

# **LITTLE SPARROWS ACADEMY CO.**

**Parent Handbook**

## LITTLE SPARROWS ACADEMY

### CORE VALUES

Who we are: We are an Infant and Toddler In-Home Based Childcare program located in South Burnaby. Our curriculum and philosophy is play-based, nature-based learning while also being Reggio Emilia inspired.

We believe that families are the child's first teachers, then educators, and finally, the environment. Therefore, we aim to work in partnerships always with our families and also with the rich environment surrounding us.

Our curriculum will be based on what inspires us, as we can (and are) inspired by everything and everyone around us. We want to continue to spark curiosity, creativity and collaboration through our curriculum and daily activities. Our holistic and open-ended learning approach will provide many opportunities for children to grow and be challenged, not only physically but also mentally, emotionally and socially.

At its core and foundation, we want to create and maintain healthy relationships between educators, children, families, along with our environment in order to provide a positive learning space for everyone.



## Daily Schedule and Expectations

Little Sparrows Academy will run from 9:00 am to 5:00 pm, Monday to Friday. We encourage families to drop off children between 9:00 am to 9:30 am in order for them to fully participate in the daily activities. We ask that any child/ren being dropped off AFTER 10:00 am to notify the educators in the morning.

### \*Schedule:

- 9:00 Childcare opens, parents drop in child(ren)
- 9:00- 9:25 Free play
- 9:25-9:35 Transition to snack time
  - cleaning up toys, washing hands
  - Educators will prepare snacks
- 9:35- 9:50 Snacks will be served
  - *For younger children who may need more than 1 nap a day, educators can also use this time to put young children to sleep. They can nap for at least 1 hour if needed. Once asleep, educator can leave the door open and come back to the main play area*
- 9:50 Transition back to play time (free play)
  - Pack up snack bowls
  - Wash hands
  - Educators will also use this time to change diapers
- 10:15- 10:30 Circle time, curriculum, activities
- 10:30 Transition to outdoor playtime
  - Change to outdoor shoes, put on weather appropriate clothing
- 10:30- 11:45 Outdoor play time
- 11:45 Transition to lunchtime
  - Educators will aid children in transitioning back to the classroom
  - Take off shoes, wash hands
- 12:00-12:30 Lunchtime
- 12:30-12:50 Lunch cleanup
  - Children will pack up their lunches
  - 1 educator will change diapers, help children wash hands
  - Another educator will assist in the classroom, cleanup the table, supervise the main room
- 12:50-1 Transition to Naproom for naptimes
- 1 onwards Naptimes
  - Once everyone is asleep, educators will take turns taking their breaks
  - One educator will remain in the room while the other takes a break
  - *As some children nap longer while others shorter, there will be activities set up in place for children who wake up earlier*

- 3:30 Afternoon snack time
- 4:00 Transition to free play until pickup
- Educators will also use this time to change diapers, wash hands
- 5:00 Childcare closes



Morning snacks will be provided by the childcare center though families are more than welcome to bring in their own snacks for their own child/ren\*\*

#### **What to bring everyday:**

- Indoor shoes- to be brought on the first day
- Packed lunch\*\*
- Extra change of clothes (socks, underwear, shirts, pants)- to be restocked when supplies are low
- Water bottle

\*Daily schedule is subject to some flexibility based on children's interests, pre-planned activities, abrupt weather changes or other unforeseen circumstances such as outbreaks, diseases, etc.

\*\*Please be advised of any child/ren's allergies in the childcare. Any food brought with these allergens will NOT be served and will be given back at the end of the day. If sending meals or snacks that are either store bought or packaged, kindly read the labels carefully before choosing to bring it in.

***"There is no such thing as bad weather, only bad clothing"***

We will have, at the minimum, at least an hour of outdoor play and exploration everyday **RAIN OR SHINE**, unless there is a significant reason to limit outdoor play such as dangerous weather, excessive snowfall, smoke in the air, heatwave, etc. Therefore we recommend children be equipped with gear for every weather.

Please see below for what we recommend to bring:

- During the summer/sunny days:
  - Light clothing
  - Hats
  - Sunscreen
- During rainy days:
  - Rain suit (muddy buddy) OR waterproof jacket with hood and waterproof pants
  - Rain boots
- During winter/snow days:
  - Warm jacket
  - Snow pants
  - Toque
  - Mittens/gloves
  - Boots
  - NO SCARVES

## **First Day: What to Expect**

### **Gradual Entry**

We understand that entering into a new daycare is a big change for children and families, therefore many emotions may arise. We want to support families as best we can therefore our gradual entry schedule has been created to provide a smoother transition for children, families and educators. Please see below for an example of how the first week will look like.

First Day: 9:30- 10:30

- On the first day, children will come in and play for an hour. We recommend families to come in 10 minutes before the recommended time. You will need to bring their packed emergency kit, cubby contents and signed documents. Please do not ‘sneak out’, instead we encourage you to say a quick but proper hug and goodbye before leaving.

Second Day: 9:30-11:30

- Child will have more playtime and will be encouraged to have snacks with the group

Third Day: 9:30- 12:30

- Child will join us for outside play and lunchtime

Fourth Day: 9:30- 2:00

- Child will take a nap in the center

Fifth Day: Full day! Yay!

### **What to bring**

- **Signed Documents**
- **Cubby Contents**
  - 3 pairs of pants, shirts, socks
  - Indoor shoes and outdoor shoes
  - A “wet bag” for soiled or dirty clothes
  - Muddy buddy or rainsuit, boots, jacket/sweater
  - Hats and sunscreen during spring and summer
  - Diapers and wet wipes
  - Diaper rash cream/ointment (if needed)

- **Emergency Kit**

Families will need to provide their own child's kit in a **large ziplock bag** with the following:

- Food that can be stored and will be enough to last for 3 days (ie yogurt bites, gogo squeeze, etc)
- Extra clothes (underwear, shirts, pants, socks- at least 3-5 pairs)
- Family Photo

We will provide:

- Thermal blanket
- Water
- Emergency Card copy
  - Full names of Emergency Contacts, with their phone numbers and email addresses
  - Out-of-town emergency contact info

## Curriculum and Play

Our educators have experience in the Reggio Emilia approach in curriculum and believe that children learn through collaboration, art and play. Our curriculum will be based on what inspires us, what piques our curiosities, what makes us ask questions. These will then be explored through play and art. Open-ended materials will be thoughtfully set up and children have the freedom to explore.



# Fees and Payments

## Registration Fees

To register, please contact us at [littlesparrowsacademyco@gmail.com](mailto:littlesparrowsacademyco@gmail.com)

If there are no available spots, your child will be put on the waitlist. We do not charge waitlist fees.

## Acceptance of Spot Fee

If there is a spot available, we will contact you through the contact information you have provided us. You will then have 3 days to accept or reject the spot. Your spot is not guaranteed until we receive the deposit. Deposits are refundable once your child's care with us is done, as long as you give 45 days written notice.

## Payment Fees

We participate in the Affordable Child Care Benefit provided by the government. To learn more about the rates and if you are eligible, please visit their website for more information

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>

Or visit <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit/rates> under **Licensed Child Care > Family childcare/ in-home multi age care**

Monthly fees are \$2000 for 0-17 months, \$1920 for 18- 36 months. First payment is due upon the first day of attendance. The fee is for the entire month, even if you were given a space in the middle of the month. There will also be no discount for statutory holidays, closures, and so on.

## Late Payment Fees

Failure to pay on time will result in additional late payment fees of \$10 per day missed until it reaches 10 days. We understand that we can all be in unprecedeted financial situations and that times can be tough, therefore we ask you to reach out to us as soon as possible. If in the case that payment still hasn't been made after 10 days, then we will contact you for possible termination of care.

## Late Pickup Fees

Our hours of operation Monday to Friday are from 9:00 am to 5 pm. We ask that you make arrangements to ensure your child is picked up prior to closing. If in the case that you or another person on the pickup list is unable to pick up by 5 pm, please contact us right away. There is a grace period of 5 minutes after closing, but after we will charge \$1 per minute late. If

you are late and we were not made aware of the late pickup, we will contact you first then your emergency contacts. If a child is left at the daycare longer than one hour past the closing time and all attempts have been made to contact the parents or emergency contacts, educators will contact the Ministry for Children and Family Development.