



Learning Child Care Center -Parent Handbook-

Dear Parents:

This booklet provides you with some information on how our centre operates.

We would like your family's involvement with our centre to be a happy and fulfilling experience. If you have any questions or concerns, please do not hesitate to contact us.

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Child Care Supervisor

Site Address:

Beaumont Early Learning Child Care Centre
4901-55 Avenue, Beaumont, Alberta



Our Program

The Child Care Centre has five separate play rooms.

- * The **Sunshine Room** - 12 months to 2 years.
- The **Green Room** - 2 to 3 years.
- The **Rainbow Room** - 3 to 4 years.
- The **Gold Room** - 4 to 5 years.
- The **Kinder Room** - 5 years +

The program is child centered with a focus on children learning through play. The staff use the Emergent Curriculum approach to observe children's interests and work in collaboration with them to plan learning experiences. Learning is documented in the rooms on displays, through learning stories or in each child's personal portfolio. Activities are developmentally appropriate, with a balance of self-directed play, as well as planned and organized play experiences. We also believe the best environment for children is to be in small groups, so at a minimum, twice a day each play room divides into two small groups to ensure small group activities take place.

Activities offered to the children are age appropriate for each group and includes elements from SPLICE (social, physical, language, intellectual, creative and emotional development) such as:

- Music and movement (with musical instruments, singing games, dancing, and listening).
- House corner with dress-up items for dramatic play.
- Block corner with a variety of blocks and floor toys.
- Creative arts - with freedom for each child to develop his/ her own uniqueness by using a variety of materials, experimenting with ideas while building fine motor skills (the process is more important to a child than the finished product).
- Manipulative corner with many learning materials to help refine small motor skills.
- Stories on an individual basis or in small groups.
- Songs, poems, and finger plays
- Skating in the winter - indoor rink.

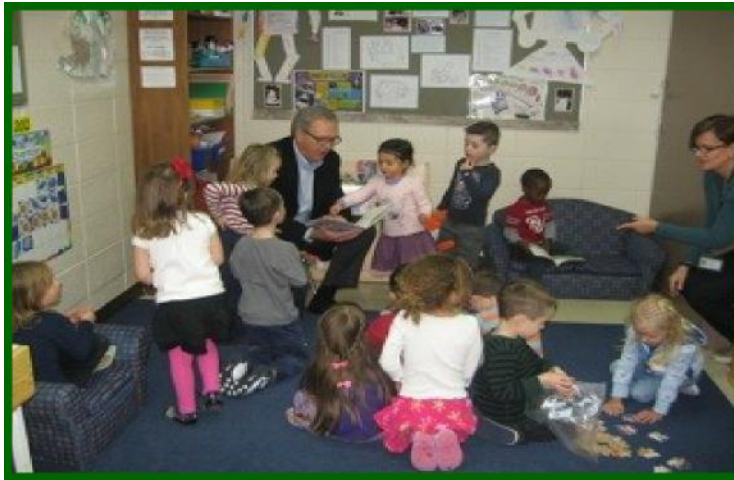
- Off-site activities and special visitors all year. (We welcome parents to join in anytime of the year.)
- Quiet playtime focused on exploration, imagination, fine motor skills, and thinking tasks. Activities include puzzles, small games, play dough, peg boards, picture books, lacing cards and beads, flannel board stories, lotto, and memory games. The children may choose to work alone or in small groups.
- Outdoor time - fresh air and physical exercise are essential to good health. To adequately meet the needs of young children, our program has a daily outdoor time component (weather permitting). If the temperature falls below -18°C (wind chill included), an alternative physical activity would be provided inside. We offer a large, fenced playground with equipment and additional outdoor toys in the adjacent shed. Our additional fenced area outside provides the children with another option for gross motor play.
- Sand and water play with different items added frequently to offer new learning experiences.

Fees - Families will be invoiced each month. Fees are due on the 1st of the month and penalties will be applied to late payments after the 5th. Fees can be paid through online banking or at the City Office. If no arrangements have been made to pay the balance owing in full by the 15th of the month, including finance charges, termination of care will result on the last day of that same month.

Hours of Operation - The Centre is open all year round from 7:00 a.m. to 5.30 p.m., Monday through Friday. Out of respect to our team and to ensure time to close up at the end of each day, please arrive by 5:20 so you have adequate time to gather your child's belongings and exit the center by 5:30pm.

We are closed on all statutory holidays and follow the City of Beaumont Administration Office closures.

Daily Routine - There is a daily routine posted in each playroom, geared towards the age and development of the children in that room. This routine is followed daily, with the exception of off -site activities.



Nutrition - This is a very important part of our daily program. Children receive two nutritious snacks per day. Children are offered milk and water at lunch and snack. Snack menus are posted monthly in each room. Our emphasis is on nutritional foods, such as fresh fruits, breads, cereals, and vegetables. We ask that you refrain from sending peanut butter, candy, pop, juice, popcorn, and junk food. Staff model good eating habits for the children. Staff has completed a food handling course.

Birthdays - At the centre, we have adopted to acknowledge children's birthdays at a celebration that is held on the last Friday of each month. Our month end celebration involves honoring the children born within that month and enjoying snacks that we (along with the children) prepare here at the centre. Although we recognize that parents enjoy sending snacks on their child's birthdays – this can create an upset to the regular schedule and be uncomfortable / hazardous for children with allergies. We ask that you refrain from sending birthday snacks for your child's room and trust that we will mark the child's birth in our special celebration.



Personal Hygiene

Children are encouraged to be independent with cleaning their face, washing their hands and cleaning up after themselves.

Health

If your child is ill with the following symptoms, at the Child Care Centre, you will be called to pick your child up:

- High fever (38° Celsius or 100° Fahrenheit)
- Vomiting or diarrhea (2 or 3 times within 3 to 4 hours)
- Long lasting pain or crying or unable to participate in the program
- Outbreaks or rashes

Parents are expected to pick up their child within one hour of being called to avoid other children getting sick.

Children will be excluded from the program until symptoms are resolved for 24 hours, parents have followed Alberta Health guidelines for exclusion, or they are assessed by a physician and have a doctor's note. Children are welcome back to the center once they are able to participate fully in the program, this includes going outside.

Medication Policy

If your child requires medication, it must be sent to the centre in the original container with the pharmacy label still intact. Let the staff know your child needs medication, complete a Medication Consent Form, and ensure the staff put the medicine in a locked container. Staff will observe and record observations of child's behavior and seek medical attention if necessary. Parents need to let staff know if your child has received any medication prior to attending the centre so they can be monitored for allergic reactions. Non-prescription medication will not be accepted such as Tylenol or Advil. The medication policy also includes homeopathic applications and parents are expected to follow the process as outlined.

Children coming to the Centre should:

- Wear comfortable, washable clothes to play in
- Bring one change of clothing to keep in their locker
- Bring disposable diapers for those children still in diapers
- Sippy cup if needed
- Blanket for nap time for those children napping
- Bring one pair of indoor shoes
- Bring a nutritious lunch which follows the current Canada Food Guide with a cold pack
- Be dressed for the weather
- Bring a family picture (4x 6) that can stay at the centre
- Hat and water bottle for summer months

****All items should be labeled - this avoids lost articles.****

Emergency Procedures

Fire drills are held on a monthly basis. In the event of a real fire or emergency, the children will relocate to the City Administration Office at 5600-49 Street and parents will be notified to pick up your child.



Please call the Centre if:

- You will be delayed - we worry & so does your child. There is a late fee of \$2.00/minute per child after 5.30 p.m.
- Inform staff members if someone other than you is picking up your child, either verbally or in writing. We will need the person's name and we will check current photo identification. Your child will not be released to any unauthorized person, persons without accurate Identification or under the age of 13.
- Please notify the centre if your child will be absent for any reason.
- Complete your enrollment form accurately and inform us of any changes, so we may reach you if necessary.
- Please inform a staff member of any event which may cause your child to behave in an unusual manner (illness, death, divorce, etc.) This allows staff to support your child when needed.

Individual room contact information:

Parents can send an e-mail or send a text to report an absence or to communicate with staff regarding your child. Please note that cell phones, emails and land lines might not be answered immediately as staff are busy in ratio with children.

Sunshine Room: sunshineelcc@beaumont.ab.ca

Cell: 780-399-2156

Green Room: greenelcc@beaumont.ab.ca

Cell: 780-399-2475

Rainbow Room: rainbowelcc@beaumont.ab.ca

Cell: 780-862-9046

Gold Room: Goldelcc@beaumont.ab.ca

Cell: 780-863-7386

Kinder Room: Kinderelcc@beaumont.ab.ca

Cell: 780-862-3207

Attendance - Parents will complete an hours of care agreement prior to their child starting at the center. These hours should be reflective of a typical workday and not exceed 9.5 hours daily. We ask that parents make every effort to stay within the hours of care agreed upon at registration. If you need to drop your child off earlier or pick them up later than noted on the agreement, please let room staff know ahead of time so we can ensure the staff to child ratio is met.

- Please Notify a staff member when your child has arrived at the centre and when they are leaving.
- Parents need to accompany your child to their respective rooms.

We recognize that parents will have days when they aren't working but will still want their children to attend the child care center (vacation days, summer holidays, sick days, maternity leave). We ask that on these days, you bring your child in after 8:00 am and pick up prior to 4:30 pm. This will ensure some balance for your child and give them the opportunity to have a shorter day as well, play is hard work after all!

Directing questions or concerns to your child's primary caregiver is encouraged. The ELCC Supervisor is also available for phone calls or meetings. Parent volunteers are appreciated, and we encourage and need your feedback. Let us know if you would like to accompany us on excursions or stay and visit us in the play room. Also, any input you may have regarding program ideas, or the donation of a special talent is greatly appreciated. We have an Open Door Policy - parents are welcome at any time. We feel staff/parent cooperation is an important aspect for a child's healthy and happy development.

Parent Information

We send out daily updates using the SeeSaw App which contains program information, and special days, (i.e.: celebrations, upcoming events, etc.) We have a parent board in each room with ongoing information as well.

Parents are expected to follow a code of conduct when dealing with other children, staff and other parents. This Includes, but is not restricted to:

- Treating others with respect
- Using tone, words, and gestures that are respectful and inviting
- Keeping staff informed of any changes in the child's life
- Following the health guidelines Behaviors that will not be tolerated are:
 - Shouting
 - Swearing
 - Talking in a negative, degrading manner about any child, family or staff member.

In an effort to maintain professionalism, we ask that you do not "Friend request" staff on social media forums.

Quality Child Care

The City of Beaumont child care center was an accredited program since March 2006. Accreditation was voluntary and demonstrates how programs go beyond the minimum licensing requirements to meet higher standards of care. Although the province stopped funding this program in 2022, we still believe in the values and follow the standards to ensure quality care for all children. Part of this process is to document children's growth and development. City of Beaumont ELCC staff will observe your child using the *Nipissing District Developmental Screen (www.ndds.ca) as well as the Ages & Stages Questionnaire (www.agesandstages.com) as a valid checklist. This will only take place with your written consent.

Our Staff:

- Have studied Early Childhood Education.
- Are all trained in emergency first aid.
- We encourage ongoing training through conferences and workshops.
- Are members of the Alberta Child Care Association (ACCA) dedicated to quality child care.
- Our average staff tenure is seven years.
- We feel staff is the key to quality childcare and by having primary childcare workers trained in Early Childhood Education (two-year diploma, Level III), they can extend children's daily play experiences positively. This education provides extensive knowledge of child development and gives the staff the ability to provide a healthy environment.

Gifts for Staff:

As City of Beaumont employee's, staff are unable to accept personal gifts from the public or parents. Although we appreciate the kind thoughts behind the gifts, we would suggest contacting the program supervisor for ways to recognize and show gratitude to the team as a whole instead of individuals. We appreciate your cooperation.



Early Childhood Educator Interaction Statement

We value children as equal and individual citizens of the City of Beaumont. It is important that our staff role model respectful interactions and partnerships between the children, families, and community. This is demonstrated through active listening, serve, and return interactions and developmentally appropriate communication with children at their level.

Mission Statement

The City of Beaumont
Child Care Services
Provides Early Learning
Programming, Resources,
and Support to
Children, Families,
Early Childhood Educators,
and the Community Through the
Understanding of
Best Practice.