Play

"Play is the way the child learns what none can teach her. She explores and orients herself to the actual world of space and time, of things, animals structures and people…

Play is a child's work"

Manning Regional Child Care Association

Family Day Homes

The Learning Tree Preschool

Manning Early Learning & Child Care Center

Out of School Care Program

Centre: 780-836-2588

Email: mrccadirector@gmail.com

Manning Regional Child Care Association

The Learning Tree Early Learning & Child Care Center

Website: www.mrcca.net

Monday to Friday 7:30A.M. to 5:30P.M.

Located in the Early Learning & Child Care Centre
#202 3rd Ave, SE
Manning
Family Entrance

PARENT HANDBOOK

2025-2026

MRCCA PROGRAM MISSION

The purpose of Manning Reginal Childcare Association is to provide & promote licensed, high quality, inclusive and affordable early learning and childcare programs to meet the needs of children and families in our community.

MRCCA PROGRAM VISION

A place where everyone feels safe, nurtured and inspired to learn for generations to come.

Thank you for choosing the
Early Learning & Child Care Program
and allowing us to be a part of
your child's life

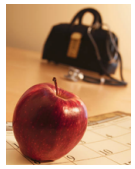
PROGRAM

Our program offers a child/family centered approach providing opportunities to learn through play.

The day is organized to include routines and activities which reflect the ages and needs of the children in care. Activities will be planned to meet the developmental needs of all children to enhance their growth socially, physically, intellectually, creatively and emotionally. Planning is based on children's interests.

Toys, equipment and materials are provided at the Centre. Staff will ensure that these items are safe and suitable for the children using them.

HEALTH / ILLNESS POLICY



We have to be VERY strict with this illness policy.

NO SICK CHILDREN WILL BE PERMITTED – NO EXCEPTIONS

We strongly recommend that if your child is feeling unwell please keep him/her at home until the symptoms disappear and then bring him/her back to daycare.

If your child becomes ill while being in the facility, we will have to isolate the child immediately and require you to pick him/her up asap; they must be symptom free for 24 hours before the he/she can return to the daycare.

NUTRITION

The Centre will provide lunches for the Day Care program. Parents will provide two snacks. If your child does not like the lunch provided please provide extra food. Preschool children will be required to supply one nutritious snack. These snacks should follow the Canada Food Guide and include at least two food groups. In case of allergies and special diets, the parent must inform the staff of all necessary information. Parents will provide all food for special dietary requirements.

HEALTH & SAFETY

The Centre staff will ensure that all requirements of health, safety and nutrition are being maintained. These areas are critical to a child's well being and will be treated as such. We are working closely with the AHS Health Inspector to implement and maintain Covid and other health and safety requirement's.

COLD WEATHER POLICY

If Day Care is not open due to weather, Staff will be in touch with parents.

SAFETY

An emergency evacuation plan is in place for the centre and is posted by the door, please become familiar with it. In case of an evacuation the children will be relocated to the Manning Library building and parents will be notified.

September 2025 - August 2026

Preschool will follow school calendar

Daycare will be offered 12 months of the year except for:

Jan 1 - New Year's Day	**Sep 2 - Labour Day**
Feb 17 - Family Day	**Sep 30 - Reconciliation Day**
Apr 18 - Good Friday	**Oct 14 - Thanksgiving Day**
May 19 - Victoria Day	**Nov 11 - Remembrance Day**
Jul 1 - Canada Day	**Dec 25 - Christmas Day**
Aug 4 - Civic Holiday	**Dec 26 - Boxing Day**

PD Days: November 22, March 7, May 23

Christmas Break: December 24-January 2

Spring Break: April 18-21

Preschool Daily Schedule

This is a guide, time are approximate. Educators may modify the schedule and activities to reflect individual needs, interests and developments of children in care.

9:20-10:00 12:50-1:30	Centre is open, children start to arrive, parent brings child in and sign ins. Children will wash their hands once they enter the room. Free choice play.
10:10:20 1:30-1:50	Children tidy up and gather for show and tell, calendar and weather. Educators will discuss what is happening for that day.
10:20-10:35 1:50-2:05	Art and Creativity to reflect the age and interest of the children and expectations of parents. Children are encouraged to complete an activity during this time.
10:35-11:05 2:05-2:35	Physical activities which may take place inside or out. The activities may be teacher directed, independent child directed or a combination of both.
11:05-11:20 2:35-2:50	The children wash up and assist in getting ready for snack. Children and educators sit together and use this time to interact with each other. Children are encouraged to eat their snack but are never forced. Wash hands after snack.
11:20-11:40 2:50-3:10	Free choice of centre time. This time may also be used for one on one between educators and children. This time also allows for solitary or group play.
11:40-12:00 3:10-3:30	Children tidy up and move to circle time. This includes stories, songs and sharing.

***Note - It is a requirement of the program that the parent sign their child(ren) in/out on ProCare**

DAILY DAY CARE SCHEDULE

This is a guide; staff may modify the schedule to allow to reflect identified needs and ages and stages in care. Times are approximate.

7:30 - 9:30	Centre is open, children start to arrive, parent brings child in and signs in free choice play with some centers open. As staff and children arrive a greater selection will be made available.
9:30 - 10:00	Children tidy up and move to circle time. Staff will discuss what is happening for the day introduce new centers or activities
10:00 - 10:30	Morning snack, children will wash up staff encourage self help skills. Positive social interactions are encouraged during this time.
10:30 - 12:00	Staff determines if children will use center play or outdoor play, they may also decide to split the group and switch after about half an hour. During this time, children may play independently or join in teacher directed activities.
12:00 - 12:45	Lunch is provided, monthly menus sent to Parents, 3 food groups. Parent is asked to send extra food if their child does not like the planned lunch. The children assist in setting up for lunch. Children and staff sit together and use this time to interact with each other. Children are encouraged to eat their lunch but are never forced.
12:45 - 1:00	Clean up, prepare for rest time. Children are actively engaged in helping clean up and preparing for nap. They are encouraged to help each other. Children gather for a story before quiet time.
1:15 - 2:15	Children are encouraged to rest; staff may use storytelling, quiet music to help children settle.
2:15 - 3:00	Children slowly wake up; staff will direct children to quiet activity as children wake up snack is made available.
3:00 - 5:30	Staff determine if children use indoor or outdoor free choice play Staff will make available both independent and group activities that children may participate in . This time can also be used for one on one between staff and children. As children leave the centers are tidied up and closed. Children are encouraged to help with clean up.
5:30	Centre closed

THINGS TO KNOW AND DO

We look forward to working with parents to offer a safe, healthy and positive care environment for your children. In order to do this, parent's cooperation is essential in the following areas:

- **A child registration form must be completed which includes two emergency contact numbers with physical address and permission to seek medical help if required·**
- **Parents will be given a pin number to sign your child in / out on ProCare iPad.**
- **Notify staff of all allergies, both food and medical and provide a labeled water bottle.**
- **We will be providing a nutritious noon meal which includes three food groups . Parents are asked to provide 2 nutritious snacks which include 2 food groups and a labeled water bottle . Please include more food if child does not like the posted menu lunch for that day.**
- **Naptime is scheduled during the day; day care will supply an item from the soothing bin and blanket for your child. These items will be sanitized regularly.**
- **It is mandatory for parents to fill out the Ages & Stages Questionnaires before children are accepted into the program. This allows staff to be aware of the developmental stage of each child and provide the individual care required. This will also help parents understanding of their child's development.**
- **Please dress your child for outdoor play, as this is an important part of your child's day. Please provide extra set of clothes in case of accidents.**
- **Provide diapers, diapers cream and wipes for diapered child**
- **Share information about your child that will help staff to understand them better**
- **Please bring any questions or concerns to the staff's attention so they can be dealt with asap.**
- **Please Bring : Each child is required to have a complete change of clothes (socks, shirt, pants and underclothes). Please bring these clothes in an individually marked bag. They must also have both indoor and outdoor footwear. All personal articles must be clearly marked.**
- **Please Leave at Home: Personal play items will not be allowed from home. Please explain your child.**

HOURS OF OPERATION - Childcare will be offered on Monday to Fridays 7:30 am to 5:30 pm, September through August. Care will be offered to children ages 12 months to 5 years.

PICK-UP TIMES - Children MUST be picked up no later than 5:30 pm. After 5:30 for every 15 minutes or portion thereof, parents will be charged $5.00.

WAITING LIST POLICY

The Learning Tree gives priority to different groups which effectively moves them up the waiting list. The different tiers of The Learning Tree's waiting list are:

1. Staff of Learning Tree: The Learning Tree reserves the right to give priority to Learning Tree Staff members.
2. Siblings: siblings of current Learning Tree clients receive priority placement on The Learning Tree's waiting list.
3. Priority to full time children.

FEE FOR SERVICE POLICY - Per Child

Full Time(100-180 hours)

Ages	DayCare Rates	Affordability Grant	Parent Fee	Nutrition Porgram	Enrichment Initiative	Total Parent Fees
12 months - less than 19 months	$1,378.00	$1,051.75	$326.25	$100.00	$10.00	$436.25
19 months - less than 3 years	$1,225.00	$898.75	$326.25	$100.00	$10.00	$436.25
3 years - less than 4 years	$1,188.00	$861.75	$326.25	$100.00	$10.00	$436.25
4 years - 5 years	$1,181.00	$854.75	$326.25	$100.00	$10.00	$436.25

Preschool Fees

Time	DayCare Rates	Preschool Fee	Government Grant	Total Parent Fee
Over 100 hours	$436.25	$60.00		$496.25
3 days a week x 2.5 hours		$300.00	$100.00	$200.00

* Parents will be required to fill out a Registration Parent Confirmed Hour Sheet at the time of registration. Parents will be invoiced on the 15th of each month, for the month's fees, according to their Registration Confirmed Hour Sheet.

*Full time spots only available at this time

* Minimum hours booked: 1 day=8-9 hours

* Prepayment of fees is required. Payment for the next month must be handed in by the 25th of the present month. Payment may be made by cash, cheque or by e-transfer to: thelearningtree02@gmail.com

* There will be no refunds for cancellation, except in the event of the extenuating circumstances. Examples of extenuating circumstances may include job loss, death in the family, etc. Those wishing to apply for a refund must submit a written request to the MRCCA Board for review.