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# CREATIVE MINDS DAYCARE

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156 Tower Hill Road  
Tower Hill, NB  
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2024/2025  
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## **Welcome!**

Welcome and thank you for considering Creative Minds Daycare for your child. My name is Sarah, I am a mom of two boys, a 12 year old and an independent 20 year old, living on his own. I have been in childcare, running an in home daycare for fourteen years. Creative Minds Daycare is an early learning childcare home, run in my non-smoking, pet-friendly family home. We have one dog, a non-shedding Mini Aussiedoodle, with plans to add kittens to the home. Our dog is a bit shy and slow to warm up to strangers but is very sweet and friendly once she is comfortable, however for the safety of everyone, because animals and children can both be unpredictable, she will be restricted by a baby gate and not permitted in the indoor or outdoor play space during operating hours.

Creative Minds Daycare is a newly Licensed Early Learning Childcare Home Daycare (ELCH).

# Creative Minds Daycare Handbook

2025

## SERVICES

It is my goal to provide reliable, quality childcare in a warm, loving, and nurturing home-like environment, to a small group of children allowing for ample individual care and attention. I will make a consistent and persistent effort to promote the development of the whole child, physically, emotionally, socially, and intellectually. My daycare materials, equipment, and supplies are geared toward infants to five year olds. I do have some supplies for children slightly older, as I have had multiple children stay in my care through kindergarten, if that is an opportunity you would like to explore in the future, I am generally open to it if space allows, and I will add additional materials as need. Otherwise, I unfortunately do not accept school-aged children into care, they have typically outgrown our space, equipment, toys, and materials, and thus I cannot meet their needs intellectually, or socially as the educator-to-child ratio for a group including multiple younger children only allows for one school-aged child.

I strongly believe that children learn best through play. As an early learning educator, it is my role to provide quality, interesting, stimulating materials, and toys to facilitate this play, and to engage their imaginations in a supportive, and thoughtfully planned environment. I am committed to following the New Brunswick Curriculum Framework, for Early Learning Childcare which values the whole child, relationships, culture, and language, in an engaging, inclusive, culturally sensitive, environment.

I strive to provide a physically and emotionally safe and caring environment, where children feel seen, loved, and protected. A place where children feel a sense of belonging and have the freedom to play, explore, experiment, problem-solve, and be creative. Our indoor and outdoor play areas and layouts are flexible and have been designed with those thoughts in mind. The indoor playroom is located in our home's main floor living room, equipped with low and accessible shelving, baskets, and containers (that include both photos and written labels), for easy access and clean-up. There is ample floor space and multiple tabletops, including a children's table and chairs for the exploration of play both individually and as a group. Furniture is securely attached to the walls, for safety, but can be moved and modified to fit the ages and stages of the children in care. Toys and materials in the play space will be intentionally chosen to be age and developmentally appropriate for the children in care. I have a mixture of store-bought and homemade, toys, games and manipulatives, and natural and recycled loose parts. These items are split between the playroom and a storage closet. Allowing the selection in the

## **SERVICES continued...**

playroom to be rotated to meet the children's current interests and needs. By actively observing the children's play and social interactions, I will be better able to thoughtfully create a space for them to thrive, while learning and growing through play. Throughout our days I will model thoughtful, respectful interactions and engagement and support the children in their learning and growth, physically, emotionally, socially, and intellectually through planned and unplanned activities.

Creative Minds Daycare does not provide transportation or participate in outings that require transportation. Our outdoor playtime will be in our fenced-in play area, or nature walks throughout the property. We are on 16 acres of land and have lots of space to explore.

Our outdoor play area allows for ample open space for the children to run and play freely. Like our indoor play area, our outdoor area provides multiple tabletops, including a children's table and chairs and a picnic table with an umbrella for the children to explore their play individually, or socially in groups. The outdoor and indoor play spaces have materials to support fine and gross motor skills, language and literacy building, sensory exploration, cognitive skill development, numeracy and math skill development, cooperative play, and social responsibility. I plan to move and expand the outdoor play area, over the first year or two to include more opportunities and variety of play and likely more than double the play area in size, moving from 222 m<sup>2</sup> to over 450 m<sup>2</sup>.

I strive to keep my focus on the children's interests and take my cues from them, as we work on mastering their skills, but I also appreciate input from parents and guardians. As well as providing a loving, caring, and supportive environment for your child to thrive and grow, I am committed to building a solid partnership, with you and your family. Since communication is the key to creating any successful and enjoyable relationship, the following policies, and procedures are here for you to read, to ensure everyone is informed, and there are not any misunderstandings regarding the expectations and requirements if we move forward in this journey together.

If you have any questions or concerns, please reach out to discuss them, before signing any agreements, filling out information forms, and starting care. This will ensure we have a successful parent-provider relationship, and your child has a successful transition into care.

Although I love what I do, this is still a business, and these policies are enforced in a businesslike manner for fairness and respect. These policies and accompanying agreements become effective upon acceptance by the Parent/Guardian and the Childcare Provider.

## Flexible Daily Routine

**7:30 am Drop off starts** and free play

9:30 am Morning snack with water

10:00 am Outdoor play time or craft/messy play/table activities (e.g. playdoh, sensory play...), weather and interest depending

11:30 am Lunch time with milk

11:30-12 pm Intentional movement (e.g. interactive dance, Yoga) or story time

12-1/2 pm Nap and Quiet time (quiet time bins/table activities for children 3-4+ years of age)

1/2 pm Free Play, story time, outdoor play time, weather and interest depending

2:30 pm Outdoor playtime, weather depending

3:30 pm Afternoon snack with water

4 pm Outdoor time, music time, and/or free play, weather and interest depending

**5:30 pm Closing time, all children should be picked up from care by this time**

\*Our routine is flexible, and the above routine is a guideline. The children's growing and changing interests and needs may alter it, but I will do my best to keep our mealtimes consistent day-to-day.

\*I will work with parents to implement the infant routine (nap and feeding schedule) already established at home, to keep the routine consistent and help with transitioning into care.

\*The rest area is in a separate room with a video monitor and a sound machine. Children are limited to a 2 hour or less nap, unless written approval is on file, and children are transitioned out of a crib at 15 months of age, as the Early Learning Childcare Homes, Operating Manual requires. Each child will have their own space in the rest area that only they use. Nap times vary from child to child, age, growth spurts, developmental leaps, activities, and poor or interrupted nighttime sleep are just a few of the many factors that can affect a child's nap routine. Your child's nap routine may vary, but it is not typically a cause for concern.

\*Outdoor play is a large focus of our day, weather depending. Water, changing mats (for children over 15 months), diapers, wipes, creams/lotions, and our first aid kit, will always travel outdoors with us.

## **Flexible Daily Routine continued...**

\*\*Weather-appropriate outerwear and footwear will ensure the most comfort and safety for your child. I do keep extra supplies on hand, in case something is forgotten, to ensure everyone is warm, dry, and comfortable and everyone, including the grown-ups, are stress-free.

## **HOURS**

Hours of care will be from 7:30 am to 5:30 pm, Monday through Friday.

If your child is not attending care or will be arriving late on a certain day, please text or call to let me know, so I can best prepare for that day.

## **CLOSURES**

The Daycare will be closed for the following 11 days without fee reduction:

New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, NB Day, Labour Day, Thanksgiving, Remembrance Day, Christmas and Boxing Day.

These closure days will be included on the closure notices that go home four times a year, in January, April, July and September. Closure dates will also be posted on the Parent Board and in the communication app.

Please mark your calendars.

### **Illness and Personal Days:**

The Daycare may close for personal and sick days periodically throughout the year.

I will try my best to include personal days in the closure notices that will be sent home unless an unavoidable appointment or situation occurs, then notice will be given as soon as possible. I will try to take no more than 6 personal days a year.

I may close the Daycare early around 1:30 pm or 2:00 pm twice a year, if necessary, for appointments, rather than close for a full day, to limit the disruption and inconvenience to families and their children. These days and times will also be noted on the closure notices.

Childcare can sometimes be an illness-prone profession. My family and I are healthy and have great immune systems, but I am still a person and illnesses do occur. Notices for illness closures will be given as soon as possible, via text, or phone calls, and updates will be made in the

## **CLOSURES, Illness and Personal Days continued...**

communication app and a closure sign will be placed on the daycare entrance door. In my childcare career, I have closed unexpectedly due to illness for a total of 8.5 days, 4 of which were during the peak covid pandemic. I strive to offer quality, safe, and reliable childcare, and illness closures are not made lightly.

If I need to close the Daycare unexpectedly, it will be for safety reasons, because I do not feel I can provide a safe and quality standard of care and prevent the illness from spreading.

### **Vacation Closures:**

The Daycare will be closed in December yearly for 8 business days, and Christmas Day, Boxing Day, and New Year's Day.

The Daycare will also be closed yearly for 6-10 days over the spring and summer. These days are typically spread out to create long weekends or a day or two added to a 3 day long weekend and are rarely taken consecutively.

Closure notices will be sent home within the first two weeks of January, April, July and September, offering closure dates 3 months at a time, with a minimum of 2 months' notice, this allows me to include the scheduling of appointments for my family into my vacation days and results in fewer personal day closures.

### **Backup Care:**

Each family must have a backup care plan that you can implement if the Daycare is closed for planned or unplanned closures.

### **Absences:**

Please confirm verbally, text, or call if your child will be absent. I greatly appreciate this consideration as it lets me know everyone is safe, allows communication of illnesses (while maintaining confidentiality) to other families, and helps me best prepare for each day.

## **ENROLMENT**

Full Time or Part Time care is welcomed.

I follow the required age ratios for the New Brunswick Early Learning Childcare Homes.

A non-refundable deposit in the amount of the parent portion, after the Parent Reduction Fee of the regular monthly fee is due at the time of registration along with, proof of immunizations, and the signed agreement. The non-refundable deposit will be applied towards the child's last month of care when one full calendar month's notice is given for termination of services fees.

A childcare space will not be secured, and care will not be started, unless and until the deposit has been made and the required paperwork has been returned in full.

Childcare cannot begin unless all required enrolment paperwork is filled out and returned.

Fees are considered flat-rated monthly fees, and due each month in full, regardless of a child's attendance.

## **TERMINATION/WITHDRAWAL OF SERVICE**

**A minimum of one calendar month's written notice** is required for termination of childcare services. This notice is due by the LAST day of a month (e.g. if the last day of care will be May 31st – written notice must be given by April 30th). This ensures that the non-refundable deposit is used towards the last month of childcare fees. Childcare services will not be terminated for the middle of a month. If parents/guardians do not give full termination notice, the current month's fees and the full month's deposit, will NOT be returned. **Childcare fees are non-refundable.** If the full calendar month's notice is given, the deposit that was paid initially will be applied to the last month's fee. The only additional monies needed will be if there is a difference between, the deposit previously paid and the current childcare fee, and any outstanding late fees.

**\*Absence does not equal notice of termination; written notice of termination is always required.**

**\*Fees and the deposit are BOTH non-refundable.**

**These are non-negotiable policies.**



## **IMMEDIATE TERMINATION OF CARE**

Immediate termination by the provider without reimbursement will occur if:

1. Physical or verbal abuse towards anyone at the Home Daycare from the Parents/guardians/child/ren in care
2. Intentional damage to home Daycare or property
3. Non-payment by parents/guardians

## **FEE INFORMATION**

Fees are a monthly flat-rated, and are due in full each month, regardless of attendance.

Fees are due on or before the first of each month.

If payment is not received, you will be charged a \$10/day late fee until paid in full, and care will be suspended after 24 hours.

There is NO REDUCTION in fees for planned or un-planned absences, due to holidays, vacation, illness, inclement weather, closures, or days off...

Fees can be e-transferred, or paid by cheque dated the first of each month, if the cheque is received on or before the first of the month.

Late Pick-up fees:

After a 2 minute grace period, pick-up late fees of \$5 per 5 minute increments, will apply until your arrival.

**Please keep weather and road conditions in mind, and plan for safe and timely travel to pick up your child so you can arrive safely and on time.**

Late fees are due with the following month's fee unless a family has more than 2 late pick-ups in a month, this will be considered a regular occurrence. Regularly occurring late pick-up fees are due at the end of each week, on Fridays by 11:59 pm.

**Failure to pay late pick-up fees will result in suspension of childcare services.**

**Fee Information continued...**

Fees:

Monthly Fees, effective as of April 1 2025:

0-23 month Infant childcare Fees:

Full time \$855.00 (parent portion \$380\*)

Part time 3 days/week \$513.00 (parent portion \$228\*)

\*Maximum 12 days/month, extra days \$42.75/day (parent portion \$19/day\*)

2 year old child, childcare fees:

Full time \$751.20 (parent portion \$320\*)

Part time 3 days/week \$450.72 (parent portion \$192\*)

\*Maximum 12 days/month, extra days \$37.56/each, (parent portion \$16/day\*)

3-5 year old child, childcare fees:

Full time \$721.20 (parent portion \$320\*)

Part time 3 days/week \$432.72 (parent portion \$192\*)

\*Maximum 12 days/month, extra days \$36.06/each (parent portion \$16/day\*)

\* Please note, that fees are reduced by government support, changes in government programming month to month or permanently will subsequently change the parent portion, leaving families responsible for paying the outstanding balance.

\*The Monthly Part Time Fee Rates cover a maximum of 12 days each month, for longer months, additional fees may be required.

**FEE INFORMATION, Fees continued...**

Monthly Fees broken down into daily rates:

Full Time Infant rates/ \$42.75 a day (parent portion \$19 a day\*)

Part Time Infant rates/ \$42.75 a day (parent portion \$19 a day\*)

Full Time 2 year old /\$37.56 a day (parent portion \$16 a day\*)

Part Time 2 year old /\$37.56 a day (parent portion \$16 a day\*)

Full Time 3-5 year old /\$36.06 a day (parent portion \$16 a day\*)

Part Time 3-5 year old /\$36.06 a day (parent portion \$16 a day\*)

\*Please note that fees are reduced by government support, changes in government programming month to month or permanently will subsequently change the parent portion, leaving families responsible for paying the outstanding balance.

\*Parents may also apply for additional fee reduction with the Daycare Assistance Program. This program assists families with financial support, to help pay for the costs of childcare for children aged 0 to 5, who are not in school, and who are registered in a designated New Brunswick Early Learning Centre. For more information:

[https://www2.gnb.ca/content/gnb/en/services/services\\_renderer.14136.Daycare\\_Assistance\\_Program.html](https://www2.gnb.ca/content/gnb/en/services/services_renderer.14136.Daycare_Assistance_Program.html)

\*You are responsible for the remaining fees equal to the agreed-upon flat-rated monthly fee for your child to attend my care, even if the Parent Fee Reduction and or the Daycare Assistance Program subsidy amounts change over time.

**There are limited spots available, and failure to pay childcare fees will result in Immediate Termination of childcare.**

## **OUTDOOR PLAY**

Children will be encouraged to participate in outdoor play in our fenced-in outdoor play space. We will go on nature walks on our property, on occasion, weather permitting. Before each outing, the children will be told where we are going and what the boundaries and limits are.

An outside bag that includes a First Aid Kit, supplies, and water bottles for those who are unable to carry their drinks, will accompany us to the outdoor play space.

All outdoor experiences will stay on our property. For nature walks, I will carry a backpack with a First Aid Kit, supplies, and water bottles, for those who are unable or do not wish to carry their drinks, and I will also carry a Coghlan's emergency horn. Children able to will buddy walk, and those that require a little more structure will be asked to hold my hand, or hold a coiled walking lead, that allows them the independence to explore while keeping them within 4-6 feet. I also have infant carriers and a 2 seater chariot stroller on hand for non-walkers, or if a child needs a break from walking. Nature walks will be in our cleared areas, and once I have some walking paths established, through some of our treed areas.

Outdoor play is essential for children's growth and development. Our outdoor play will be weather-dependent, but we will take advantage of it as much as possible during all seasons. Please be sure to send your child to daycare wearing seasonally appropriate outdoor clothing and footwear.

## **HYGIENE AND HEALTH POLICY**

Children will be encouraged to cough/sneeze into the inside corner of their elbow from a young age, instead of their hands to prevent the spread of illnesses by hand.

Parents are required to provide up-to-date immunization records upon admittance, agree to maintain the childhood immunization schedule, and update the daycare immunization records, as per regulations.

### **Administering Medications:**

Parents must provide clear instructions, and written permission for prescribed medication, if necessary while in care.

All medications must be in original containers and clearly labelled.

You will be required to sign the medication form at the end of the day when you come to pick your child up.

## **HYGIENE AND HEALTH POLICY Continued...**

Illness:

A parent must keep their child/children out of the daycare facility when a communicable disease is in its contagious stage.

In accordance with the updated Public Health regulations, children may not attend daycare when:

- The illness prevents the child from participating comfortably in facility activities.
- The illness results in a greater care need than the staff can provide without compromising the health and safety of the other children (i.e. vomiting, diarrhea...)
- The child has an oral temperature of 100.7F or 38.5C or an underarm temperature of 38C or 100F

Upon the development of any of these symptoms at daycare, the parent/guardian will be contacted immediately and **MUST** pick up the child within one hour of notification of illness.

**\*Exclusion policies must always be respected.**

**The following are guidelines from GNB's as to Parent's/Guardian's role to help ensure that early learning and childcare facilities are safe and healthy places for all children.**

Step 1:

Make sure you provide up-to-date information about your child's immunization to the facility operator. If you choose not to immunize your child, you must sign a waiver available from the Department of Health.

Step 2:

In general, if your child is too sick to participate comfortably in activities and has symptoms or a condition that may affect the health of other children, it is necessary that your child does not attend childcare. You must keep your child at home or make alternate childcare arrangements if your child has one or more of the following symptoms or conditions:

- a. Fever (temperature taken from ear 38.3° C or greater; mouth 37.5° C or greater, armpit temperature 37.3° C or greater) accompanied by behavior changes or other signs of illness
- b. Diarrhea as defined by an increase in frequency of stools and/or change to unformed loose, watery stool. Fever, loss of appetite, nausea, vomiting, abdominal, mucus or blood in stool may also occur
- c. Vomiting illness with two or more episodes of vomiting in the previous 24 hours (more than typical infant spit-ups)
- d. Mouth sores associated with an inability of the child to control his/her saliva
- e. Rash with fever or behavior changes
- f. Infections (e.g. infected eyes with discharge) until 24 hours after treatment started by physician
- g. Infestations (e.g. scabies, head lice, pinworm) until after first treatment with a medicated product

## **HYGIENE AND HEALTH POLICY Continued...**

### **Step 3:**

If your child does not attend childcare due to illness, you must let the facility know your child's illness symptoms.

### **Step 4:**

If your child gets ill at the facility, you will be notified and you will be asked to make arrangements to pick up your child within one hour of being notified by the facility staff. This is important to make sure your child gets the treatment he/she needs as well as to prevent the spread of illnesses to other children.

### **Step 5:**

You are encouraged to take your child to a physician if their symptoms do not improve within 24 hours after leaving the ELC Facility.

### **Step 6:**

For some illnesses, there is a required time period where your child cannot attend an ELC facility. These time periods and illnesses have been developed by health care professionals across Canada to ensure that your child is fully recovered and to prevent the spread of infectious diseases in ELC facilities. These illnesses are listed in Appendix B "New Brunswick

Guide for Exclusion of Children in Early Learning and Childcare Facilities" of the "Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare (ELC) Facilities".

The guide is available from your facility operator or administrator. If your child has been diagnosed with any of the illnesses in this guide, you must follow the requirements in order for the facility operator to allow your child to be readmitted to the facility.

### **Step 7:**

When you take your child back to the ELC facility after having been sick with an infectious illness, you must complete the Return after Exclusion form to certify that you have followed necessary steps for re-entry to the ELC facility.

We thank you in advance for taking these steps to make early learning and childcare facilities a safe and healthy place for all children in New Brunswick.

\*When the child returns to daycare, the parent/guardian may be required to sign a Return after Exclusion form confirming the child has recovered and is once again able to participate in the Centre's activities.

\*If diagnosed with a communicable disease, the daycare must be notified immediately, and the child may not return until the incubation period is over and/or a doctor authorizes the return.

\*Please communicate if your child is ill as soon as you are able, this will allow me to watch for symptoms in the children in my care and communicate (while maintaining confidentiality) to other families, regarding the illness and symptoms to watch out for if the illness is contagious.

**\*Children will not be able to return to care if they have had lice until their scalp and hair are fully cleared of lice and eggs. Each day a child returns to care with headlice, the Daycare will need to close to clean and disinfect the play areas and materials.**

**Please keep this policy in mind and the inconvenience for all families that attend care.**

## **HYGIENE AND HEALTH POLICY Continued...**

### Emergency medical treatment:

If at any time, due to circumstances such as an injury or sudden illness and medical treatment is necessary, understand that consent is given to treatment that may involve applying first aid and CPR, calling a physician or nurse, carrying out the instructions given, and/or transporting a child to a hospital, including the possible use of an emergency vehicle.

Understand that this may be done before contacting parents, if it is time-sensitive, and that any expenses incurred for such treatment, including emergency transportation are the parent's/guardian's sole responsibility.

### Bathroom use:

Liquid hand soap will be used for hand washing. Children and I will wash our hands before and after food preparation/eating, before and after diapering, after bathroom use, and outside play. Hand washing and bathroom use for toddlers will be supervised from inside the room and then from outside once they are successful with their toilet learning, to offer privacy unless they need assistance.

Older children will be trusted alone unless they need assistance. Other children will be asked to wait outside of the bathroom, if they wish, in a single-file line to allow for privacy. Individual hand towels are provided for the children to use, each on their own hook, for sanitary purposes.

### Toilet Learning:

Once a child is interested in toileting, I am happy to assist with the process. I have three portable potties and a child seat for the main toilet. If a child is intrigued by others toileting, I will encourage them to participate if they wish to.

Children **MUST** stay in pull-ups, or training underwear/cloth training underwear with a waterproof cover, during daycare hours, until they are regularly accident-free during care.

Pull-ups, or training underwear/cloth training underwear with a waterproof cover, must be used during rest time until they are regularly accident-free.

\*I do have cloth training underwear and covers that can be used during daycare hours. I do not mind providing temporary use, and providing the care and laundering as needed. If families

## **HYGENIE AND HEALTH POLICY, Toilet Learning continued...**

wish to provide their own cloth training underwear and covers, I only ask that extra supplies and clothing, along with a wet bag for storing be provided daily.

**This is a non-negotiable policy and in the best interest of the entire group.**

Some children will master toileting during daycare hours, others at home first, this is okay and although it can be frustrating, it is not a cause for concern. Staying calm and consistent is the key to helping a child master this milestone.

If an accident occurs, I will set the other children up with a table activity, block off the soiled area, and then clean up the child. Unfortunately, I cannot provide a bath or shower, because there are other children in the home, but I will do a wipe down with mild soap and water, before helping the child with clean clothes. After the child is cleaned up and changed, they will join the group, and I will start cleaning up in the play area.

\*Multiple accidents are not just unsanitary, they interrupt play/routine, are time-consuming, and most importantly, they can be difficult emotionally which can greatly hinder the toileting process.

**If a child is having multiple accidents a day, pull-ups or cloth training underwear with waterproof covers will be required for sanitary reasons.**

Emergency information:

It is imperative that you update all changes to addresses and phone numbers for all parents, guardians, and emergency contacts, in real-time. Keeping your child's file up to date is critical if I need to contact you in case of an emergency.

## **EMERGENCY EVACUATION PLAN**

In the event of an emergency and we need to evacuate the home, the children and I will exit the home via the front daycare entrance/exit or the backdoor off the kitchen if that exit is the safer option.

I will take the first aid kit and child information records and pick up and carry non-walking infants. If my phone is not on my person, I will collect it. Toddlers will be asked to buddy walk together in pairs, in front of me as we exit the house.



## **EMERGENCY EVACUATION PLAN continued...**

Once outside, we will walk together across the property to the driveway and continue to the end of the driveway.

At the end of the driveway, we will be approximately 130 feet/39.6 meters away from the home. I will assess if it is safe to stay at this meeting point. If it is safe to do so, we will stay in the green space to the right of the driveway. The children will be checked over individually while calling 911, and then parents/guardians will be called for an emergency pick-up.

If I deem it unsafe to stay at the end of the driveway, I will check both directions of the roadway for vehicles, once it is safe to do so, we will cross the street together as a group and stop at the tree line across the road. Once at the tree line, children will be checked over individually while calling 911, and then parents/guardians will be called for an emergency pick-up.

The safety plan and evacuation map are posted at both emergency exits.

Emergency evacuation drills will be practised monthly with the children, so we are all familiar and comfortable with the routine.

## **GUIDANCE POLICY**

Acceptable behaviour is encouraged by modelling appropriate behaviour, communicating clear boundaries and expectations, and using positive prevention strategies and interventions that are respectful and appropriate for each child's development, and to support their needs and growth.

Children are encouraged to respect themselves and each other. I will support them in expressing their feelings in respectful and appropriate ways (e.g. naming and acknowledging their feelings) and help to guide them to problem-solve solutions together.

To help promote positive behaviour, I strive to create a supportive and loving environment where children can move freely, explore, and create without judgment. They will have access to a sufficient amount of materials, appropriate time will be allotted for activities, and the children will be given reminders to prepare them for transitions in advance. These intentional efforts are some of the ways I plan to set the group up as a whole, for success.

Guiding children's behaviour assists them in understanding our routine and expectations, and developing self-respect, self-confidence, self-control, and awareness of others and how their behaviour affects them.

## **GUIDANCE POLICY continued...**

Depending on the situation, one of the following positive prevention or intervention strategies may be used to help support children.

### Prevention Strategies:

- Positively stating rules/boundaries/limits
- Clear statements that communicate expectations
- Positive reinforcement of appropriate behavior
- Providing choices
- Encouraging and supporting children through consistent positive respectful interactions
- Acknowledgement and naming of feelings
- Guiding children to try new things
- Encouraging the development of new relationships

### Intervention Strategies:

- Redirection
- Choices within limits
- Respectful reminders
- Calm interactions
- Fostering the development of problem-solving skills

If you have found other strategies that are successful with your child, please let me know. I am happy to implement other positive strategies, that are familiar and successful with your child.

Along with providing a safe, caring, and fun-filled learning space for your child to grow, my role as an educator is to also work with families as a team, to ensure the best for each child.

All guidance measures used with children will be done with thoughtfulness, respect, and care, to create understanding and growth, not as a form of punishment.

No forms of negative punishment, or physical abuse will ever be used.

## **Child Abuse and Neglect**

Please be advised that I am obligated by Law to contact Social Development if I detect abuse or neglect.

All guidance measures used with daycare children will be done with thoughtfulness, respect, and care for learning, and growth, not as a form of punishment.

**No forms of negative punishment, or physical abuse will ever be used.**

## **PARENTAL RESPONSIBILITIES AND INVOLVEMENT**

Responsibilities:

Child and family information:

- Provide necessary information on all registration forms before the first day of care
- Ensure that the child's immunizations are on file and kept up to date
- Notify Daycare promptly of any updates, parent/guardian phone numbers, alternative pick-up people, emergency contacts...

Comply with the program rules:

- Drop off and pick up your child within the times specified
- Pay childcare monthly fees on time
- Keep your child home when displaying signs of illness
- Arrange to pick up your child promptly if they become ill during daycare hours
- Notify Daycare immediately if your child has a communicable disease
- Notify Daycare promptly of any updates, parent/guardian phone numbers, alternative pick-up people, emergency contacts...
- Notify Daycare promptly of any changes in attendance
- Please keep personal items, toys and electronics at home, a comfort item is permitted

Involvement:

Parent comments and suggestions are welcome! Feel free to provide verbal, text, or email feedback, or leave notes regarding activity suggestions on our Supporting our Learning Goals worksheet on the parent board.

## **PARENTAL RESPONSIBILITIES AND INVOLVEMENT continued...**

Creative Minds Daycare has an open-door policy, and I want parents/guardians to feel free to come by to pick up their children without notice. I do request, if it is during naptime, quiet time or lunchtime, to be given a little notice, so I can prepare for a speedy and quiet pickup, to lessen the disruption for the other children. If you wish to stop by during operating hours to check on your child, I only ask that you please keep in mind, that it may be confusing to your child, and especially a child adjusting to a new environment, and they will likely want to leave with you. Leaving without them will likely lead to more emotions and struggles than a typical morning drop-off.

Parents/guardians are free to bring in birthday treats or snacks, as a way to take part in our day, any allergies in the Daycare will be posted on the parent board by the doorway, or feel free to reach out and we can chat. It is however not necessary, I do not have any issues providing a birthday treat of the child's choosing, or the parents choosing of a nonverbal infant or child.

If parents/guardians wish to bring in a book, photos, recipe, a dish, snack, or treats... to share for fun, a holiday, to share and celebrate your culture, absolutely feel free. Any allergies in the Daycare will be posted on the parent board by the doorway, or feel free to reach out for info.

If there are specific updates that will help ease your mind, and bring you comfort during the transitional period, please let me know. I can absolutely post extra photos or specific updates to the communication app throughout our day, to help you when transitioning your child into care.

### **Communication:**

If you need to contact me during the day please feel free to phone, text, or email.

Texting is usually the fastest way to get in touch with me during the day, I have my phone set to ring every 60 seconds for minutes, when unanswered.

If you call and get my voicemail, do not be alarmed, but please leave a message, or send a text, as I am often busy with the children and unable to answer the phone.

I check messages and return texts and phone calls, if needed throughout the day when I can, but typically during nap/quiet time, and occasionally during table activities.

I provide daily updates, photos, and reminders throughout our day, through the Brightwheel app (free to families), when I have free hands.

## **PARENTAL RESPONSIBILITIES continued...**

If there are ever issues, concerns, or general topics you'd like to discuss we can chat at drop-off or pick-up. If you need to discuss a sensitive topic, or something that you do not wish to discuss in front of your child, or the other children, we can schedule a time for a phone call in the evening.

### **Communication is the key to any successful relationship.**

Pick-up and Drop-off:

Early Drop-Off & Late Pick-up:

I try my best to plan my family activities and appointments around my operating hours. Please do not arrive early and please arrive on time to pick up your child. It makes it difficult to prepare for the day when families arrive early for care. It is difficult for your child when a parent/guardian is late, but also for my family as well. Thank you for your help and consideration in this.

I understand that some extenuating circumstances are unavoidable, in such situations please let me know when it is safe to do so, as soon as you can. Late fees of \$5 per 5 minute increments may apply.

Pick-up Procedure:

Only a parent, guardian, or an authorized person listed on file, may pick up your child.

If an authorized person will be picking up your child, please update me ahead of time, to avoid delays.

If a person shows up to pick up your child and they are not on your emergency contact/authorized persons list, they will NOT be allowed to remove the child from my home.

Any changes in your family information must be updated in real time.

For the pick-up of infants and toddlers, identification will be required, unless the authorized pick-up person is someone I have met previously. If your child is unable to recognize an authorized pick-up person, identification will also be required, unless the pick-up person is someone I have met previously.

Please understand that I cannot by law restrict access to a parent or guardian to a child, without proper court documents on file.

Supplies:

Parent Supplied Items:

- Bottles, formula, baby food, milk alternative (2% provided)
- Supplemental food for dietary restrictions/allergies (ex. goats milk)
- Food for restrictive diets: main course lunch provided by parents (veggies & fruit can be supplied at daycare) potentially snacks provided by parents depending on the restriction
- Diapers (disposable or cloth accepted)
- Diaper rash ointment or lotion (I currently supply coconut oil & Pentaten)
- Pull-ups, Training Pants, two sets of extra clothing while toilet learning is in progress
- One set of spare clothing
- Blanket, lovey, or any comfort item needed for transition

Winter Items:

- gloves/mitts
- toque/hat
- snow pants
- proper fitting boots

Spring/Summer Items:

- hat
- proper fitting sandals, shoes, or rain boots

\*Extra supplies can be left and replenished by parents when necessary. Each child will have a bin for extra clothes and supplies by the entryway.

\*Outdoor clothing can be left to hang on a child's wall hook.

\*Diapering accessories can be kept in bulk, or replenished weekly or daily.

\*Please ensure that children come dressed daily in "play" clothes, it is always possible that clothing may become stained during play or mealtimes.

**Personal items such as toys or electronics from home are not permitted, except for a comfort item if needed.**

## **CREATIVE MINDS DAYCARE SUPPLIED ITEMS**

- Splash pants or muddy buddies for messy play outdoors, various sizes
- Baby wipes, currently offering Pampers Sensitive wipes
- Sunscreen (Coppertone kids/babies waterproof 30-50 SPF)
- Bug Spray (Bug Guard or Off Botanicals)
- Rash guards, SPF clothing for outdoor water play
- Sleep sacs, of various sizes

\*If families wish to provide their own brands of wipes, sunscreen, or bug spray that is not an issue.

\*Sunscreen is mandatory as we spend a lot of time outdoors. The Weather Network UV rating will be checked to determine when sunscreen is needed, and it will be applied as needed throughout the day.

## **MEALS AND SNACKS:**

Children will be provided with a morning and afternoon snack and a homemade lunch.

Milk will be offered at lunch and served if requested.

Water will be offered at both snacks and lunchtime and accessible throughout the day.

Breakfast is not provided as part of our daily routine.

\*If needed parents/guardians can bring the child's breakfast food to eat or finish at the Daycare. Mornings can be busy, and children are more than welcome to eat or finish breakfast in care.

Throughout the day water drinks are available and accessible for the children. At all times during drinking and eating, children are asked to not engage in play activity and to sit or stand, both inside or outside. This is to ensure everyone's safety, promote appropriate eating/drinking habits, and keep the area clean and dry, which also keeps everyone happy.

Under no circumstances will young children be allowed to walk around or play with bottles or sippy cups in their hands/mouths. This is also to ensure everyone's safety, promote appropriate eating/drinking habits, and keep the area clean and dry, which also keeps everyone happy.

Infants will be fed on demand and according to the infant feeding plan on file. If your child requires a bottle for nap time, it will be given to him/her before they lay down, as per regulations. Bottle feeding while holding infants will ensure their safety, it may help soothe them, create and strengthen the bond between the child and myself, keep your child

## **MEALS and SNACKS continued...**

comfortable and dry, make the transition to nap time calmer, and also prevent dental and other possible problems from developing.

Nursing mothers are welcome to breastfeed, before leaving during morning drop-off or pick-up time, if you wish and are comfortable doing so. There is a sofa chair and an antique settee (small 2 seater couch) in the daycare space that can be used. I only ask, for sanitary reasons, that you remove your shoes before coming into the space.

Meals and snacks will be on the weekly Menu sheets posted on the parent board for the current and following week.

Children will be given the opportunity to participate in choosing and preparing lunches and snacks, including cooking and baking. These life skills will help instill self-confidence, and self-esteem, provide opportunities for cooperative work, and practice the skill of following steps. It is also a way for the children to contribute and share with the group and offer praise and appreciation to their peers. I have multiple safe and child-appropriate nylon children's knives, some by Curious Chef, and some Jovitec from Amazon, cutting boards, and aprons on hand.

## **PROGRAM PLANS**

All learning at daycare is done through play. Play-based activities are planned to not just meet the interests of each child, but also meet them where they are, to support and hone their skills and experience levels, as well as their social, intellectual, creative, physical, and emotional developmental needs. I follow the New Brunswick Curriculum Framework for Early Learning and Child Care, which emphasizes the following goals:

- Well-Being
- Play and Playfulness
- Communication and Literacies
- Diversity and Social Responsibility

\*For more information on the New Brunswick Curriculum Framework for Early Learning and Childcare:

[https://www2.gnb.ca/content/gnb/en/departments/education/elcc/content/curriculum/curriculum\\_framework.html](https://www2.gnb.ca/content/gnb/en/departments/education/elcc/content/curriculum/curriculum_framework.html)

Some of the ways I plan to meet these needs through play will be on our Supporting Our Learning Goals sheet posted on the parent board each month.



## **INCLUSION POLICY**

I strive to welcome, accommodate, and meet the needs of all children and their families, regardless of ethnic, cultural, or socio-economic abilities. Our daily routine and environment are preplanned to allow all children to participate in developmentally appropriate and educational experiences. I believe each child is a unique individual with the right to learn and explore at their own pace and their own way, regardless of ethnic, cultural, or socio-economic abilities. All children have the right to be included, feel safe, be cared for, and be loved. They also have the right to express themselves and share their own language, culture, and heritage.

This Early Learning Childcare Home will strive to provide safety and security within a home setting while providing opportunities to learn and socialize with other children.

As an Early Learning Childhood Educator, I am committed to observe and document behaviors, meet with parents and guardians to gather input to make a collaborative plan for guidance and supports needed for the child to thrive. I am committed to participating in yearly professional development, and specific training needed to best support the children and families in my care. I will openly collaborate with my Quality Assurance Monitor, Early Learning Consultant, and the Inclusion Support Program, to offer guidance and support, including referrals to community services as appropriate.

In the event that a child requires more individual time and care on a consistent basis, I will work collaboratively with families and other professionals, to the best of my ability, to find a solution that is in the best interest of the child, to ensure all of their needs are met.

I understand that decision may include the family seeking an alternative childcare setting, that is a better fit for the child's needs. I will offer support where I can to help with that process, including communicating with my Quality Assurance Monitor, Early Learning Consultant, and the Inclusion Support Program, to best support families with their decision and transition.

## **PHOTOS**

Photos will be taken to share on the communication app, may be printed and posted in the daycare, for our daycare photobook, or used as part of crafts.

Photos posted to the daycare website, Facebook page or used for advertising purposes, will always have faces hidden or cropped. The childcare provider will not share photos in any other way.

Your child's picture may also appear in another child's photo that is posted in the communication app, craft, or art project. All parents and guardians are asked to respect the privacy of the other children, their parents and guardians, by not publicly sharing photos that include other children's faces.

## **COMPLAINT PROCEDURES**

I would really appreciate the opportunity to discuss concerns, however, if there are serious concerns that you feel we cannot discuss or we are unable to find a solution or resolution for, and you feel you need to contact the ELC licensing staff, please see the contact information posted on the parent information board.

In Closing,

I love caring for children, early learning childcare and development is a passion of mine, but this is still my business, and I do run it as such.

Prompt payment, adherence to agreed-upon drop-off/pick-up schedules, rules and expectations, consideration of your sick child, their peers in care, and my family and I are all part of that business, and respect, care, and consideration of that is greatly appreciated.

Thank you for taking the time to learn about me, my family, my business, and my policies. Please feel free to reach out and ask any questions you may have, big or small, about the care I provide, my family, my policies, or my expectations. I am here to help.

If you choose my daycare, I want to firstly thank you for entrusting me with the responsibility and opportunity to share in your child's world. Secondly, I would like to let you know that I do not take that responsibility lightly. As a parent myself I know how difficult it can be to leave your child with another person. I have run a daycare for over a decade now, but I still remember dropping my 20 year old off at the two dayhomes he attended, for the first time.

Choosing childcare can be a difficult and trying decision. Please know that I truly love what I do, I miss all my previous daycare children, and your child will be loved and cared for if they are in my care. I will look forward to getting to know them, and your family, if you choose to entrust me with the care of your child, and I want this to be a smooth transition not just for your child but for you as well. If there is anything I can do to help you feel more comfortable and confident, with your decision, please let me know.

I wish you the best of luck in your search for care for your child.

**Parent Acknowledgment and Agreement**

I/We (the undersigned) have read the Creative Minds Daycare Handbook, and understand all the information, expectations, policies, and procedures outlined.

By signing this agreement, we consent to all the policies and procedures and agree to uphold them.

By signing this agreement, we understand that breach of any policies may lead to 30 days or immediate termination, depending on the situation and childcare providers discretion as stated in the Creative Minds Daycare Handbook.

By signing this agreement, we acknowledge that the deposit and all fees are nonrefundable.

By signing this agreement, we agree the information supplied in the registration and information forms regarding our child and family, is true and accurate to the best of our knowledge.

**Agreement Dates and Signatures**

Date \_\_\_\_\_ Parent Signature \_\_\_\_\_

Parent Name Printed \_\_\_\_\_

Date \_\_\_\_\_ Childcare Provider Signature \_\_\_\_\_

Childcare Provider Name Printed \_\_\_\_\_