00 handling fee. Payment options include post dated cheque, or cash. Please be aware that fees also apply if you pick your child/ren up late (after 5:30 pm). A $10.00 early/late fee for every fifteen (15) minutes early or late will be charged unless prearranged. Please keep in mind that Playful Learning childcare is CLOSED at 5:30 pm.

**Vacations**

I allot two weeks of vacation per year. The dates of my vacation will be posted at least one month in advance. **Regular payment rates apply for my vacations, your vacations, weeks with holidays, and provider's sick/personal days.**

**Note:** Parents are responsible for finding back-up care for their children during provider vacations, holidays, and sick/personal days resulting in the daycare closing.

**Withdraw Policy**

Playful Learning requires parents to provide one month’s written notice of their intention to withdraw their child/ren from my care. Parents will be responsible for paying the full month’s fee if less than one month’s written notice is not given. In the case of subsidized families, parents will be responsible for the FULL monthly parent fee if they choose to leave and the center does not receive the fee from the subsidy office.

Please note that notice MUST be in writing. Simply informing me of your intentions to remove your child/ren from care is NOT sufficient and will not be accepted. I require a written note stating your intention to cancel enrollment, the child/ren’s name/s, the date you expect to leave and the notice must be signed and dated. This will provide clear intentions and dates allowing me to move forward and fill the available space/s.

**Care provider Sick/Personal Day Policy:**

As strong as I like to believe my immune system has become, my children and I unfortunately still get sick from time to time. Because of this I allot myself **5 sick/personal** days per year. I also use these days for continuing education classes (CPR, Pediatric First Aid, etc) in order to keep my childcare license in good standing. Of course, I will give you as much of an advance notice as possible.

**Open Door** **Policy**

You are invited and welcome to visitPlayful Learning Childcare anytime your children are present. You are asked to avoid visiting during Rest Time as much as possible. Please knock first. Parents are also free to call at any time. If I do not answer, please leave a message, and I will call you back as soon as we are finished with the current activity.

**Custody and Related Court Orders**

The day care staff cannot become involved in the marital or custody issues of the families that we serve. If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing up to date and accurate information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the pick up list, the policy on unauthorized persons will be implemented. The guardian will provide all consents.

 **Daily Routines**

**Items from Home**

I maintain a generous supply of materials, toys and equipment for the children to use. However, I do understand that at times a transitional item may be needed to feel safe and secure in my home. Such an item can ease that transition from the well known environment of the home to the daycare environment. For many children this will be a blanket or a toy. Therefore, I do allow children to bring items from home. If I find that the item is causing difficulty between children or that the child is not engaging in the surrounding environment I will ask the child to put the item into their cubby. Please keep in mind that your child is entering a small group of children, it is possible for anything s/he brings into to get lost or broken in our active environment. If your child wishes to bring an item please choose with practicality and safety in mind. I also ask that you do not bring swords, guns or other weapons into the environment.

**The following is a list of articles to be left at the caregiver’s home**

All supplies must be labeled with your child’s name. You will need to provide the following things to be left here:

* A complete change of clothing labeled with the child’s name (more clothing for infants)
* Blanket/Stuffy for each child who rests or sleeps (it is the parent’s responsibility to ensure that their child’s bedding is laundered regularly)
* For infants, diapers in a package/box labeled with the child’s name, a change pad and wipes. Any creams you use need also be supplied
* A toothbrush, toothpaste,(if meals are served to that child) and sunscreen labeled with the child’s name
* Formula or breast milk, if applicable. Please date and label with your child’s name. If you prefer (and I do prefer), you may send concentrated/powdered formula and I will mix and store the formula for you.
* Baby Tylenol or Orajel, if you wish it to be used.

Note: If you prefer not to supply these items to be left here, you may send them daily in a diaper bag. The option of leaving these items here is for your convenience and is not required. However, all of the above items are required for me to care for your child, so they will need to be brought daily.

**Meals/Snacks**

Each day I provide two nutritious snacks that follow recommendations of the Canada Food Guide. I provide morning snack at 9:00 am and an afternoon snack at 2:30 pm. Milk or water is served with all snacks, and water is offered throughout the day. The children are offered food, but will not be forced to eat. It is my goal to offer nutritious snacks to the children in my care, as nutrition is a vital part of a child's health. Parents are required to pack breakfast (if necessary) and lunch. I ask that you please follow Canada’s food guide when packing lunches and avoid sending juice, candy, or other high sugar foods not recommended by Canada’s food guide. If these items are sent I will not serve them and they will be sent home.

**Special Diets**

If your child has any particular dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non religious beliefs, etc, then I must be informed, and when applicable given a doctor's note stating to the fact. I allow parents to pack lunches without restriction ie: no peanut butter, however, in the event I have a child in my care with an anaphylactic allergy such as nuts I will have to revise this statement.

**Daily Schedule**

630 am: Daycare Opens: Free Play at tables, quiet corner open for reading and puzzles

730 am: Breakfast table opens

800 am : Music and dramatic play areas open for play

800 am: For children requiring a nap 8-930 is rest time

915 am: Morning snack

930 am: Outside activity: Walk/park

1045 am: Clean up from outside activity

1100 am: Circle time

1130 am: Lunch preparation, hand washing,

1230 – 200 pm: Quiet time

200 pm: Quiet activities, fine motor activities

230 pm: Afternoon snack

300 pm: Art/Craft

330 pm: Outside time/backyard

530 pm: Daycare Closed

**Quiet Time:**

Rest or nap time can be a difficult transition for some children. After lunch each child will go through the process of toileting, hand washing, and dental hygiene. Following, we will read a couple of stories and do a small wind down routine. Children requiring naps will be put to bed in a safe sleeping space and allowed to sleep as they need. Children not requiring naps will be asked to read stories quietly in designated spaces (ie: individual cots or beds) for a time period appropriate for the child’s age. When the children are ready they may get up and quietly do puzzles or coloring. No child will be forced to stay in a bed or lie down.

The playroom, as well as my room (for infants and young toddlers) are used for rest or nap time. The children sleep/rest on individual cots with personal blanket. Younger children who require playpens or those that require more sleep will be placed in another room. In dealing with children who have difficulties falling asleep, I will lay down beside the child and rub their backs. If children feel uncomfortable with this then I will sit in the room until such time they fall asleep. Soothing music will be played in the background. Parents are to provide a blanket for their child and are to be laundered on a weekly basis. Following nap or rest time sheets and blankets are removed, folded and stored in the child’s cubby. Cots are sanitized in preparation for the next day.

**Diaper Policy**

It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. Each child has his or her own clearly labeled diaper bin. Diapers are checked frequently, and changed every three hours or more often if required. Diapers containing stool are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

**Toilet Learning**

I will assist you in toilet training your child with the understanding that it will be successful only if we work together. I will use cotton underwear or pull-ups supplied by the parent. Send your child ONLY in easy on/easy off clothing until they are able to completely undress and dress themselves. I required at least 5 complete changes of clothing during Toilet Learning. I do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day

**Dress Code**: Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained. Weather permitting; we will spend a lot of time outdoors. You also need to supply a complete change of clothing in case of an accident; I do not supply clothing for day care children. If the child has no spare clothing, the parent will be called to bring some. If there is a special occasion that calls for special clothing, (a visit or party right after child care or a trip to the photographer) please send the special clothing with your child and I will help them clean up and get dressed prior to your picking them up at the end of the day. Water Play: I have sprinkler and pool for summer water play. I require a permission slip signed before the child is allowed to play in the water if I use a small wading pool. A swimsuit and towel may be requested for that day.

**General Safety**

For the safety and well being of your child(ren) the following guidelines are strictly enforced.

**Paren**t**s** M**us**t**:**

* Inform the caregiver who will deliver and pick up the child
* Provide written permission if anyone else is to pick the child(ren) up
* Be contacted in case of accident. This will enable a parent to be present when medical assistance is required
* Sign a permission form for transportation in the caregiver’s vehicle.
* Give written notice to both the caregiver and the agency of any change regarding place of employment, residence, telephone number, or vacation plans
* Agree not to leave their car running when they drop off or pick up their child(ren) at the

caregiver’s home

* Give written authorization for caregivers to utilize pools or any swimming facilities with their child.

**Non Smoking Environment**

My Daycare is committed to providing a smoke-free environment at all times. I will ensure that no person smokes on the program premises or at any place that childcare is being provided, which includes all off-site activities.

**Field Trips & Outings**

Field trips and outing are a part of the enhanced programming component for your child. You will be notified of, and asked to sign a consent form for any offsite excursions. I also take the children on outings in the community, such as Strong Start, CASA play groups, and literacy programs at the library. A consent form for leaving the premises must be completed at the time of registration and is kept in your child’s file. You are welcome and encouraged to accompany us on any of our field trips. Prior to each field trip, safety rules need to be reviewed with children. I will prepare children for outings by explaining where they are going and what they will see.

**Transportation**

At times, we may plan a field trip or it may be necessary for me to transport your child by car. A permission form is provided upon enrollment. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. Also, because this business is run out of my home, it may be necessary to run occasional errands with the children. In the event of errands (such as grocery shopping) children will be given an opportunity to help plan, prepare, and actively participate in the outing to enhance their learning and growth. Parents will be notified at drop off time or with a phone call. The only time we may leave without notice is in the case of an emergency, in which case a note will be placed on the door leaving instructions where the children can be found. Unless it is an emergency, you will always be notified prior to any outing from Playful Learning Childcare and reserve the right to refuse. If I do not have your permission to transport your child, you are expected to pick up your child immediately and make alternate childcare arrangements for that day.

**Emergency Evacuation**

In the event that it is necessary to evacuate the children from my home, they

will be taken to the nearest exit as indicated on the Evacuation Plan posted to the designated evacuation location. (Field across Sunriver Rd). Parents will be immediately notified of the emergency circumstances.

**Other Information**

**Holidays/Birthdays**

I honor major holidays and all children’s birthdays. If you would like to bring a special treat for the children, please arrange this ahead of time. You are more than welcome to participate in ANY activities we have planned.

**House Cleaning**

My house is not always spotless. My main concern is the care of the children. I clean my house during Rest Time, if all are asleep, during non-business hours, and occasionally with children's help. The children will help clean up toys before meals and naps.

**Television**

I allow limited TV viewing consisting of only Treehouse. On occasion I let the children pick a child appropriate video to watch. Children are NEVER required to sit and watch TV, and TV is not offered in place of Free Play or Learning Activities.

**Pets**

Playful Learning childcare has two cats. They are kid-friendly, lovable creatures. They have been certified as healthy by a veterinarian and are current on all immunizations. The children will not be exposed to the litter boxes but will be able to participate in playing and cuddling with the cats. The cats will not have access to sleeping areas.

**Enrollment Requirements**

1. Before enrolling your child in **Playful Learning Childcare** there are several things you must do:
2. Read through and become familiar with the Policies. You will be required to sign a form that indicates you have read, understand, and agree to ALL the Policies as outlined.
3. Be sure to give updated proof of immunizations as they occur, as your child cannot attend if he/she does not have the appropriate immunizations up to date and on file.
4. An acquaintance visit must be made to be sure you and your child/ren are comfortable with me, my family, and my home.
5. All appropriate forms must be filled out, signed, and on file PRIOR to admission. All necessary forms/consents will be given to you in your parent package.

**Playful Learning Childcare Parent/Provider Contract**

This is a contract between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(herein called Parent(s)) and **Jamie Newman**, owner of the Playful Learning Childcare (herein called Provider).

I have read and agree to all of the information and policies provide in this handbook and in the parent package.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Provider Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_