

# Parent Handbook

MUNRO ACADEMY  
EARLY LEARNING CENTRE



# Parent Handbook

Welcome! We are so glad that your child can join us to laugh, learn and play! The Munro Academy Early Learning Centre provides a nurturing environment for your child that is staffed by qualified, caring individuals, in a world-class facility that encompasses a Christian world view.

This Parent Handbook has been designed for you to have all important information at your fingertips. Please read it and keep it for future reference. If you have any questions, concerns, comments or suggestions please do not hesitate to bring them to our staff or myself.

You are invited to bring your little one to visit the Centre before he/she starts. It is a good idea to help them transition into their new daily routine.

Your child may have difficulty adjusting to their new environment. It will probably take a week or two for him/her to really get used to their new routine and feel more comfortable.

We encourage you to bring a comfort item that is familiar to your child such as a blanket or soft toy. This will help make their adjustment period more comfortable.

We value your ongoing communication with myself and our team. Please stay in touch with any questions or creative ideas. We want to make this the best possible experience for your child!

Sincerely,

Patricia Bell

MAELC Director

## Mission Statement

The **MISSION** of Munro Academy's Early Learning Centre is to facilitate a Christian worldview and community transformation through the provision of a nurturing, developmentally appropriate learning environment that welcomes all children.

## Philosophy Statement

**MUNRO ACADEMY EARLY LEARNING CENTRE (MAELC)** offers quality childcare to 8 Infants, 18 toddlers and 24 pre-school children up to 5 years of age integrating ECE best practices, age appropriate Christian worldview content and compassionate staff. The MAELC will reflect the values of award winning educational innovation embodied by the Munro Academy day school since its inception in 2009, underscoring the formative role the early years play in the healthy development of social skills, a positive self image, and the development of independence and a love of learning.

As an ELC offering Christian worldview integration for families from any faith background or none, the MAELC seeks to incorporate values such as kindness, self control, patience, love, and peace into everyday life and this will be achieved through music, lessons and games that follow the children's interest.

Our high-quality program is available to all families in the community. Parents and staff will work together to develop and enhance a program that will meet the individual needs of each child.

The centre is open from 7:30am - 5:30pm with the following daily rates effective July 1, 2019

Infants	\$41.00/day
Toddler	\$38.00/day
Pre-School	\$35.00/day

*(Fees are subject to change)*

Munro Academy Early Learning Centre strives to offer high quality programs that embrace the principles of inclusion and diversity in an environment that is welcoming and supportive to all, where caring, well-educated staff value lifelong learning and promote excellence in the field of Early Learning and Care, and where all children are nurtured and encouraged to grow and develop to their full potential within their community

Munro Academy Early Learning Centre believes children of all abilities are entitled to participate in a high quality, affordable early learning and care experience, where they are guided through an environment that adapts to the individual needs of the child and promotes positive relationships and interactions, and where reflective practice and learning from each other is at the heart of any experience. Our programs are designed to facilitate, stimulate and maximize a child's intellectual, physical, social and emotional development and are based on the philosophy of "learning through play." We believe children learn through their active participation in a variety of experiences. Each classroom environment is therefore organized to accommodate large group, small group and individual play. Activities are planned to enhance language and literacy, social interactions, movement and music, fine and gross motor skills as well as cognitive development.

### **Administrative Structure**

Our program, policies, procedures are governed by a Board with six members on it. The Board of Directors is responsible for monitoring all operations of the organization via the Executive Director. All staff from Kitchen/cleaning staff to Level 3 Early Childhood Educators report directly to the Director. A list of the names and contact numbers of all Board members is posted on the main Parent Information Board.

## Programs and Activities

Munro Academy Early Learning Centre is an inclusive child care centre that provides full time child care for children 3 months to 5 years.

A classroom schedule includes daily teacher directed group activities, nutritious lunches and snacks, outdoor and indoor play (including gym time), a rest period, art and music exploration and free play.

The daily routine is flexible and responsive to the needs of the children and the program. We will provide plenty of notice about any special events or changes to the routine.

7:45-9:30      **Open Snack**

7:45-11:30    **Play Opportunities:**

Gross motor, fine motor, cognitive development, sensory, language and literacy, math and science, socio-dramatic play, open-ended art, social skills, construction, music and movement, sand and water play, gym time, manipulative play, snack and outdoor play.

Activities happen in both small and large groups depending on the day and the interests of the children.

11:30-12:30   **Wellness Routine:**

Hand washing, diaper changing, toileting, lunch

12:30-2:00    **Nap/Rest Time/Quiet Activities**

2:00-3:00      **Snack Time (open snack)**

2:00-5:30      **Play Opportunities**

Gross motor, fine motor, cognitive development, sensory, language and literacy, math and science, socio-dramatic play, open-ended art, social skills, construction, music and movement, sand and water play, gym time, manipulative play, snack and outdoor play.

### Hours of Operation

Monday - Friday 7:30 AM - 5:30 PM. Staff to child ratios will always be fulfilled. We ask that you identify regular times of arrival and departure at enrolment. These times are expected to correspond with your work/school hours. In the case of non-working parents, we recommend no more than 8 hours per day. Any changes in the arrival or departures of your child should be directed to your child's teachers. Regular arrival and departure times are important for your child's routine and the Centre to ensure ratios are always met.

### Holidays

If any day designated as a holiday falls on a Saturday or Sunday, the holiday will be on the Monday immediately following. Munro Academy's Early Learning Centre will be closed on the following holidays:

#### **Holidays**

New Year's Day

Good Friday

Natal day

Victoria Day

Christmas Eve

Boxing Day

Labour Day

Remembrance Day

Easter Monday

Canada Day

Thanksgiving Day

Christmas Day

Family Day

### Storm Days

If road conditions are dangerous, we will be closed. If Munro Academy is closed due to poor road conditions the Early Learning Centre will be closed as well.

### Attendance

It is important that your child be dropped off and picked up as close to the same time everyday as possible. This is to ensure proper ratios are met with staff but also for your child to maintain a comfortable routine.

Your Child is permitted **two weeks of vacation per year**. Any days above vacation days, payments are still required.

Parents are required to **give four weeks notice for your child's withdrawal** from the Centre.

## Your Child's First Day

This is a very important day for your child. Children who are introduced to a childcare setting with the help of their parent/s tend to adjust more readily to the new environment. The introduction helps to build trust and open lines of communication between parent/s and staff. In addition, you and your child become familiar with the environment, the staff, the routine, and the activities at the Centre.

1. We suggest that you and your child visit the Centre together for a portion of the first day. This visit should be brief, with you in attendance for the first hour or so. Your child's first day should not be overwhelming or tiring; we recommend starting with a half-day.
2. If taking the time off is not possible for you, we suggest bringing your child in early for the first few mornings and spending time together in the classroom.
3. We suggest that your child's first few days be shorter than normal so that his/her days are not too overwhelming.
4. If this is your child's first childcare experience, you and your child may need some extra support. The staff and Director will assist you and your child through transition. Please feel free to share your concerns and feelings with them.

## Arrivals and Departures

Arrival:

1. Upon arrival, please go past the main Munro Academy reception and go directly to the MAELC hallway. Ensure that your child's outerwear is removed and placed in her/his cubby in the MAELC hallway and that indoor shoes are put on.
2. Please then escort your child to her/his classroom, directly handing off your child to the classroom teacher (do not leave children in the MAELC hallway/cubby area)
3. A staff member (a designated teacher in each classroom) marks down arrival and departure date/time on attendance forms. This allows us to see who is on the premises during fire drills and emergencies and to keep attendance records.
4. Field trips and outings occur on a regular basis and will leave at the specified time. We cannot wait for late children if no phone call is received, however the MA receptionist will have details about the trip should a child arrive late.

## **Departure:**

1. We generally expect you, as the parent (or other people you have specifically designated), to be picking up your child. In the event that you are unable to do so, notify the Centre, in advance, regarding who will be coming for your child and the approximate time.
2. Staff members will only release your child to those persons listed on the authorization form at the time of enrolment. Please keep us updated to any changes.
3. If you want someone not listed on the authorization form to pick up your child/children, we ask you to provide the name in writing. If that is not possible, we must be able to contact you for authorization and they must provide a photo ID or we will not be able to release your child/children to them.
4. We cannot release your child/children to anyone under the age of 12 years.
5. The Centre closed at 5:30 PM. Parents will be charged 1 dollar for every minute after 5:30 PM to be paid to the teacher who has had to wait.

## **Your Child's Needs**

Munro Academy Early Learning Centre programs are designed to encourage and facilitate active learning and development through exploration and play.

1. Children should wear comfortable clothing so that they can participate in all aspects of the program.
2. You should label all articles of clothing with your child's name or initials.
3. Parents are required to provide the following items:
  - a. indoor shoes
  - b. complete change of clothing
  - c. small blanket, pillow if needed
  - d. (optional) your child may also bring a soft toy or comfort object for rest time
4. Your child's possessions will be stored in his/her designated cubby in the MAELC hallway.
5. You are responsible for providing diapers and wipes for your child (please deliver directly to your child's teacher).
6. If your child requires any special diet it is the parent's responsibility to provide them.

7. Please send your child in appropriate outdoor clothing for the day. We will be going outside regularly to the playground, walks and field trips and in all kinds of weather. Below is a list of seasonal clothing that should be brought or kept at the daycare:

Summer	Winter	Fall/Spring
Sun Hat	Warm Hat	Sun Hat
Light Jacket	Snow Suit	Warm Hat
Rain Boots	Scarf/Mittens	Jacket
Sneakers (outdoor)	Boots	Rain Pants
Swim Suit	Sweater	Rain Coat
Sun Screen	Pants	Rain Boots
Sweater	Sneakers (indoor)	Sneakers
Shorts		Sun Screen
Muddy Buddy		Mittens

**\$40 is required at the time of registration to purchase a muddy buddy for your child to be left at the centre**

### **Communicable Disease Manual**

At Munro Academy Early Learning Centre we are concerned about the health and safety of all children and staff. To keep illness at a minimum, equipment and common touch surfaces will be cleaned and disinfected regularly. A cleaning schedule is maintained at all times and is a licensing requirement. MAELC, we use a product that kills 99.9% of germs and is 100% safe not only for the children but for the environment. Staff will also follow hand-washing guidelines.

## Illness

1. If your child is going to be absent due to illness, call the Centre and notify staff of your child's condition.
2. An ill child cannot function well in a busy Centre and his/her presence may spread illness to other children, as well as prolong his/her own illness. Please keep your child at home if he or she has a fever or any of the following symptoms:
  - a. Diarrhea
  - b. Vomiting
  - c. Infection
  - d. Persistent coughing
  - e. Swollen glands
  - f. Rash
  - g. Pain/aches
  - h. Chicken pox etc
3. If your child becomes ill at the Centre you will be notified immediately and will be expected to pick up your child in an appropriate amount of time.
4. Please inform staff if your child has a contagious condition.
5. Children who have been diagnosed with a contagious condition cannot return to the Centre until 24 hrs after symptoms are gone, or as per doctor's directives.

## Medication

Recognizing the critical importance of safely and appropriately administering medication, we ask parents to partner with us based on the following guidelines:

Staff must receive medication directly from the parents. Medication delivered by the child through their bags will not be administered. All medication must be in the original container, with a readable label.

You will be asked to complete an authorization form for each new medication stating your child's name, date, nature and reason for the drug, complete instructions on administration and dosage and any special instructions, Please send measuring utensils along with all medications.

The Director will check the directions of the label of the bottle as well as the instructions on the form filled out by the parent. Should the information be different the lower dosage will be administered unless otherwise directed by a physician's instructions. The time of each dosage must also be recorded.

## **Universal Precautions**

Munro Academy Early Learning Centre helps control the spread of infections by practicing proper hygiene and following universal precautions. Children and staff wash their hands thoroughly with warm water and soap before meals, after toileting, before and after administering first aid and throughout the day as required. Toys, dishes and eating surfaces are sanitized daily. Floors are swept daily and as required throughout the day. The laundry, kitchen and bathrooms are cleaned daily and as required throughout the day.

Communicable Disease Manual:

1. Hands are washed immediately after exposure to blood and all other bodily secretions
2. All cuts are covered with a sterile bandage until healed
3. Disposable latex gloves are worn by staff treating open cuts
4. Blood-soiled surfaces are disinfected with bleach which kills HIV
5. Laundry stained with blood and other bodily secretions is washed separately in hot, soapy water
6. Materials stained with blood and other bodily secretions are placed in a sealed garbage bag and discarded in a lined, covered, plastic container.

For strategies to prevent communicable diseases please refer to the following link

<https://novascotia.ca/dhw/CDPC/>

## **Emergency Information**

Munro Academy's Early Learning Centre is inspected annually by appropriate provincial bodies including the Fire Inspector and the Department of Education and Early Childhood Development. Staff facilitate regular mandated fire drills. Designated staff have been trained in First Aid and CPR. Please inform the Centre of any changes to your address, place of work, telephone numbers and authorization list and injuries that your child receives outside the Centre.

## **Serious Incident Report**

MAECE staff are required to complete an accident report form for any accident which requires first-aid treatment by the staff. It will be signed by the staff member who administered treatment, by a parent and by the director; one copy is given to parent(s) and a second copy is placed in the child's file. Parent/s are to be informed of the injury at an appropriate time (depending on the extent of the injury), maintaining confidentiality of any concerned parties.

If a serious incident occurs 911 will be called then the parents and it will be reported to the Department.

### **Serious incidents**

**30B (1)** In this Section, “serious incident” means any of the following:

- (a) the death of a child while the child is attending a day care program;
- (b) any injury to a child that occurs while the child is attending a day care program and that requires emergency medical attention;
- (c) a fire or other disaster on the premises of a facility, agency, play group space or family day care home;
- (d) a concern or an occurrence relating to an element of the physical environment or an operational or safety practice in a facility or a family day care home that poses a risk to the children’s health, safety or well-being.

**(2)** If a serious incident occurs, the facility director or, in a family home day care program, the care provider must do all of the following:

- (a) immediately secure any necessary medical assistance and make all possible efforts to notify the parents of any child affected;
- (b) notify the licensee no later than 24 hours after the time the serious incident occurred
- (c) prepare a summary report that meets the requirements of clause 30A(2)(b) and place a copy in the file of each affected child no later than 7 days after the date of the serious incident

**(3)** A licensee must ensure that the Department is advised of a serious incident no later than 24 hours after the serious incident occurs.

### **Emergency Medical Treatments**

It is the staff members’ responsibility to handle emergency medical treatments for which they are trained. Each staff member will keep updated training in Emergency First Aid and CPR. If a child requires medical treatment, the parent will be called at an appropriate time (depending on the extent of injury) and required to take the child for professional medical attention. If the parent cannot be reached an authorized emergency contact will be called to fulfill this responsibility and contact with the parent will continue to be pursued. If contact with the parent or authorized emergency contact has not been made and your child requires

immediate medical attention. Centre staff will continue to reach a contact person who will be expected to come. If your child requires emergency medical treatment due to a life threatening incident, an ambulance will be called.

### **Emergency Evacuation**

In the event that we have to evacuate the Centre due to fire or emergency and the Centre must close, you or an authorized person will be contacted immediately and expected to pick up your child immediately at the far corner of the playground at the back of the building

### **Media**

Pictures, video or audio recordings of students may be used on the Munro Academy website, social media, brochures, promotional advertisements, newspaper/radio/television interviews, etc. Parental consent is necessary.

# Photograph Consent Form

For part of learning at our centre, photographs will be taken to document our discoveries and experiences of the children. In order to protect the rights and privacy of the children at our centre, we need permission from the parent or legal guardian to take pictures of their child while attending MAELC.

I, \_\_\_\_\_, the parent/caregiver of \_\_\_\_\_, give full permission for the staff at the MAELC Child Development Centre to take photographs of my child while under the care at our program.

I, \_\_\_\_\_, also give permission for the staff at the MAELC Child Development Centre to use these pictures for promotional purposes outside the program premises. (Such as newsletter, newspaper, Facebook, etc.)

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Director Signature

## **Fee Structure**

A total of **\$90** is due upon registration

**\$40** will be used to purchase a 'Muddy Buddy' for your child

**\$50 is a non refundable registration fee.**

Fees are based on daily rates recommended by the Provincial Government. Standard full day payment rates are as follows:

- Infants (up to 18 months): \$41.00/day
- Toddlers (18 - 36 months) \$38.00/day
- Preschool (3-5 years): \$35.00/day.

Payments are due on the 20th of each month

payment options

- *Preferred option:* Automatic Withdrawal dated for 20th day of the month (please speak to Ms. Lili Valle ( the Munro Academy Administrative Assistant) to set up automatic withdrawal arrangements).
- 12 Post-dated cheques dated for the 20th day of each month
- E-transfer; sent to [lvalle@munroacademy.org](mailto:lvalle@munroacademy.org) Please add MAELC and invoice number in the message and password with be MAELC.

Payments are still required during vacation times, holidays, and sick times. Cheques are made payable to 'Munro Academy'. Munro Academy will wait to deposit cheques until the post dated date. Any NSF cheques may be subject to a \$40 surcharge.

The above guidelines seek to avoid any potential of late payments; it is assumed that payment is required to hold a student's position in MAELC. In rare occasions in which payments are late, parents may be subject to a standard \$60 late fee and a 15% interest rate (which may be accrued from the due date). Depending on whether the child has a subsidized space, the family may be required to pay the balance of a partial subsidy, or a minimum daily fee set by the MAELC administration.

## **Late Departure Fee**

Parents who pick up their child after 5:30 p.m. will be charged \$1.00 per minute that they are late. This money will go directly to the staff member who has stayed late with the child.

## **Food and Nutrition Standard**

Munro Academy's Early Learning Centre menu follows the guidelines set out by the Department of Education and Early Childhood Development. Our menu plan runs on a two-week rotation and include a wide variety of foods. Menus are posted weekly for your convenience.

MAELC provides each student with a healthy lunch including all recommended food groups and healthy morning and afternoon snacks including foods from at least two food groups, and always including a serving from the fruit and vegetable group. All food is prepared in MALEC's licensed kitchen by appropriate staff.

Staff will provide a relaxing and enjoyable environment during meal times. Staff members eat with children to help model appropriate eating behaviours, and positive food choices in a family style setting. Teachers do not force children to eat, or withhold favourite foods for inappropriate behaviours, but encourage children through positive modelling and reinforcement to try new foods.

Please keep us informed of any food allergies and food substitutes can be discussed at the time of registration. If your child requires supplements or special foods due to a medical condition and or religious/cultural beliefs, you will be responsible for providing them.

### **Menu adaptations for Infants**

Upon enrolment, feeding plans are created for children from birth to 17 months at the request of the parents or when parents are providing the food from home. Documentation is required to ensure ongoing communication between care providers and families about their child.

Food will be prepared to accommodate the infants developmental stages and we encourage infants to explore their food, feed themselves, and respond to hunger and fullness cues. Children will receive meals and snacks based on our menu or as per their daily feeding plan. Parents may bring food from home if it is part of the child's feed plan but it is not required.

Honey and products containing honey are not served to children who are less than 2 years old.

Munro Academy Early Learning Centre is a breastfeeding friendly centre. We welcome mothers to breastfeed in our centre and will provide a comfortable space for breastfeeding if requested.

With respect to Standards for Food and Nutrition in Regulated Child Care Settings, we are required to serve only food prepared in our licensed kitchen that is regularly inspected by the Department of Agriculture and complies with the Food and Beverage Nutrient Criteria; therefore, children cannot bring homemade treats to share. Any food served in the centre must be labeled with a list of ingredients and any special preparation, storage or serving instructions. If any toddlers require a special formula or food, families must provide this daily in labeled containers with clearly written instructions for staff.

### **Rest Time (Licensee Manual for Regulated Child Care Reg: A37)**

Sleep is crucial to healthy child development. Children ranging in age from 1-3 years typically require 12-14 hours of sleep per day. Children aged 3-5 years typically require 10-12 hours per day. Staff and care providers should discuss the rest period with parents to ensure that each child's needs for rest are being met.

At MAELC, all children participate daily scheduled rest times. Typically, children who need to nap will fall asleep within 20 to 40 minutes. Children who do not nap are provided with developmentally appropriate quiet activities. As well, quiet activities are provided for children when they awaken. The rest period is scheduled at a consistent and natural time each day. For toddlers and preschoolers, this is typically after lunch. The rest period for infants is flexible to meet their individual needs. The area where children rest is nurturing and welcoming with soft music and appropriate darkness. Children who have difficulty falling asleep are assisted and comforted by staff.

### **Behaviour Guidance Policy**

Munro Academy's Early Learning Centre will follow the guidelines outlined in the Behaviour Guidance Policy from the Department of Community Services. The following policies are designed to help each child develop self-control and self-confidence so that he/she will have the ability to act appropriately in given situations.

- Staff **will not** use corporal or physical punishment of any form
- Staff **will not** use harsh, humiliating, belittling or degrading responses of any kind, including verbal emotional or physical
- Staff **will not** confine or isolate children
- Staff **will not** deprive a child of basic needs including food, shelter, clothing, or bedding
- Staff **will not** offer food to reinforce positive behaviours.

- Staff **will not** withhold food as a consequence for inappropriate behaviours.
- Food **is not** used as a reward for completing a task or finishing a meal (e.g. dessert will not be withheld if the child does not finish the main meal).

Munro Academy's Early Learning Centre recognizes that a well-planned program with interesting activities help prevent many inappropriate behaviours. We structure our program with a variety of developmentally appropriate and interesting activities that encourage children to participate with appropriate behaviours.

- When a child's team (which may include staff, external professionals and the child's parents/guardians) has determined that food is the most appropriate and natural way to reinforce desired behaviours and support the child's development, then a routine-based plan (RBP) must be developed for the child. The RBP must include a plan for replacing and/or reducing the use of food as a motivator.



## **Child Abuse Reporting Policy**

Childcare staff is under legal obligation to report all suspected cases of child abuse immediately to the Department Community Services (DCS). Please contact any staff member if you need help with child guidance strategies.

### **Policy**

It is a legal responsibility to report any suspicion of child abuse encountered in the course of one's professional duties. The responsibility to report those suspicions applies not only to individuals directly involved with the children but to any volunteers, students or support staff who have contact with the children.

Abuse has been defined in Section 47 (1) The Child Welfare Act 1978 as;

“A condition of

(1) physical harm;

(2) malnutrition or mental ill health of a degree that is not immediately remedied could seriously impair growth and development or result in permanent injury or death;

(3) sexual molestation.”

A child is defined in Part 3 of the Child and Family Services Act, as a person under, but not including, 16 years of age (CFSAs #37(1)a.)

### **Confidentiality**

The individual's duty to report overrides the provisions of any other provincial statute, specifically those provisions that would otherwise prohibit disclosure by a professional or official. The professional must comply with the reporting laws even though the reported information may be confidential or privileged. The only privilege not subject to the reporting law is that between a solicitor and her/his client.

