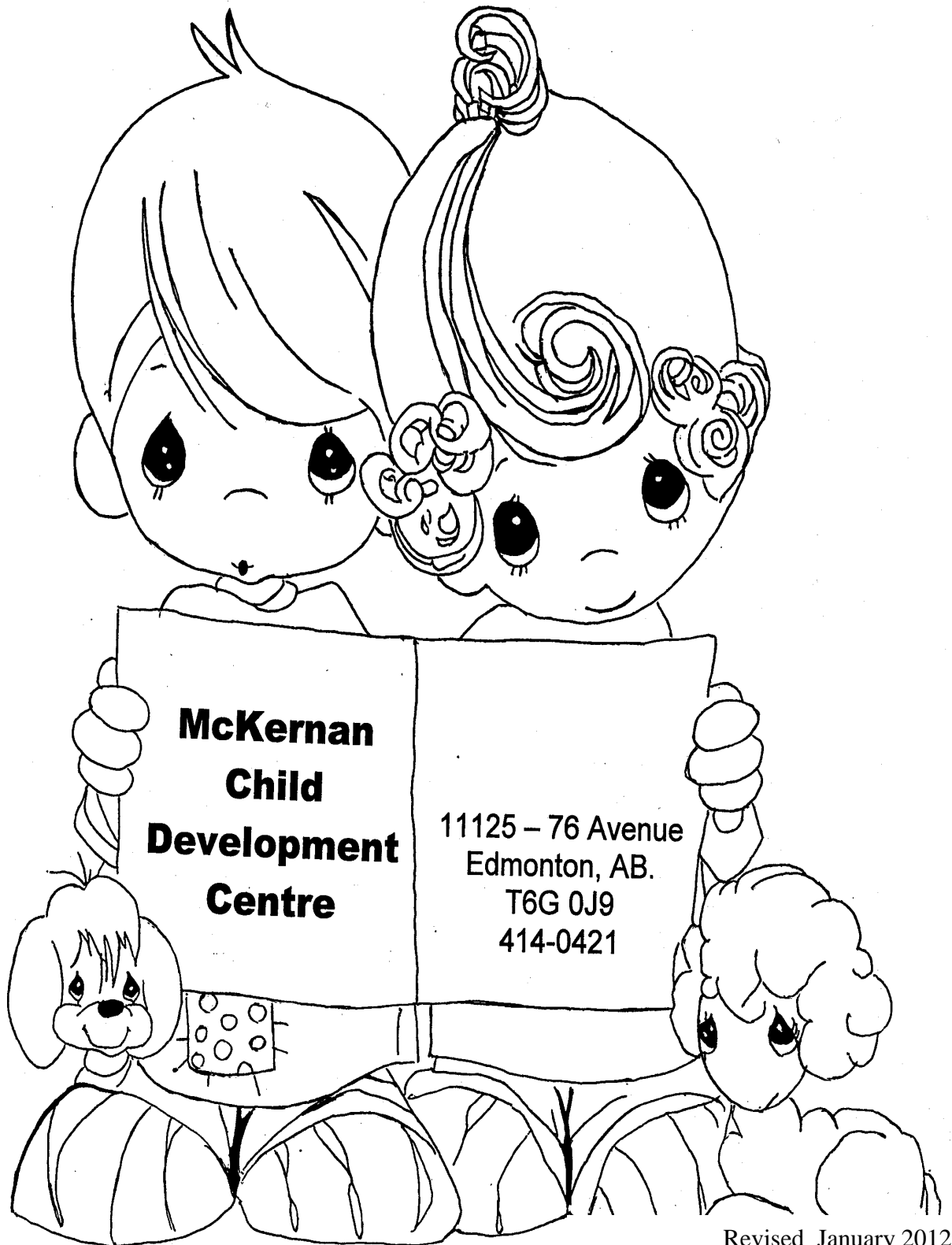


# PARENT HANDBOOK



Revised January 2012



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## 1.0 Introduction

WELCOME! MCDC is an integral part of the outreach program of McKernan Baptist Church, and is built on the foundation of God's love for all people. As a church partner, we share their concern to support families in the community. We plan to do this by providing a stable, secure and loving environment in which children can grow and develop. The staff will seek to integrate a Christian perspective within the programming by showing God's love in a practical way. Families will have the opportunity to participate in activities throughout the year. We are licensed to provide care for up to and including 39 children, 0 months to 5 years of age who are not attending kindergarten.

The not-for-profit centre is administered by a volunteer daycare Board with members of McKernan Baptist Church, the Executive Pastor, and the Director of the daycare. All parents are invited to share their views as a part of the Parent Advisory Committee (P.A.C.). This committee will meet throughout the year and has two reps that will act as a liaison between the parents and the daycare board.

### 1.1 Purpose and philosophy

*Our program is based on a learning through play philosophy. Through the set up of various play experiences we focus on all aspects of the children's interests and abilities.. The program is geared to provide maximum opportunity for children to develop their potential – physically, emotionally, psychologically, socially, intellectually and spiritually. Each child will be able to progress at his/her own rate and ability. Our aim is to foster the growth and development of the child as an individual within a group setting..*

Your child will have the opportunity to learn and develop self-respect, self-expression, self-control, responsibility, self-confidence and independence; all of which will enable the child to cope with new situations. We feel the knowledge and experience children gain here will continue to benefit them as they mature. We hope your child's stay will be a happy and rewarding one.

MCDC seeks to provide programming, staff and facilities that offer children a wealth of experience and an environment that promotes optimum growth and development. Throughout the year, staff will document your child's progress and maintain open communication regarding their development.

**1.2 Mission statement** The mission of MCDC is to reach out to families in the community by providing quality, non-profit childcare, and in this way make God's love real in practical ways.

## 2.0 Hours/days of operation

We operate from 7:30 am to 5:30 pm, Monday to Friday, except statutory holidays (Table 1) and Christmas week. **We will be closed on December 24 and remain closed until the first working day after January 1. The daycare will be closed 3 days per year (Sept, Feb & May) for staff professional development as well. Parents will be notified in advance of the specific dates.**

**Table 1. Statutory Holidays; Daycare is closed**

New Year's Day	January 1
Family Day	Third Monday, Feb.
Good Friday	varies
Easter Monday	varies
Victoria Day	Varies, May
Canada Day	July 2- day in lieu
August Civic Holiday	First Monday, Aug.
Labour Day	First Monday, Sept.
Thanksgiving	Varies, October
Remembrance Day	Nov 12- day in lieu
Christmas Day	December 25
Boxing Day	December 26
Christmas Break	Dec 24- Jan 1

## 3.0 Fees

Fees are due the first of each month. You will receive an automatic debit form so that fees can be deducted directly from your account. Please note that we do not offer part time fees, shared spaces, or reduced rates. If space is available, drop in childcare can be arranged at a rate of \$40 per day.

Annually, the budget will be reviewed in June and the board will assess if a fee increase is necessary for the following year. Parents will be notified by letter if that will occur. This will also be discussed in the September parent meeting.

### 3.1 Registration fees

A registration fee (\$100) is required at the time you register, to ensure a space is held for your child. Make your cheque payable to **McKernan Child Development Centre**. This will be refunded to you at the end of your stay, provided your account is in good standing.

### 3.2 Subsidy

Parents needing financial assistance must complete a Subsidy Application Form. The form and pertinent information are available on line or at the subsidy office.

**Parents are solely responsible for completing and updating their subsidy forms and must provide copies of approval to the daycare before a fee reduction will occur.** Subsidy information and updates will not be sent to the daycare so please be sure to keep on top of your renewals and payment amounts. (See Section 4.2.1 for attendance requirements).

### 3.3 Holding fees

You may hold your child's space if you are away, e.g., summer holidays, if you pay the **full time fee** for each month that the space will be held. One month's written notice is required.

### 3.4 Late child pick-up fees

A late fee will be charged: \$10.00 for the first 15 minutes and an additional \$10.00 for every 15 minutes thereafter (Section 4.2.2).

## 4.0 Admission, attendance, withdrawal

### 4.1 Admission

An enrolment package will be given to you when you start at MCDC. All sections of this document must be completed in full and brought with you on your child's first day. Registration fees apply (Section 3.1).

\*As of Jan 2011, MCDC has introduced an online administrative program with childcare pro (varitech systems). Parents will be sent an email invitation to register their child online over a secure webpage. \*

Please keep your personal information record current. It is imperative that staff be informed immediately of any change in:

- Home address
- Phone numbers
- Place/hours of employment
- Emergency contacts
- Changes in other personal information

### 4.2 Attendance

Your child will receive maximum benefit from the program by attending regularly. In consideration for the needs of all the children in the centre, we ask that arrival times do not interfere with nap time (12:30-2:30). **It is highly recommended that you arrive by 10am so that your child has time to play prior to lunch and naptime.** Please follow these daily rituals:

- Notify your child's caregiver immediately upon arrival. Please call by 9am if your child will be absent.

- Notify us if your child will be absent, arrive later, or leave earlier than usual
- \*You must sign your child in/out on the attendance/time sheet provided
- \*If you take your child out of the centre for a few hours, then return them for care, you must document their mid-day arrival/departure time on the sign in/out sheet
- Weekly: write your signature on the sign in/out sheet at the end of each week

\*Note: This is particularly important for child head count during and after practice fire drills (Section 7.4.1).

#### **4.2.1 Subsidy attendance**

Children receiving subsidy must attend a minimum of 100 hours per month to receive full subsidy. Parents who do not use their 100 hours minimum will be surcharged for the difference. Refer to section 3.2 for other information regarding subsidy.

#### **4.2.2 Late child pick-up after 5:30pm**

**All children must be picked up no later than 5:30pm.** In the event that you are running late, please call the daycare, otherwise the staff will begin to call you at 5:35 pm. Your emergency contact will be contacted if we are unable to contact you. **Late fee charges will apply** (Section 3.4).

#### **4.3 Withdrawal from MCDC**

Parents may withdraw their child from MCDC at any time, by either giving one month's notice, or by paying one month's fees (Section 3.1). A **written** letter (signed by the parent) stating the actual withdrawal date is to be submitted to the director one month prior to the child's last day of care otherwise the full month's fee will be charged to your account.

### **5.0 Facilities**

MCDC operates in the lower level of the McKernan Baptist Church building (West). It is a bright and stimulating environment designed for infants to pre-school children. The upstairs of the building is a wide-open space used as a gymnasium for the children. The CSA approved playground is completely enclosed for your child's safety. The Centre also accesses the adjoining McKernan Park for year around activity. There is lots of room for little ones to run around!



## 6.0 Families

Families are a very important part of our program. We believe the Daycare is a partner to the family, not an agency that takes the place of the family while the child is in care. We have an open-door policy and we welcome parents to visit at any time. We ask that you keep visits during regular playtime rather than during naptime so that all of the children's needs are considered. **Staff reserve the right to reschedule parent visits at anytime if they feel that it is interfering with the child's daily routine.** Scheduled interviews with the Director or any other staff member may be arranged whenever a parent or staff member feels this is necessary.

### 6.1 Communication with parents/guardians

Information is given to parents/guardians from these places:

- Parent Handbook
- Monthly Newsletters & email updates \*give director your email address if you wish to receive these notices. Please check your messages regularly.\*
- Bulletin Boards
- Memos
- Verbal

Reminders will be posted on the entrance door or on the parent board inside the main entrance.

**\*Our staff abide by a code of ethics that ensures they maintain confidentiality and professionalism at all times. They will only be able to give information regarding your child and their interactions with them. Information regarding other children or staff members will be kept confidential.**

### 6.2 Family events

Each year we hold events to gather daycare families and encourage a sense of community with one another. Everyone is welcome to attend.

The activities include:

- Easter Potluck
- Thanksgiving Potluck
- End of Year BBQ (June)
- Christmas Potluck

## 7.0 Health and safety

The health and safety of your child is important to us. The Dept. of Health and the fire department visit us regularly. We have procedures in place to respond to a variety of health and safety matters.



## 7.1 Illness

When your child is ill, please do not bring him/her to MCDC. If your child appears to be ill during the day, cannot participate in the daily routine as usual, or is endangering the health of others, you will be called to take your child home. If your child has a communicable disease, you must observe quarantine regulations set by the Local Board of Health. **Symptoms such as diarrhea, vomiting or fever must be absent for 24 hours prior to your child returning to the centre.** If someone contracts a contagious illness, a memo will be posted on the main door.

The children go outside most days either to play or to go on a walk. **If your child is too ill to go outside, he/she should not be at the daycare.** (We always remain indoors if the temperature reaches  $-23^{\circ}\text{C}$  or below, with/without the wind-chill factor.) Be sure to pack weather appropriate

MCDC shall not be held responsible for contraction of illness by a child.

## 7.2 Administering medication

Medication may be administered by staff *only* if the medication is:

- In the original container labeled and showing the name of the physician
- Has a label with the patient's name
- Labeled with date of issue
- Labeled with Instructions and times for administering

### Medication Record

The primary staff member who administers medication shall complete and initial the medication record each time the medication is administered.

The medication record must be signed by the parent and include:

- Date
- Full name of the child
- Name of medication
- Date, time, and amount of medication to be administered

It shall also include:

- Date and time medication was actually administered
- Name and amount of medication administered
- Signature of staff administering medication

Patent medications such as Tylenol and cough syrups will not be given unless parents give an indication of the exact times & dose that should be administered by staff. **The medication record cannot indicate "if needed" or "as needed".** An indicator would be, for consistent cough, for fever, or give an exact time for administration.

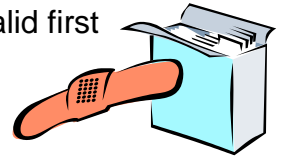
**Staff are not authorized to determine if the child needs the medication- these indications are to be determined in writing by the parent.**

The Centre shall not, without the written consent of the parent, giving specific information and instructions on administering medication, give the child any form of medication other than emergency medication where time is of the essence. The most common medications in this category will be those to treat allergies including such things as:

- EpiPen, Acupen
- Adrenaline base medication (Anaphylactic kit)
- Asthma medications

Close liaison and consultation with the parents shall be maintained on an ongoing basis in order to ensure that staff and parents are fully aware of when medications have been administered to the child.

Persons administering medication shall be designated and shall have a valid first aid in child care certificate. 911 will be called if administered.



### **7.3 Incident/accident reporting and first aid accidents**

First aid will only be administered by the staff person who has a valid First Aid in Child Care Certificate. The staff person will assess the injury and if it is necessary, administer first aid. The Director and parents will be notified. The emergency contact person will be notified if parents are unavailable. If the accident is deemed serious enough for immediate medical attention, emergency medical authorities will be notified and then as soon as possible parents or emergency contact will be notified.

**\*Parents are solely responsible for any costs incurred by emergency medical aid.**

An Accident Report will be made out by staff in attendance, reviewed and signed by a parent and the director. If other children were involved, their names will be kept confidential.

#### Incident Report

An incident includes anything which may have an adverse effect on the child. A written report will be filled out by the staff person present at the time of the incident. Parents will review and sign the report. All reports are kept in the child's file for future reference if necessary. Parents may request a copy of the report if they desire.

### **7.4 Emergency evacuation procedure plan**

MCDC's emergency procedure plan will be in effect in the case of a fire drill, actual fire, or other disaster. Of course, we hope that we will never need to use these procedures, but regular practices are a must to ensure that all the staff realize their responsibilities in an emergency situation. A copy of our fire drill

procedure is in our policy manual. In the case of an emergency, parents will be called and children will be taken to the main church building with staff to wait for parents to pick them up.



#### 7.4.1 Fire drills

We are inspected regularly by Fire Dept. authorities.

A regular fire drill will be held, and staff shall assume their duties when the alarm is triggered. These practice drills will take place each month.

#### 7.5 Prohibited items

For the health and safety of the children, these items may not be brought to the Centre:

- Small items, e.g., rings, buttons, marbles, stones, balloons, coins
- Junk food, e.g., Fruit Roll-ups®, candy, chewing gum, popcorn, nuts, pop
- Toys from home (unless it is a specified show and tell day)

#### 7.6 Nutrition

Please be sure to feed your child breakfast prior to arriving at the center. Snacks will be offered during scheduled times when all children have something to eat. We follow a menu that provides two complete snacks, a lunch and all the milk and beverage requirements for each day. We serve whole milk, 100% juice from concentrate, and water. If your child has a special diet or you do not wish your child to eat from our menu, food must be supplied by the parent and brought daily in a lunch kit with an ice pack. Parents of infants need to supply infant formula and infant food if necessary.

##### 7.6.1 Birthdays/cakes

On your child's birthday, **we ask that you purchase (we are not allowed to serve homemade cakes or items prepped at home– Health Department licensing order) a small cake (9"x13"), or cupcakes, or whatever you wish to share with the children in your child's group.** We make birthday snack (afternoon snack) an exciting event, and the cake, with candles, seems to complete the birthday celebration. \*\*\*Please note that all items must be **NUT FREE** as we have children with severe nut allergies in our centre.



## 8.0 Guidance Policy

As daycare staff, we feel consistency is a primary factor in achieving and maintaining positive behaviors. Children learn by example and as staff, we model appropriate language and behavior at all times. Through modeling and repetition we provide a good example of how consistency works.

We approach all situations objectively and choose strategies based on our knowledge of children's development. We make every effort, using available resources, to help your child (and family), stay in our program. However, we also reserve the right to remove from enrolment, any child who is persistent in hindering the progress of the group.

In guiding children's behavior, we use two types of strategies: (1) prevention and (2) intervention. Preventative strategies are used to encourage and support appropriate behaviors. There are a wide range of specific preventative strategies that can be used, such as ensuring the daycare program is well-planned and executed, setting clear, simple rules that a child can remember, and reinforcing positive behavior. Intervention strategies are used to stop or redirect undesirable behavior when it occurs. These methods include: calming, redirecting and problem solving with children.

***Under no circumstances does physical punishment take place. Other discipline methods such as humiliation, isolation, withholding food, clothing, bedding, etc., are not accepted nor practiced at any time.***

McKernan Child Development Centre has adopted the following guidance policy:

### 1. SETTING LIMITS

ie) Children must put away the toys they are playing with before they can take out other toys, & children must stay with the group during outings etc.

### 2. REALISTIC EXPECTATIONS

Understanding the child's growth and development and only asking what they are capable of achieving.

### 3. SKILL IN EXPRESSING AND HANDLING FEELINGS

Staff model age appropriate language and assist in problem solving with the children. ie) "it makes me sad when you knock down my tower"... OR "You are angry, let's see what we can do to help"...

### 4. PERIODIC REVIEW OF GUIDANCE STRATEGIES

Is it working? Are there areas where we could improve? Is our program developmentally appropriate?



"Train up a child in the way he should go..."  
Proverbs 22.6

## 5. POSITIVE REINFORCEMENT

To strengthen desirable behavior: hugs, praise, privileges.

**\*\*Studies have shown this to be the most effective deterrent to negative behavior.\*\***

## 6. MODIFYING ENVIRONMENT

Putting toys where children can reach them, having enough to go around

## 7. NATURAL CONSEQUENCES

ie) Providing it will not endanger the child's life, a child who refuses to put his mitts on will have cold hands on the playground.

## 8. LOGICAL CONSEQUENCES

The results of a child's actions- If you throw the blocks you can no longer play in that area.

## 9. REMOVAL FROM THE SITUATION

Used as a calming down process. Child is removed from the particular activity where he/she is having difficulty. It is a break, **not a punishment**, and is not used as a threat.

- It is used only when children have lost control. They are separated from others to provide safety and give time to regain self control.
- The child will be given a space where they can appropriately deal with their anger or frustration with the staff's assistance.
- Staff will address feelings and assist child in acting on them appropriately.
- privileges may be revoked if the child continues to act inappropriately in a specific play area.
- When the child is ready to participate appropriately, they can return to playing. No set time limit is given.

## 10. ALTERNATING THE ENVIRONMENT

Is it stimulating? Is it well planned and set up?

## 11. DISTRACTING AND REDIRECTING

Works well with younger children

## 12. SUBSTITUTING

Children are given something they can have instead of something they cannot have.

*"Give children enough guidance to make the decisions you want them to make. Don't tell them what to do but encourage them to do what is best." -Jimmy Johnson*

### 13. MODELING

Adults model the behavior expected of the child. If a child is expected to use manners, then the adult must use good manners and respect the child.

**\*\*Changing behavior takes time and there will be a period of adjustment for children that are replacing undesirable habits with more positive solutions. If you require further explanation of these guidance methods, or would like more information, please feel free to see the Director. In the event that staff have been consistently following these practices and a child continues to struggle within the program, the director reserves the right to terminate care. See section 15.1**

### 9.0 Clothing, bedding

Please label everything with child's name.

Send your child in clothing that is suitable for all types of play. Clothing should be comfortable and able to get dirty. Clothing should also be appropriate for indoors and outdoors, according to the daily weather and season.

Each child needs a blanket and a fitted crib sheet for nap time. Bedding is sent home to be laundered every Friday. Please ensure that you return it the following Monday.

Bring:

- Fitted crib sheet
- Blanket
- Indoor shoes & weather appropriate outer wear
- **Complete** spare set of clothes, kept at daycare

### 10.0 Programs

As of January 2010, we have re-named our program rooms to reflect the stage of development that the children are experiencing at that time. The new names are: **Curiosity (0-19mos)**, **Wonder (19 mos-3 yrs)**, & **Imagination (3-5 yrs)**. The age range is flexible to suit the current enrollment during the year. At times, the age range may be older. Programming will be based on the current developmental stage of the group at the time.

#### 10.1 CURIOSITY ROOM 0-19 months

This is our youngest group and will accommodate 6 children. There are two caregivers in this room at all times to maintain a 1:3 ratio. We understand and respect that infants eat/sleep on their own time. Therefore, there is a very flexible schedule (Appendix III) to suit each child's individual needs. Your monthly newsletter will keep you updated on topics covered in the program

planning. Children will have opportunities to play upstairs in the gym and go outside for walks or playtime in the park, (weather permitting) usually around 10:00am. We have a six passenger stroller for this group if needed. The feeding schedule for infants who eat solids, follows the menu posted in the daycare . You will receive a copy on your child's first day. Also, for children under 13 months, parents must put in writing their child's feeding habits and selected foods on a daily schedule.

Please bring:

- Bottles, liners, nipples
- Formula/breast milk
- Footwear, spare clothes
- Supply of disposable diapers, wipes, diaper rash cream
- Supply of food that your infant will eat. The food can be stored in our refrigerator in the Curiosity room. All food for infants is supplied by parents. Suggestions are: soft fruit, vegetables, tinned fruit, yogurt, teething cookies. Do *not* bring Fruit Roll-ups®, (Section 7.5). As your child begins eating table and finger foods, you may choose from the MCDC menu. Please let your preferences be known to the staff in writing.

### **10.2 WONDER ROOM 19 mos-3 years**

Toddlers experience a more structured environment of family activities. Time spans for each activity are scheduled to suit toddler-aged children (Appendix IV). Learning topics are shared in the monthly newsletter and posted in the room. Daily activities are posted in the daycare as well.

Please bring:

- Supply of disposable diapers or Pull Ups , wipes, diaper rash cream
- Spare clothes

The staff in this room will offer opportunities for the children to practice self help and toileting skills as they show interest and readiness to do so. Feel free to discuss goals for your child with the staff at any time. There are 2 staff in this room.

### **10.3 IMAGINATION ROOM 3-5 years**

This room has 2 primary staff at all times (3 when staffing allows). This group experiences a more structured environment of daily activities (Appendix V). Time spans for each activity are planned suit their developmental abilities and needs. The newsletter will share information about the topics they are exploring and daily/weekly activities are posted in the room. Field trips are scheduled throughout the year. They will be mentioned in newsletters, and posted on the door a few days before the trip. Sometimes parent assistants are needed. Please let us know closer to the trip if you want to assist us. Please note that there is a naptime in this group as well. Children that do not nap will be asked to

stay quietly on their mat for a period of time and then be provided with quiet activities that they can do independently. All children are required to bring a complete change of clothes to be left at the centre.

**Kindergarten age children: As of September 2010, we will no longer be enrolling children that are currently enrolled in kindergarten and will not transport children to and from Mckernan Elementary School.**

### **11.0 Graduating: Moving up from group to group**

Your child will transition from younger group to older group on the first of the month *after* your child has reached graduation age or sooner if space allows and your child is developmentally ready. **This will occur only if there is space in the group. The director reserves the right to delay transitions if it is in the best interest of the children and program.**

- Curiosity Room: 0-19 months
  - Wonder Room: 19 months to 3 years
  - Imagination Room: 3 years – 5 years
- 
- Children will be moved up on the basis of age; e.g., the oldest child in the group who is ready to move up, will move up first no matter how long he/she has attended the centre.
  - Children will move up as soon as a space becomes available.
  - No spaces will be reserved unless the full fee is paid for the current space as well as the reserved space.
  - Fees will be charged according to the age group the child is in even if your child's age would allow him/her to move up; e.g., your child is 20 months old but cannot be moved from the infant room to the toddler room – the fee is still the infant fee because of the child/caregiver ratio in that group.
  - To ensure a high quality of programming, the teachers will make every effort to meet each child's developmental level in the group and plan activities accordingly.
  - In order to serve you better this decision was approved at the board level. We trust the decision is satisfactory to all of those parents who may be affected.

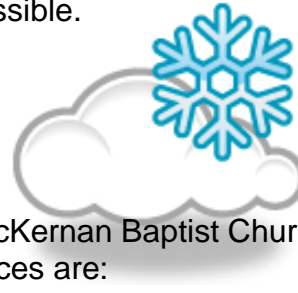
Normally, however, approximately one month before your child graduates, we start implementing changes that will occur in the older group. Your child will begin to:

- Sleep in the room for some naps
- Visit for some meals/snacks
- Visit for various activities

At the end of the transition month, your child will be comfortable/familiar with the daily routine and staff. As the transition from the infant to toddler room is a larger adjustment, parents in the infant room will be given a letter detailing the changes of your child's routine prior to implementation. Staff welcome any questions or concerns you may have.

### **12.0 Cold weather policy**

Our cold weather policy states that children do not go outside if the temperature is  $-23^{\circ}\text{C}$  or colder (with or without wind chill factor) as of 8:00am. At 8:00am, the Director will call Environment Canada weather report (462-7120) to determine if the policy will come into effect. If the policy comes into effect, it stays in effect for the entire day. This policy is for the protection of the staff and children in severely cold weather. Alternate gross motor activities will be planned for the children that can take place indoors whenever possible.



### **13.0 Charitable donations to MCDC**

McKernan Child Development Centre is part of McKernan Baptist Church, Charitable # 11903 5780 RR 0001. Funding sources are:

- Parent fees
- Fundraisers
- Donations
- Financial support from the church

If you make a donation you will receive an official Tax Receipt from the McKernan Baptist Church.

### **14.0 Administration**

Our not-for-profit centre is administered through the McKernan Baptist Church, by a volunteer daycare Board consisting of three members from the McKernan Baptist Church. The daycare Director and Executive pastor attend board meetings but do not have voting rights. The MCDC board provides oversight to the vision, values, policies and finances of the centre. The daily operation of MCDC is carried out by the Director along with the support of the assistant director, (with consultation from the Executive Pastor of McKernan Baptist Church, regarding personnel issues) and input from the daycare Board.

#### **14.1 2011/2012 Daycare Board:**

Allen Rempel- board chair                      Sandra Williams Epp- secretary  
Sam Nikkel- executive pastor/ church rep

**\*\*If you are interested in sharing your views with the board please contact the director for more information and the names of our current parent reps. Parent reps will take concerns and questions from the parents directly to the board meetings for discussion and feedback if necessary.\*\***

### **15.0 Formal grievance procedure**

If a parent thinks MCDC is in non-compliance with Child and Family Services Authority (427-0444), the parent may contact them. However, please first see the MCDC Director to attempt to resolve your concern.

In the event that a parent has an objection or grievance to any decision made by the Executive Director concerning the operation of MCDC, it is understood and encouraged that the parent approach the Director to seek resolution of any problem before pursuing formal grievance procedures. If this is unsatisfactory, formal steps should be followed:

1. In the event that the problem relates to a specific staff's actions, the parent(s) should approach that staff member and discuss privately their concern. If they do not feel it can be dealt with in that manner, they are to approach the MCDC Director to attempt to resolve the problem. Staff usually will be able to answer your questions and can make immediate change to their actions if they are communicated effectively.
2. If they are not satisfied with the outcome of the issue or actions taken by the director, parents may approach the parent reps or board directly. Parent(s) must submit the objection or grievance in writing along with reasons for the objection/grievance to the MCDC Board within seven days of any decision taken under #1, above.
3. The MCDC Board will investigate the objection/grievance of the parent(s), and may request a verbal or written submission from the parent(s) and from the Director.
4. As soon as possible, the MCDC Board will provide the parent(s) and the Director with its decision, in writing, with respect to the grievance.
5. Within seven days of receiving the decision of the MCDC Board, the parent(s) or the Director may appeal the decision of the MCDC Board to the McKernan Church Board of Directors by providing the Church Board and the MCDC Board with written notice of the appeal and reasons for their appeal.
6. Immediately upon written notice of an appeal from a decision of the MCDC Board, the Church Board of Directors will investigate the said grievance,



## CURIOSITY ROOM Daily Routine Schedule

7:30-	8:45	Free play
8:45-	9:00	Clean-up, wash up for snack
9:00-	9:30	Morning snack *sometimes earlier*
9:30-	10:00	Diaper changes
10:00-	10:45	Outside/gross motor activity free play
10:45-	11:00	Wash up for lunch
11:00-	11:30	Lunch Time
11:30-	11:45	Diaper changes
11:45-	12:15	Cuddles, story time
12:15-	2:30	Sleep time
2:30-	3:00	Wake-up toys, diaper changes, wash for snack time
3:00-	3:30	Afternoon snack **Snack sometimes earlier **
3:30-	4:15	Group activity, Art activity
4:15	4:45	Diaper changes, play time
4:45-	5:15	Free play
5:15	5:30	Get ready for home- GOOD NIGHT!

*\*Note-* This schedule is only a guideline and will be adapted to meet each individual's needs in a group atmosphere. With our younger infants, we work around their schedules and offer a safe, loving, and caring environment.

**\* Children will be grouped together at opening and closing when numbers are low. Ratios will remain in place.**



## WONDER AND IMAGINATION ROOMS Daily Routine Schedule

7:30-	8:45	Table activities (cutting, puzzles, play dough, etc.) Free play (some centres open)
8:45-	9:00	Clean-up, hand-washing, bathroom
9:00-	9:30	Morning snack offered- children come as they are ready
9:30-	9:35	Snack clean-up
9:35-	9:55	Group Time (shorter for younger groups)
10:00-	10:15	Bathroom
10:15-	11:15	Outside/ indoor play -gross motor activities
11:15-	11:30	Clean-up, hand-washing, bathroom
11:30-	12:15	Lunch time
12:15-	12:30	Clean-up, hand-washing/prep for naptime
12:30-	2:30	Sleep time (other activities for non napping children)
2:30-	3:00	Wake-up toys, bathroom, clean up sleep mats
3:00-	3:30	Afternoon snack (open snack 4 at a time)
3:30-	3:45	Clean-up, bathroom
3:45-	5:00	Outside play, inside free play (children's choice)
5:00-	5:20	Bathroom, quiet activities, singing, story time
5:20-	5:30	Clean-up
5:30		Good Night!

**\*A more detailed schedule is posted in each room. Children are grouped together at opening and closing time if numbers are low. Ratios will remain in place. Children who are toilet training will be taken to the bathroom more frequently to assist with this transition.\***



### Terms of Agreement for Admission

1. McKernan Child Development Centre will be in operation all year except on public or statutory holidays or designated Christmas closure. The Centre is open from 7:30 am to 5:30 pm. Should you be late to pick up your child then a fine of **\$10.00 for the first 15 min. will be charged and will be billed to your account.**
2. Parents should notify the Centre by phone by 9:00 am, if the child will be late or absent.
3. Please do not leave the Centre until your child's presence is made known to a staff member and your child is signed in. When picking your child up, please make sure the child's teacher is made aware of the departure and your child is signed out.
4. If someone other than the parent is assigned to pick up your child from the Centre, then the parent must inform the Centre for each day so arranged. An alternate pick up form must be completed prior to dismissal time.
5. A resting mat will be provided for your child at nap time. Parents must send a fitted crib sheet and a blanket. Bedding will be sent home at the end of each week to be washed and returned to the daycare.
6. Each child should bring a complete change of clothing and weather appropriate outer wear to the daycare. Please make sure *all* of your child's belongings are clearly labeled with his/her name.
7. Should your child become ill during the course of the day, you will be contacted. If we feel your child would be better cared for at home while he/she is ill, you will be asked to make such arrangements. The emergency contact will be used as a last resort.
8. If your child is too ill to participate in the daily activities of the day care such as outside play, he/she is too ill to attend and must be cared for at home.

Medication will be administered by staff *only* if it is prescribed by a *medical doctor*, in the original container with all pertinent information. Parent must sign a *Daily Medication Administration Log* stating exact amount, time and date medication is to be given. Staff cannot give medication if it is signed "if needed", or "as needed". Please ask staff for further clarification. ***Please do not leave medication in child's backpack or lunch kit.***

9. Should an emergency situation occur where your child is sick or injured and needs medical attention, parents or emergency contact person will be contacted. If the situation needs immediate medical attention, an ambulance will be summoned at the sole expense of the parent or guardian. Parents will be notified as soon as possible.
10. Report any change in contact, phone numbers, address, etc., immediately.
11. Fees are paid at the first of each month by pre authorized payments from your account. Drop-in fees must be paid daily. A fee of \$25 will be charged for accounts with insufficient funds to process the monthly payment.
12. A \$100 deposit will be taken upon registration of your child. The deposit will be returned providing: (1) your account is in good standing, (2) you have provided the Centre with one month's written notice of termination. If a deposit is made to hold a space and you decide not to take the space, your deposit is not returned.
13. I give permission for my child to join the McKernan Child Development Centre to play at McKernan Park and go on walks in the vicinity of MCDC. I understand I must give written permission for various field trips on the *Field Trip Permission* form that will be provided before the time of the field trip.
14. The Centre will use all due care and diligence in caring for all the children and their belongings. Nevertheless, we will not be liable for any loss of or damage to clothing or other belongings, not for any accident, injury, sickness or disease, harm or neglect, whatsoever that may occur to any child while in the care of the Centre but resulting from circumstances outside of the Centre.

***In signing below I accept the terms of agreement and have read and understand the policies and procedures outlined in the parent handbook. This includes the child guidance policy.***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (parent)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Director)