#### curious minds logo.jpg

# Curious Minds Learning Centre

# Parent Handbook

# Daycare - Preschool - Out of School

### Glenwood Elementary Maple Ridge Elementary

### 21410 Glenwood Ave 20820 River Rd

### Maple Ridge, BC Maple Ridge, BC

### Tel: 604 463-2002 Tel: 604 315-3240TABLE OF CONTENTS

Contact information 2

Philosophy 3

Goals and Objectives 3

Daily Routine 4

Specific Program Activities 5/6

Immunization 7

Illness 7

Medication 8

Nut and Peanut Free 8

Nutrition Policy 9

Pick Up Person 10

Custody and Access Agreements 10

Alleged Impaired Authorized Pick Up 11

Unauthorized Persons 11

Trial Period 12

Termination of Services 13

Fees 13

Late Pick Up 13

Non-Sufficient Funds 14

Parent Participation 14

Designated Holiday/Centre Closures 15

Unforeseen Closures 15

Discipline 16/17

Program Policy 18

Emergencies 19

Child Abuse 20

Parent Contract 20

What To Bring Checklist 21

**CONTACT INFORMATION**

Curious Minds Learning Centre

3-5 Daycare – Preschool – Out of School

Glenwood Elementary

21410 Glenwood Ave

Maple Ridge

Tel: (604) 463-2002

Fax: (604) 463-2082

Curious Minds Learning Centre

Out Of School

Maple Ridge Elementary

20820 River Rd

Maple Ridge

Tel: (604) 315-3240

Curious Minds Learning Centre

Infant- Toddler Centre – MRSS

21911 122nd Ave

Maple Ridge

Tel: (604) 476-0232

Fax: (604) 476-0594

Email: [curiousmindslearning@shaw.ca](mailto:curiousmindslearning@shaw.ca)

Website: [www.curiousmindslearning.webs.com](http://www.curiousmindslearning.webs.com)

**PHILOSOPHY**

We believe that every family should have access to quality inclusive childcare setting for their children and providing a warm, nurturing and safe environment, which allows children the opportunity to nourish their natural love of learning.

We will encourage children to express both positive and negative feelings in appropriate ways. Through developmentally appropriated experiences we strive to meet the diverse needs of children, to promote a positive attitude towards life long learning.

Meeting the needs of the family and the whole child, encouraging independence in turn helping them to develop a positive self-concept.

We provide a consistent and intriguing environment where we can provide for experiences that facilitate a child's feeling of belonging to family, community and the world at large.

Create a learning environment through play and social interaction these experiences will be child initiated and teacher facilitated through open-ended activities. This developmental approach will be done through play centres, crafts, stories, music and movement, and group times. Provide a safe and happy environment for children that will stimulate their physical, intellectual, social and emotional growth at their own pace

### GOALS and OBJECTIVES

The goal of Curious Minds Learning Centre is to make each child’s first school experience a positive one, encouraging positive feelings about self, the school and environment. Through a variety of centres and play experiences Curious Minds Learning Centre will provide an environment that encourages children to play and work independently and in a group. Curious Minds Learning Centre will provide opportunities for each child’s self-expression through language, art, music and dramatic play.

Curious Minds Learning Centre will help children to recognize the rights and property of other and to share, cooperate and solve problems independently. To stimulate each child’s thought process by providing opportunities for the child to evaluate, apply and recall knowledge in order to bring greater understanding, awareness and curiosity to their thought process. To provide a variety free time for creative expression to foster their appreciation for music and the arts. Provide experiences for individuals or groups to share: books, audio-visuals and increase their attention span. Introduce the use of number, letters, and concepts of time and develop the ability to think logically and make associations. Curious Minds Learning Centre will keep open lines of communication between parents and teachers about a child’s overall development.

**DAILY ROUTINE**

Our routine consists of the following:

7:00 to 9:15 Arrival-children arrive and are greeted at the door by the teacher, free play

9:15 to 9:30 Clean Up / Bathroom Time

9:30 to 10:00 Circle time- Welcome song, calendar, weather and show and tell. Discuss with the children the theme and read story Finish with music and movements, gross motor activities, Special helper and phonics program

10:00 to 10:20 Snacks- children go wash hands and then choose a seat at the snack table

10:20 to11:00 Centre time related arts and crafts, listening centre, table top activities, reading books and activity books

11:00 to 11:45 Gross motor activities - outside play or Music and Movement- children participates in dance (if raining)

11:45 to 12:00 Clean-up time-children work together to clean-up classroom

12:00 to 12:30 Lunch

12:30 to 1:00 Clean up for Naptime. Bathroom Time, Reading

1:00 to 3:00 Nap

3:00 to 3:15 Bathroom Time

3:15 to 3:30 Snack

3:30 to pick up Free play (in or out doors). Gym, library time, Playground, Garden Area

If the weather is nice out, this routine will be changed so we have more time outside.

We will go outdoors when it is raining. Please provide your child with the appropriate gear for the weather e.g. Hats, boots and jacket.

If it’s the summer time please provide a bathing suit, sunscreen, towel and a hat, and water bottle.

**SPECIFIC PROGRAM ACTIVITIES**

Gross Motor Centre To develop large and small muscle coordination.

To develop balance, posture, locomotion and strength

To provide opportunities for group interactions and an outlet for energy

Block Centre To encourage creativity by taking apart, filling and emptying, sorting and stacking, assembling, and building various constructions

To promote language, math, fine motor and coordination skills.

Group Gathering Centre To offer opportunities for large-group activities such as story time and circle time.

Housekeeping Centre To encourage dramatic, social, interaction, and

self-expression

To simulate language and discourse skills

Dress-up Centre To encourage role-playing

To build self - confidence and self esteem

To provide practice in dressing and undressing skills

To develop language and expressive skills

Art Centre To encourage individual expression and creativity

To offer opportunities to explore a variety of media in a variety of ways

To develop a sense of personal accomplishment

To enhance fine and visual perception skills

Sand / Water Centre To provide tactile-sensory stimulation

To help children use their senses for investigation

To develop problem-soling skills

To promote verbal expression, socialization, and emotional relaxation

Investigation Centre To stimulate cognitive development by encourage

children to reason, analyze, explore, and classify

Library Centre To promote language and reading readiness skills

To develop an appreciation for literature

Fine Motor Centre To develop eye-hand coordination and visual perception skills to enhance problem solving, classification, and discrimination skills.

Workbooks To develop fine motor skills

To promote Language and pre-reading skills

Reinforce phonics learned in circle time

Review Colors/Shapes/Numbers and other concepts

Computers

**IMMUNIZATION**

Please have you child's immunization records up to date. We require a copy of your record book for our files (required before child can start). If you have chosen not to immunize your child we need a letter signed by you stating this information.

We are under strict guidelines with regards to disease control, hence there may be times when we will need to send an ill child home, or not accept an ill child into care. For this reason parents would be advised to have a plan for alternate care. If a child becomes ill at the centre, we will do everything possible to comfort the child until the parent or emergency contact person arrives to take the child home. The child may also need to be isolated from the other children.

### ILLNESS

The following guidelines by the B.C. ministry of health list the symptoms that require children to be excluded from child care facilities. Parents will be notified and required to make arrangements for pick up immediately if a child exhibits any of the following symptoms:

**Fever of 101 F (38.5C)**

**Vomiting**

**Persistent diarrhea**

**Severe coughing**

**Lethargic (not participating in daily activities)**

**Difficult or rapid breathing**

**Conjunctivitis (Pink Eye)**

**Unusual spots or rashes**

**Yellowish color or tint to the eyes/skin (Jaundice)**

**Difficulty in swallowing**

**Head Lice**

Any other symptoms that in the opinion of the caregiver, indicate the possible presence of a contagious disease such as chicken pox, measles, impetigo, etc.

Parents will be notified of contagious diseases affecting the children at the centre. A child with a communicable disease will not be readmitted into the centre until the period of contamination is passed or until the child is fully recovered from his/her illness.

It is required to keep your child at home, when suffering from one or more of the above symptom, for the following work/daycare day and until your child is well enough to participate in the regular program of the facility.

**MEDICATION**

We will administer prescription medication to your child only with your written instructions. If you bring medicine to school, you must:

1. Make sure it is in the original container.
2. Fill out the correct form provided by the centre completely
3. Make sure the container is labeled with the child's name.
4. Have staff read the form so they know what you want them to do with the medication.

We will

1. Post the Medication form on the cabinet in the classroom.
2. Place the medication in the locked box in the cabinet above the sink in each classroom

If the medication is for an allergy or life threatening illness and is to be kept at all time in the centre, please fill out the Action Plan form to keep on hand. This will give us permission to administer medication with out filling a form out every week. We will notify you if we needed to administer the medication from this form. We will check the expiry date every month and notify you if we need new medication on file. If anything changes with the information on the form, we will need a new form filled out as soon as

possible.

**NUT AND PEANUT FREE**

We are a Nut and Peanut free centre. This has been implemented to address the needs of several children in our program who may have life-threatening allergies to nuts and peanuts. Traces of nuts and peanuts in food items are permitted. Please do not send any nut or peanut products to the centre for breakfast and lunch.

(Soy-Butter is a nice substitution to peanut butter and can be found in Safeway/Save On/ Superstore- natural/organic section)

**Nutrition Policy**

Curious Minds Learning Centre will ensure children are given nutritional snacks and will provide parents with nutritional articles and information on the importance of nutrition for children at their young age. There will be a board explaining what snacks could be provided each day.

Curious Minds will try and meet all children’s specific dietary needs if need be.

Snacks will be prepared for 9:30am and 3:30pm

Parents are encouraged to participate in party days such as Halloween, Christmas, Valentines etc by providing snacks for the class!

Parents can also provide a snack for their child’s birthday party at the centre.

Keep in mind that we are a nut free centre!!! And there may be allergies so please ask or let staff know what is in the snack**PICK UP PERSON**

Unless we are instructed in writing to do otherwise, Curious Minds Learning Centre, will release a child to the following persons:

-The child's parent(s)

-When applicable the child's custodial parent.

-The emergency contact person(s).

We reserve the right to keep a child at the centre if we are not completely certain about any persons who has come to pick up the child. The parents will be contacted immediately if this happens. Picture ID. will be required.

**CUSTODY AND ACCESS AGREEMENTS**

Curious Minds Learning Centre is required by law to have a copy of the custody agreement on file for families who have an agreement in place. If the parents have agreed to live separately, Curious Minds Learning Centre will take direction from the enrolling parent. However, without a custody or court order on file at the centre, Curious Minds Learning Centre, cannot deny access to non-enrolling parent.

If custody has not been legally determined and conflict between the parent/guardian and / or other family members is evident, Curious Minds Learning Centre may not be able to care for the child unless both parents and/or other family members sign a written agreement confirming details re: authorization for pick up and access to information about the child.

If a family has a custody or court order, a copy must be placed in the child's file and details about the arrangement contained in legal documents will be followed at all times.

**ALLEGED IMPAIRED AUTHORIZED PICK UP**

It is the staff's legal responsibility, to the extent that is possible, not to release a child to an authorized person who is unable to adequately care for a child. If a staff member believes a child will be at risk, the staff person in charge will:

Offer to call a relative, friend or emergency contact to pick up the person and child.

Or

Contact the Ministry for Children and Families.

If the person is driving a vehicle, the staff will explain driving under the influence of drugs or alcohol is against the law and staff is obligated to ensure the safety and well­being of the child or children and adult. If the person gets into the vehicle with or without the child, staff will immediately notify the police. The staff person will contact the Ministry for Children and Families if they feel the child is in need of protection.

**UNAUTHORIZED PERSONS**

If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the childcare staff. The staff person will contact the parent and obtain parents verbal permission before child is released. Picture ID. will be required.

**IF A CHILD IS NOT PICKED UP**

Children’s files and emergency card will be located in the office. If a child is not picked up and a parent or emergency contact can not be reached Curious Minds staff will call a social worker – Ministry of Children and Family Development or the RCMP.

**TRIAL PERIOD**

Curious Minds Learning Centre is dedicated to providing only quality care and because we care deeply for all children, there may be times, unfortunately when the care we provide is not suitable for children or their families. A trial of 2 months will be enforced. If we feel we cannot meet all needs of the child or family we decline from providing care. If regrettably, we must decline the provision of care, we will do what we can to help the parent find alternate care. However, the burden to find alternate care rests solely with the parent.

Parents will be given 1 months notice of termination of care to allow them to search for alternate care. Respectfully, if a parent feels the care we provide is not suited to their child or their family, the parent also has the right, after or during the 2 months trial period, to terminate the care, so long as **1 month notice is given in writing at the first of the month (no exceptions given).**

**TERMINATION OF SERVICES**

At Curious Minds Learning Centre, staff is committed to providing a caring and supportive environment for all children and families. However, termination of services may be required if;

* Fees for services are not paid according to financial policies in the family agreement.
* The child is no longer in the custody of the enrolling parent guardian.
* A family member harasses, threatens abuse or commits a violent act towards a staff member, child or other family involved in the childcare program.
* The centre in unable to satisfactorily resolve problems of late pick up with a family.

If either the parent guardian or centre wishes to terminate service, one month's written notice is required at the first of the month. A parent guardian requesting termination may make payment of month's fees in lieu of notice.

**(THIS EXCLUDES A SITUATION WHERE NON PAYMENT OF FEES EXISTS)**

Fees are due at the beginning of the month. If you are terminating services with written notice on the first, fees are due for that month. When originally registering you provided a Deposit of one month fees this Deposit will be used for the last month that you are in attendance or in lieu of notice all other cheques will be returned to you. We do not provide refunds for leaving before the final month is over.

### FEES

## Infant / Toddler

Drop in - $ 75.00

2 days/week - $475.00

3 days/week - $625.00

4 days/week - $800.00

5 days/week - $975.00

## 3 and 4 year olds Preschool

2 days/week - $325.00 2 days/week - $100.00

3 days/week - $425.00 3 days/week - $125.00

5 days/week - $575.00 5 days/week - $200.00

## Kindercare Out of School

K’s – Gr 1 Gr 2 – Gr 7

2 days/week - $275.00 2 days/week - $175.00

3 days/week - $325.00 3 days/week - $225.00

5 days/week - $450.00 5 days/week - $350.00

All rates are on a per month basis

All fees are to be paid by post dated cheques dated for the 1st of the month

September to June Inclusive

Registration

(non-refundable) - $50.00

**Deposit**

(Last Month) - 1 month fee

**Summer Rates**

2 days - $400.00

3 days - $500.00

5 days - $650.00

Summer fees are all inclusive

(Field trips, Transportation, etc.)

Rates are on a per month basis.

Fees are due on the first of each month. Please remember parent fees constitute the budget for the centre. If we do not receive your fees quality care cannot be maintained. **There will be a $10.00/day charge for overdue fees**

**REGISTRATION**

Rates are on a per month basis.

A $50.00 non refundable registration fee and 1- Month refundable deposit are required to hold your child's space due at time of enrollment. Also required are Sept - June post-dated cheques payable to: **Curious Minds Learning Centre Ltd.** (We have a stamp)

The refundable deposit will be deducted from the last month of care. Should proper notice not be given at the first of the month this deposit will be considered non­refundable.

Fees are due on the first of each month. Please remember parent fees constitute the budget for the centre. If we do not receive your fees quality care cannot be maintained. **There will be a $10/day fee for overdue fees.**

**LATE PICK UP**

All families and authorized pick up persons must pick up a child by 6:00 pm. If an emergency arises on a rare occasion, the pick up person is expected to notify the centre as soon as possible to make alternate arrangements for pick up no later then 6:00 pm. If a child is not picked up by 6:00 p.m. the authorized pick up person or enrolling family will be called. If the child has not been picked up by 6:15 p.m. the centre will try to contact someone else from the authorized pick up list. If all efforts are unsuccessful, the staff persons will contact the Ministry of Children and Families.

If late pick up is a repeat problem, the senior supervisor and the enrolling parent/guardian will meet to try and address the problem. All efforts will be made to successfully address the problem. If unresolved, then one month's notice may be given as termination of services required.

**A late fee will be charged when pick-up is after 6:00 p.m. the fee will be $5 for the first minute and $1 for every minute after.**

**NON-SUFFICIENT FUNDS**

Any parents submitting a cheque returned for non-sufficient funds is subject to $30.00 administration charge. Payment including the NSF charge must be paid in full before care can be provided. Arrangements can be made to pay by cash or certified cheque if this becomes an ongoing issue. Should this not be resolved Curious Minds Learning Centre, holds the right to terminate services. Please refer to termination of services.

**PARENT PARTICIPATION**

Parents are to have unrestricted access to any part of the centre where their child is in care. Moreover, we encourage and welcome parent visits anytime. It is our belief parent participation enhances the quality of care a child receives. Parents are free to join any of our activities.

**DESIGNATED HOLIDAYS/CENTRE CLOSURES**

The following have been designated as centre closures. Regular payment of fees will continue during centre closures/designated holidays.

New Years Day Labor Day

Good Friday Thanksgiving

Easter Monday Remembrance Day

Victoria Day Christmas Day

Canada Day Boxing Day

Family Day

Christmas holidays 24th December - January (School re- opens)

Curious Minds Learning Centre will be closed when the 24`h of December falls on the Friday or the Monday. This helps families and staff with enough time to arrive at their destination safely when traveling out of town.

Any other days proclaimed as a holiday by the Federal, Provincial, and Municipal Governments for the locality in which the centre is located shall also be designated as a closure.

**UNFORESEEN CLOSURES**

When the centre is closed due to the following unforeseen closures there will be no reimbursement of fees. The centre will do everything within its power to ensure care will not be interrupted or normal care will resume as fast as possible.

Snow closure

Power failure

Flood

Earthquake

Fire

Teacher / CUPE Strike (preschool)

**DISCIPLINE POLICY**

Discipline is something the caregivers at Curious Minds Learning Centre will do for children to help them become self-controlled as they learn appropriate positive behavioral patterns. The main method of discipline at Curious Minds Learning Centre is “Redirection”*.* A Verbal explanation is given to the child to explain why his/her behavior is not acceptable and choices are given to the child to enable him/her to cope with the behavior. These choices may include looking at a book, listening to music, doing a puzzle or getting a hug.

Discipline is a continuous process of guiding behaviors. The caregivers at Curious Minds Learning Centre will practice preventative measures with children individually and in groups.

**We will:**

-Establish clear, consistent and simple age appropriate limits in a positive and warm way.

-Help the children be responsible for their behavior through natural and logical consequences.

-Offer straightforward explanations for limits.

-Focus primarily on the behavior rather than the child. (Acknowledging the behavior being the problem not the child).

-Allow children the time to respond to expectations and limits.

-Give positive reinforcement for appropriate behaviors through verbal supports and body language.

-Ignore minor behaviorism.

-Encourage the children to ask for assistance and assurance.

-Observe and scan the playgroups and surrounding area consistently.

While prevention strategies minimize behavior problems, it is inevitable unacceptable behavior will occur. At these times caregivers will step in or intervene. The following will ensure supportive guidance:

-Model positive and cooperative behavior.

-Respectfully gain the child/children's attention.

-Remind, pre-warn and set time limits.

-Distract, divert and redirect.

-Use natural and logical consequences.

Staff will not at any time yell or shout at the children, push or pull them roughly or spank, hit or shake them. At no time will any type of corporal punishment be used. We will never deprive a child of meals, snack, rest or use of a toilet as a form of punishment. If a staff member witnesses any unlawful behavior they are to report these findings to the Director immediately.

Redirection

At Curious Minds Learning Centre we do not feel time-out is an effective method of discipline. Instead of time-out where a child may feel isolated we use a more effective method called redirection. This consists of the child being removed from the current problem area to one where the child will be more successful. This is providing the child a chance to still interact with their peers, yet realizing the behavior was not acceptable.

**PROGRAM POLICY**

The program at Curious Minds Learning Centre is planned to provide a warm, friendly stimulating environment in which children will have the opportunity to have fun, to socialize with peers and to develop cognitively, emotionally, intellectually and physically through play. A variety of play centres will be provided that are easily accessible to the children and maintained in a manner to ensure continuing play value. Routines will facilitate the physical care and nurturing of the child. Large muscle activities in the playground will provide for physical development and field trips will extend the program.

Curious Minds Learning Centre’s programs will be implemented through a variety of stories, songs, finger plays and creative movement based on a monthly theme. A daily schedule also outlines the activities available for the children for that day but always with room for flexibility depending of the interests of the children. Special occasions, the seasons and topics of interest will provide a basis for group time. Each month Curious Minds Learning Centre Preschool will have a special theme day e.g. Beach Day or Teddy Bear Day all stories and music will coordinate with the theme of these special days. Curious Minds Learning Centre Preschool will also have a color day each month where the children will come dressed in an assigned color. Activities for these days will be provided for enhanced recognition of each color

**Integration Policy**

It is the policy of Curious Minds Learning Centre to make one space per class available for children with special needs. The philosophy of Curious Minds Learning Centre is to provide the same experiences to the children with special needs as the other children. Children with special needs need to socialize, play and have fun. A minimal time would be spent in structured learning and tutoring and the latter would be conducted with the other children in small or large groupings.

**Cut Off Times**

Curious Minds Learning Centre has implemented the following cut off times

Morning Drop Off – 10:00 am

Field Trips – 8:30 am

This allows Curious Minds to properly schedule daily activities and ensure proper staffing limits for all activities.

Note: Doors may be locked and you may be refused entry after this time

**EMERGENCIES**

Emergency telephone numbers are posted at each telephone, as are our emergency evacuation plans. Parents are requested to go over these plans. Once a month children and staff will practice fire and emergency plans

**Emergency Evacuation Procedures:**

**Teacher’s responsibilities:**

Line up children quietly and calmly exit by the nearest exit door. Exit in an orderly fashion carrying the class register with you.

Move well away from the building to pre-designated areas.

Take the class role call.

If unable to return to the school building, notify all parents and wait until they arrive to pick up the children.

**Teacher’s Aide Responsibilities:**

Remain in the school until all classrooms are vacated.

Check all classroom doors are closed; check washrooms are empty and exit with the master copy of class lists from back of classroom door.

Check to see if the school building can be re-entered once the firemen have arrived.

Help teacher supervise until their parents have picked up all the children

All emergency supplies will be kept in containers in the school

**2nd location:**

Laity View Elementary School

 21023 - 123rd Avenue,

Maple Ridge,

V2X 4B5

Phone: 604.463.7108

**Emergency Contact**

Bill McCausland

1365 Eastern Drive

Port Coquitlam, BC

V3C 2S2

604-941-5964 or 604-417-2869

**Out of Province Contact:**

## Kay Gimenez

234 Douglas Ridge Place SE

Calgary, Alberta

T2Z 2T4

1-403-720-3610 or 1- 403-606-9932

**CHILD ABUSE**

Through discussions and monitoring, the centre will endeavor to be constantly aware of the possibility of neglect and abuse. Highly suspicious or confirmed child abuse will be reported.

All caregivers are required by law to report any suspected cases of child abuse or neglect to the ministry of Social Services.

### PARENT CONTRACT

During the pre-administration interview parents will be given a copy of our parent contract to review. If a parent chooses to place their child in the care of Curious Minds Learning Centre, this form must be completed, dated and signed by both the parent and staff member.

**WHAT TO BRING CHECKLIST:**

**Prior to child starting:**

* Completed & Signed Registration papers
* 50 registration fee (non Refundable)
* Deposit (1 month Fees)
* Sept - June Post dated cheques
* 2 Wallet sized pictures of child
* Immunization Records

**The Child’s First Day:**

* Nutritious lunch in a lunch box with ice pack
* Change of clothing
* Backpack ( lunch kits and art)
* Crib sheet (for beds)
* Bedding / Blanket
* Inside shoes (slippers, runners etc.) Please no laces!!

##### Please label all items