

# *Just For You Children's Centre Elpha Holdings Inc.*

## *Mission Statement*

*We, at Just For You Children's Centre, strive to provide an environment that nurtures and educates. Our wish is to provide a stimulating place where children are free to explore their creativity and individuality. Our goal is to foster independence and social and emotional growth through a play based learning environment. We support families by encouraging open communication through an open door policy.*

*We provide an environment rich in literature, giving plenty of exposure to pre-writing and reading skills.*

*Our program provides children with hands on experiences with opportunities to explore while learning with emphasis on early literacy, early numeracy, science, social studies and art.*

*Our materials provide children with the opportunity to learn through play. These will stimulate and challenge, help to develop perception and thinking skills as well as learn concepts and develop fine/gross motor movements.*

## Personal

Open since 1978, we rent our space from Innovation PEI and are licensed by the Child Care Facilities Board of P.E.I. The centre is staffed by Certified Early Childhood Educators. All staff are required to be up to date on their Continuing Education mandate, and have valid First Aid Certificate and CPR Certificates. In addition we could have students from the Early Childhood Care and Education Program at Holland College as well as senior students from Colonel Gray and Bluefield High Schools who are taking the Child Care Course. If you see a new face in the centre from time to time come in and introduce yourself, we want everyone to feel welcome.

## Policies & Procedures

Our program is open to children from infant to school age. We are open Monday - Friday, 6:45am - 5:30pm all year round.

Late fees apply after 5:30pm @ \$1.00 per minute paid to the Early Childhood Educator waiting with your child.

It is recommended that children not be in care for more than 9 hrs per day.

Parents must sign children in and out every day. If there is an emergency evacuation, we will take the sign in/out book when leaving the centre. This will be an important tool to make sure all children are accounted for and, in the case of other emergencies, we will know by whom and at what time the child was picked up and dropped off. As well as signing your child out, make sure an educator is aware that you are leaving with your child.

If someone other than a parent is dropping off or picking up your child, it is necessary for you to call and tell us whom and at what time.

If another person is picking up your child and is not recognized by the educator that is present, they will be asked to present photo identification and will be required to sign your child out.

We encourage you to establish a routine pick-up as it helps the children establish their daily routines. If you are going to be late,

## A Typical Day

- 6:45-9 a.m.** - Meet and greet children and parents
  - Early children may bring their unfinished breakfast
  - Child initiated play
- 9:00 a.m.** - Cleanup time
  - Bathroom routine
  - Morning snack
- 9:20 a.m.** - Stories and discussion
  - Music and movement activities
  - Creative art
  - Dramatic play
  - Outdoors-weather permitting
  - Invitations to learning
- 11:30 a.m.** - Cleanup
  - Bathroom routine
- 11:45 - 12:30 p.m.**
  - Lunch
  - Bathroom routine
- 12:30 p.m.** - Rest
  - Child initiated play
  - Children start to awaken from naps
  - Invitation to learning
  - Active play
- 3:00 p.m.** - Afternoon snack
  - Outdoor activities - weather permitting
  - Indoor child selected activities
- 4:00 p.m.** - Upon arrival, parents are greeted by their child/ren and Early Childhood Educator
  - Child initiated play
  - Cleanup
- 5:30 p.m.** - Close for the day

please call us so we can prepare your child for a later departure.

Please call to tell us when your child will be absent; we wait for each child's arrival and are concerned when they do not arrive.

Within the centre's legal rights, children will not be released into a situation in which the educator believes the child is in danger. This includes release to persons suspected to be under the influence of intoxicating substances, without the presence of a sober driver or the lack of appropriate seating in a vehicle. In the event of extreme circumstances in which a child is placed in danger, the centre has a legal and ethical responsibility to report persons to the appropriate authorities.

## Program Specifics

Many children enjoy bringing toys from home; if your child chooses to bring something, please ensure that it is appropriate, no small pieces, non-violent and sturdy. He/she will be encouraged to share with their peers. If this does not happen it will be put into their baskets until it is time to go home.

- The centre is not responsible for the toy, should it be damaged. Early Childhood Educators will not spend time looking for it at the end of the day.
- Certified Yoga Instructor comes to the centre bi-weekly to provide yoga instruction to the children.
- Michael Pendergast, the Music Man comes to the centre for a music session bi-weekly.
- Please dress your children for play. Their clothing should be comfortable, washable and something that you won't mind seeing pasta sauce or paint on.
- The centre will try to protect clothing and prevent damage to items but is not responsible for damage to clothes.

- We play outdoors every day if possible, so outdoor clothing needs to be provided daily, (appropriate for the season of course).
- When purchasing clothing please consider that your child will be encouraged to dress and undress him/herself as much as possible. Please label all clothing. Shoes without laces are recommended.

**Please provide:**

1. Indoor footwear.
2. Small lightweight blanket for rest.
3. Complete change of clothes. Labeled to be placed in their basket in the bathroom cupboard
4. Package of disposable diapers and wipes to be kept here; your child will be changed at the change table according to proper procedure. We will tell you when they need more diapers .
5. 3" binder and sheet covers for the development of your child's individual portfolio

## Health Issues

The health of our children is very important so we need full communication between you, the parents and the Early Childhood Educators. Please tell us if your child or any member of your family have been in contact with a communicable disease.

If a child in our centre has been in contact with something such as scabies, head lice or a communicable disease we will inform you with a notice on the parent board and email.

Our program is designed for healthy active children. If your child has a communicable disease, suspicious rash and/or illnesses including vomiting and uncontrolled diarrhea, which prevent them from participating in our scheduled activities, including outdoor play, alternate arrangements should be made until they are well enough to join in again.

Allergies are taken very seriously at our centre; we recognize that there is a wide spectrum of potential allergens, as well as severity of reaction to them. You will need to discuss with staff

- Parents pay for the number of days your child is registered whether they are present or not.
- We order sunscreen with a UV 30 every spring and parents are asked to pay for their child's portion of this. Price TBA yearly.

## Professional Development

Our centre supports the professional development of our staff. We believe that through providing staff with professional development opportunities, the quality of education and care provided to your child will remain at an exceptional level, while allowing the early childhood development sector to continue to develop and professionalize. For these reasons, regular payment is required for professional development days during which the centre is closed.

We will close for 3 professional development days - 2 in October and 1 in May (dates TBA in September each year in collaboration with PEITF)

## Termination Policy

Two weeks notice is required to terminate a space in the centre. If you have any questions regarding these policies, please feel free to ask now or in the future. Communication between parents and Early Childhood Educators is very important; please feel free to come into the centre, to express your ideas, concerns or just to visit.

possible for travelling safety. If the centre feels the need to close early you will be contacted at your place of work by telephone.

If the centre closes for the day, which is very rare, an email will be sent out by 6:30 AM. If in doubt call to make sure an Early Childhood Educator is here.

## Meals

We provide lunch and two snacks daily. All meals and snacks are based on the Canada Food Guide and are reviewed by nutritionists working with the PEI Healthy Eating Alliance. The children are encouraged to try new foods, and encouraged to eat the foods on our menu. At present, we are a “NUT FREE” space. So, if you are bringing a healthy snack to share, please ensure that it is nut free.

Birthdays are Special Days, we will provide a cake for each child if they attend on the day of their birthday.

## Tuition Fee Policy

Thank-you for choosing Just For You Children’s Centre.

- Tuition fees are due two weeks in advance. For your convenience, we provide automatic withdrawal from your bank account on a two week schedule.
- Tuition fees are payable for statutory holidays and for days missed due to illness, storm days, etc.
- Fees are due for the following statutory holidays:

New Years Day	Labour Day
Good Friday	Thanksgiving Day
Islander Day	Remembrance Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Gold Cup Day
- We close at noon on Christmas Eve and 4:00 p.m. on New Years Eve.

the severity of your child’s allergies, precautions that can be taken and any medications needed. This all needs to be supported by information from your attending physician.

In the event your child takes medication while they are in our care, Just For You Educators will administer medication only if they have a medication administration form signed by the parents. Parents dropping off must hand the medication to an educator in the original container with the child’s name, physician name and date of prescription. Siblings must have their own medication containers. Non-prescribed medication, such as Tylenol, Aspirin, Cough Medicine, etc., must be in original containers with a signed medication administration form.

- Do not leave any kind of medication in the coat room or in the child’s baskets.
- If your child has had little sleep for whatever reason or is just having a “bad day”, please share that information with us at drop-off time.
- We make hand-washing a priority and children wash their hands when they arrive at the centre.
- We are equipped with hand sanitizers at the entrance.

Head lice can spread very quickly in a setting like ours. For this reason, we need to be notified if your child has been or may have been in contact with head lice. If the centre does have a “lice incident”, the child and family associated with it will be kept confidential. If during routine checks, your child has head lice, you will be called to pick him/her up and they will need to remain out of care until they are nit free. Our centre maintains a “NIT FREE POLICY”. For this reason, the centre does not promote community hats or sharing of head gear. Each child needs their own hat for warmth and sun protection.

## Health, Safety & Evacuation

The health and safety of your child is our primary concern. It is for this reason our centre has an evacuation plan in place in the event of such an unfortunate occurrence.

Innovation PEI has developed a Fire Safety Plan for this whole building complex known as the "South Mall."

Our Emergency procedure is posted by the front door and emergency floor plans are posted throughout the centre. An emergency evacuation is practiced once a month.

During emergency evacuations, the designated ECE (Early Childhood Educator) will take the sign in/out book and parents contact information.

Our designated safe area is across the street under the tree in front of Atelka's parking lot.

In the case of a real emergency, we will go into the Atelka building and contact parents from there.

## Medical Emergencies

A Medical Emergency Form will be provided to you in the centre Registration Package. This form must be completed and signed prior to your child commencing care. In the event of a medical emergency, parents or the designated contact will be notified immediately after calling for emergency response, i.e. 911, the hospital, doctor and/or poison control.

## Toileting

Another large component of Early Childhood Education may involve helping your child to toilet train. If your child is toilet training, it is important that you have open communication with the educators about methods that are working for you and your child at home. This will assist you and your child in these efforts. You will be asked to provide many changes of clothing during this time.

## Behaviour Management

Our Behavior Management Policy involves reinforcement of positive behavior. It is explained to the child what is expected of them when they enter the centre and they are reminded when it is deemed necessary.

Centre rules are explained frequently and the children are encouraged to help remind their peers of what is and what is not acceptable.

If it becomes necessary to enforce our behavior management policy with a child, we subscribe to the practice of child guidance. It is calmly explained to the child why their behavior is inappropriate. The child is then involved in the process of problem solving to help them make positive choices in the future.

At times it may be necessary to give a child the opportunity to have a quiet time alone to reflect on their behavior. Reinforcing positive behavior is one of the outcomes of our centre.

As a centre we promote a "Hands Off Policy" - this means no hitting, pushing or pinching (in essence no putting your hands on another person's body). We teach the children not to hurt themselves, others or the things around them.

## Incident & Injury

If a minor incident causing harm occurs to your child, the educator shall fill out an incident report. This will give you details of the event and what action was taken. You will be shown the report, asked to read it, discuss it with the educator and sign to confirm that you have been made aware of the information as it relates to your child. Reports will be kept on file.

## Storm Policy

The centre reserves the right to close due to inclement weather or problems with the facility.

We strive to stay open whenever possible. In the case of inclement weather, we urge you to pick your child up as soon as