

BELL AIR DAYCARE HANDBOOK

BELL AIR DAYCARE OFFERS, FULL TIME, AND PART TIME ENROLMENT.

Infant/Preschool program

My main objective, is for the children to have fun. Doing crafts, reading, free play, learning through science, socializing with the different ages, and being outside. I want the children to have a feeling of security here, and want them to feel at home. We try to keep a regular schedule, but it can change, depending on what they feel like doing.

My facility is a non-smoking environment.

Bell Air Daycare is an English facility.

PERSONAL BELONGINGS BROUGHT FROM HOME

Children may bring items from home. They are responsible for keeping track of their items, and placing them in their bucket, when not using them.

I require to have a change of clothing for each child. We love to be outside, so proper clothing, according to the weather, is a must. If your child is in diapers, I prefer, to have one package at a time, when I am getting low, you will be notified. I supply: wet wipes, blankets, bedding, bed, and drinking cups. If your child has a soother, or a special blanket, feel free to bring it. I will label, items that your child leaves here.

ABSENCES

If your child will not be attending daycare, I require the reason why your child will be absent.

BELL AIR DAYCARE INCLUSION POLICY

Policy Statement:

Bell Air Daycare welcomes all children. I believe every child is unique and will work with families and other professionals to provide support that every child needs to reach their full potential.

Admissions and Waiting list

Bell Air Daycare accepts Children of all abilities.

Parents that are interested in having their child attend Bell Air Daycare is given an equal opportunity for admission. If I am at my full capacity, a waiting list is maintained and a child will be accepted on first come first served basis.

Inclusion Environment

Bell Air daycare considers the unique needs of all children when playing.

For example: I will make any adaptations or modifications necessary to meet each Childs needs.

If a child requires a therapists, or a professional to assist. Schedules and routines
Will be flexible.

Confidentiality

All children that are enrolled in Bell Air Daycare, present and past. Confidentiality to all verbal and written information applies. All records are stored in a locked area, which is only accessed by me. No information will be released about a child unless written permission from a parent or guardian.

This excludes my responsibility as a childhood educator, if suspected child abuse or neglect.

Family Practices

Bell Air Daycare encourages families to collaborate with me to ensure that their child has an opportunity for optimum success. I am committed to have regular meeting to go over their child's successes and challenges.

Professional Development

I have engaged in workshop on inclusion policies, and continue to attend training on inclusion and disability topics whenever possible.

Collaboration with other Professionals

Children with special needs or disabilities are supported by therapists, teachers and others. Bell Air Daycare welcome those professionals and will work with them to assure the child's success.

Enrolment & discharge procedure When you enrol your child, you will be given a handbook, you are also required to fill out the profile form on your child, we also require a copy of your child's immunization card.

After reading the handbook, you are required to sign and date the form, stating, you have read the handbook.

If you are withdrawing your child, for any reason, I require a two week written notice, that my services will no longer be needed.

If your child's discharge is initiated by the daycare, the following action will already, have been followed:

1. The first incident, you will be contacted, and the problem discussed. You will be asked to review the behaviour with your child at home.
2. The second incident, you will be contacted, and placed on probation.
3. The third incident, you will be contacted immediately, to discuss the situation, and your child will be redirected according to policy. If the inappropriate behaviour continues, there will be grounds for immediate dismissal.

Payment would be due, only for the services up to the point of discharge. Examples of serious misbehaviour may include, but not be restricted to the following: biting, hitting, kicking, bullying, rude and aggressive behaviour, or consistent failure to follow centre rules, of expected behaviour.

Documentation, for every incident, will be in the child's file, along with a written summary of the discussion held with the parents.

A child could also be discharged if:

Paying on the agreed time becomes an issue.
If negative behaviour becomes an ongoing issue.
Past negative experiences with other daycare centres.

ATTENDANCE AND FEES

My hours of operation are:

Monday- Thursday

7:00am - 5:00pm

Friday 7:00am - 4:30pm

Full time: payment is required for all 5 days a week, if your child is not attending, for any reason (sickness, appointments etc.) payment is required.

Payment is also required for holidays and for the vacation days, that I take throughout the year. The same is required for part time children. Part time is 3 days a week, which you are required to pay for.

My fees are \$31.83 a day for full time.

\$30.00 a day for part time.

Effective February 19th, 2023

Full time fees will increase to \$32.78 a day

Part time fees will increase to \$30.90 a day

Full time Preschool 5 years will increase from \$30.90 a day to \$31.80 a day. Effective February 19th, 2023

Part time Preschool 5 years will increase from \$30.00 a day to \$30.90 a day. Effective February 19th, 2023.

School children fee: after school \$90.00 a week

Full day 150.00 a week

PAYMENT

Payment is due Friday of each week. If payment is not received on time, there is a late fee of \$5.00 per day.

Payment accepted: cash or email transfer

My email is: bmollins@rogers.com

Vacation

During the course of a year, I will take 10 paid vacation days, I will give plenty of notice as to when I will be taking them. Holidays do not count as vacation days. Your child is given 2 weeks of vacation where payment is not required, which you can take throughout the year, as long as it is not when I am on vacation.

The New Brunswick Curriculum Framework for Early Learning and Child Care.

Bel Air Daycare will implement the emergent curriculum for all your children. The New Brunswick Curriculum Framework for Early Learning and Child Care is in recognition of the need to value and support learning. It addresses this need by providing a curriculum for children from birth to five that will encourage optimal development.

It promotes children's experience of: Safe and caring environments where the sense of belonging is nurtured, Open and a flexible environment where playful exploration is encouraged, and Socially inclusive and culturally sensitive environments in which consideration of others is nurtured.

Environment should be: Equipped with materials that promote pleasure in learning and challenge children to think. Communication for language growth, and physical activity indoors and out. Responsive to children's changing interests, and Considerate of children's differences. It is made up of well-being, play and playfulness, communication and literacies as well as diversity, and social responsibility.

Well-being: Children will develop positive identities and a sense of belonging while experiencing a safe and caring environment. The emotional and physical health of the child will be nurtured and protected.

Play and Playfulness: The children will experience open and flexible environments. Their playful exploration, creativity, and problem solving are encouraged as well as purposefully planned.

Communication and Literacies: Children will have languages, literacies and literate identities valued and supported. Their environments will be culturally, socially, and intellectually engaging.

Diversity and Social Responsibility: Children will experience a socially inclusive as well as a culturally sensitive environment. Consideration for others, inclusive equitability will be enacted and their social responsibility will be nurtured.

Parents are encouraged to become familiar with the New Brunswick Curriculum Framework for Early Learning and Child Care by **visiting the website <http://www.gnb.ca/0000/ECHDPE/ELCC-Curriculum.asp>**

Parent Involvement

Parents are welcome on our outings. Parents are also welcome to stop in at any time to give feedback or bring new ideas to our program. If you have any questions or concerns do not hesitate to ask/talk about concerns. I'm here to work with you and help make your child's stay here the best it can be.

COMPLAINT PROCEDURES

If you need to contact the **ELC** licensing staff, you will find this information on the parent board, when you enter the daycare.

Bell Air Daycare Inclusion policy:

At Bell Air daycare, I provide various books, that portray all ages of children, race and non gender rolls.

There are dolls of different race.

The children that are enrolled at the daycare are from a English speaking home, but I have books in French and Spanish. I also have music in French.

I have on display the families in the daycare.

The children's work is displayed through out the daycare.

Medication

I will be permitted to administer medication that has been prescribed by a doctor, which is brought to the facility by the parent. All medications must be in the original container with the original label, have child protective caps, be identified with the dosage, and have the name of the child for whom the medication is intended. In addition, prescribed medication must have the name of the physician, instruction, and the time periods of use. Parents must fill out a written consent form to administer acetaminophen. We will only administer acetaminophen when a temperature is above 38.5o, a parent has been contacted, and the appropriate consent has been signed. If your doctor recommends acetaminophen after immunization shots, please have her put those instructions in writing so that we may comply. We will administer Epi-Pens in case of emergency.

Child Illness

If your child becomes sick I will contact you. From there you can make arrangements to pick up your child within an hour. I also have a potential illness form to fill out if a child leaves the daycare because of illness. When the child returns you will fill out a return after exclusion form. We fill out these forms to keep track of any illnesses that are going around. I also ask that if your child has something that is highly contagious to keep them home, until they are no longer contagious. This will help in keeping the daycare virus free so that your child does not get sick twice. You are required to inform the center of their child's absence and symptoms for documentation.

Here is a list of some the Contagious Diseases: Diarrhea, Vomiting, Fever/Temperature, Head Lice, Pink Eye, and Rash with fever or behavioral changes, Mouth sores with an inability of the child to control his saliva.

TRANSPORTATION

Bell Air daycare does not provide transportation.

CONTACT INFORMATION

The phone number, to reach Bell Air Daycare - 506-871-2479
Email address is bmollins@rogers.com

Child Abuse / Neglect

If I suspect abuse or neglect of a child being cared, I will be informed, and a record of incidents will be kept. I will report all cases of suspected child abuse or neglect to the Department of Social Development with documentation of all pertinent data as required by law. All such information will be managed confidentially.

BELL AIR DAYCARE NEW LOCATION

Bell Air daycare, will no longer be running from
248 Bond Drive.

The new address is:
29 Larsen Lane
Salisbury, NB
E4J 3L2

Our Evacuation/Emergency procedures are performed monthly as prescribed by the provincial Fire Marshall. In the unlikely event of a full evacuation, a safety zone has been designated at:
34 Larsen Lane (across the street from Bell Air Daycare)

Activities off the premises

When going on outings you will be given the following information: **where we are going, what time we are leaving, what time we will be coming back and the reason for going.** If the outing is a walk to the park (located down the street) you will not be notified unless you want to be.

Our Evacuation/Emergency Procedures are performed monthly as prescribed by the provincial Fire Marshall. In the unlikely event of a full evacuation, a safety zone has been designated at: **284 Bond Drive** (located just at the bottom of the street) and is the home of Jean and Dave Mollins. F

Child Guidance Practices

I help guide the children's behavior by helping to **teach them right from wrong, manners, respect, sharing and listening.** For discipline I use **appropriate and consistent limits based on a child's age and developmental needs,** in order to ensure a safe and healthy environment for both the children and I. I also use positive guidance techniques are used to minimize inappropriate behavior **We will NOT under any circumstance: threaten or punish any child physically, verbally, or emotionally, withhold food due to misbehavior**

* Acceptable disciplinary practices for young children include discussion, re-direction, and intervention when conflicts occur. Incidences of disciplinary action on your child will be discussed with you at time of pick up. We encourage parents to work with the classroom teachers on child guidance issues.

DISCHARGE/COMPLAINTS/GRIEVANCES

Discharge

Occasionally, situations arise that are out of the ordinary. This can be a very unpleasant situation to deal with for both the parent and me. The following procedures should be adhered to as closely as possible:

1. If you are removing your child on a positive note, such as, change of job, relocating, etc., I require 2 weeks notice.
2. Bell air Daycare may request that the service provided to your child cease if the following occurs: - Child's personality and behaviour is disruptive and even harmful to the other children/me
- If the child is unable to cope with the child care setting despite the effort from me And the parent.
3. Any incident involving your child will be discussed with the parent and will be kept in his/her file, along with a written summary of the discussion that took place with you, the parent. If these types of incidents continue and we can't seem to resolve it, then this will be grounds for dismissal. Documentation will be kept in the child's file.

All measures will be taken to ensure this does not happen. I will provide adequate supervision and intervention so that situations are not permitted to escalate to the point that a discharge would be necessary.

Examples of serious misbehaviour may include, but not restricted to the following: biting, kicking, bullying, pushing and shoving, rude and aggressive behaviour, and consistent failure to follow the centre's rules of expected behaviour.

Complaints / Grievances

It is my goal to strive for quality and excellence in the care of your child; therefore, any positive comments or suggestions are greatly appreciated.

I also welcome your input and feed back towards the care of your child. I appreciate questions or discussions of any kind that influence a positive outcome for your child; however, if you feel that there is a problem concerning the facility or me, please let me know.

I feel that communication is essential to the success of your child's care. We must make sure that we can share openly and concerns or questions that may arise. I believe in an open door policy and encourage parents to feel free to call and check on your child's day if you have any concerns. I understand that, to you, the most important person in the entire world is your child and I respect that fact and in turn treat your child with just as much respect. I try to put myself in the parent's place and recognize that you have a right to expect the best care possible for your child.

Communication between parents and me is very important. I encourage daily interaction between parents and me to ensure that as parents, you are kept informed of how your child's day was and that you are made aware of any specific incidents. Also, it is equally important I am kept informed of any concerns parents may have about your child, at the centre and/or at home, that may assist in the care of your child..

All comments are taken very seriously and I will do my best to ensure your complete satisfaction as quickly and effectively as possible. I am to keep parents stress-free and self-assured knowing that their child are in my loving care.