

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" — R. Murray Schafer



Manning Regional
Childcare 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
Childcare 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

2026-2027

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, you keep them at home until their symptoms have completely resolved before returning to daycare.

If your child becomes ill while at the centre, they will be separated from the group, and we will ask that you pick them up as soon as possible. Before returning to daycare, your child must be symptom-free for 48 hours. This includes being fever-free for 48 hours without the use of fever-reducing medication (such as Tylenol or Advil).

Only prescription medication will be administered. Any over-the-counter medicine (Advil, Tylenol, Benadryl, etc.) will need to be administered by the parent.

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 at the centre and is posted by the door. Please take a moment to familiarize yourself with it. In the event of an evacuation, the children will be relocated to the Manning Library building, and parents will be notified as soon as possible.

July 2026 - August 2027

Preschool will follow school calendar

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

Jul 1 - Canada Day	Jan 1 - New Year's Day
Aug 3 - Civic Holiday	Feb 15 - Family Day
Sep 7 - Labour Day	Mar 26 - Good Friday
Sep 30 - Reconciliation Day	Mar 29 - Easter Monday
Oct 12 - Thanksgiving Day	May 24 - Victoria Day
Nov 11 - Remembrance Day	
Dec 25 - Christmas Day	PD Days:
Dec 26 - Boxing Day	November 23
Christmas Break:	March 5
December 24-January 4	May 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.
10:00-10:20 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 opens: children arrive at the centre and are signed in by their parent. During this time, children may choose from a variety of free choice play with some centers open. As educators 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 hands. Staff encourage self-help skills. Positive social interactions are encouraged during this time.
10:30 - 12:00	Staff determines if children will use indoor 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 each day and includes foods from at least three food groups. Monthly menus are shared with parents in advance. If a child does not enjoy the planned lunch, parents are asked to provide an alternative meal. 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, and/or quiet music to help children settle.
2:15 - 3:00	Children slowly wake up; staff will direct children to quiet activities. 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 contacts' numbers with physical address and permission to seek medical help if required.
- It is mandatory for parents to fill out the Ages & Stages Questionnaires before children are accepted into the program. This allows educators 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.
- Parents will be given a pin number to sign your child in / out on the ProCare app.
- Notify educators of all allergies, both food and medical.
- We will be providing a nutritious lunch which includes three food groups . Parents are asked to provide 2 nutritious snacks which include 2 food groups. Please include more food if child does not like the posted menu lunch for that day.
- Naptime is scheduled during the day; we will supply blankets for your child. These items will be sanitized regularly.
- Please dress your child for outdoor play, as this is an important part of your child's day.
- Share information about your child that will help educators to understand them better.
- Please bring any questions or concerns to the educators' attention so they can be dealt with as soon as possible.
- 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 belongings must be clearly labeled with the child's name or initials.
 - A labeled water bottle.
 - If applicable, diapers, diaper cream and wipes for diapered child.
- Please Leave at Home: Personal play items will not be allowed from home. Please explain to 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 Program	Enrichment Initiative	Total Parent Fees
12 months - less than 19 months	\$1,405.56	\$1,079.31	\$326.25	\$100.00	\$10.00	\$436.25
19 months - less than 3 years	\$1,249.50	\$923.25	\$326.25	\$100.00	\$10.00	\$436.25
3 years - less than 4 years	\$1,211.76	\$885.51	\$326.25	\$100.00	\$10.00	\$436.25
4 years - 5 years	\$1,204.62	\$886.53	\$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 = 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.