

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
Early Learning & Child Care Centre
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 Centre

Website: www.mrcca.net

**Monday to Friday
7:45 am to 5:15 pm**

Located in the Early Learning & Child Care Centre

#202 3rd Ave, SE

Manning

Family Entrance

PARENT HANDBOOK

2020-2021

MRCCA PROGRAM / PHILOSOPHY

The Manning Regional Childcare Association believes that a high quality early childhood program provides a safe and nurturing environment that promotes the physical, social emotional and cognitive development of young children while responding to the needs of families.

- MRCCA has an Open Door Policy and Parents are encouraged to discuss their child's progress and well-being.



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

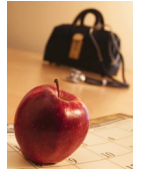
PROGRAM

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 & 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 Requirement's.



Health /Illness Policy

Covid Requirements -

As per Alberta Health guidelines, we will have to exclude any child or Educator that has cold symptoms or other COVID related symptoms until they are tested.

If results are negative, they are welcome to return when symptoms have improved. If a child has allergies, asthma, etc that give them cold like symptoms, we will need to see that a COVID test comes back negative before they will be able to attend. (As per Alberta Health Guidelines)

We have to be VERY strict with this illness policy. **NO SICK CHILDREN WILL BE PERMITTED – NO EXCEPTIONS**
Masks will not be required as per AHS guidelines. We also do not feel the children will be able to meet the requirements for proper mask use.

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 the 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; plus we will need a negative Covid test result and they must be symptom free before the he/she can return to the daycare.

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..

Cold Weather Policy

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

Pick-up Times

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

Nutrition Due to Covid restrictions the Centre will not provide any snacks or lunches for the Day Care program. Preschool children will be required to supply one nutritious snack. These snacks will follow the Canada Food Guide and include at least **two** food groups. Parents are asked to provide a nutritious noon meal which includes **three** food groups following the Canada Food Guide. 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.

September 2020~ August 2021
Special Programming—Preschool will follow school calendar
 Daycare will be offered twelve months of the year except for the following stat holidays & PD days:

New Years Day	Family Day
Good Friday	Victoria Day
Easter Monday	
Canada Day	August Civic Holiday
Labour Day	Thanksgiving Day
Remembrance Day	Christmas Day
	Boxing Day

Oct. 9-PD day, Dec. 24-31, Jan 29-PD day,
 Mar 5 PD day, Apr 6-9, Jun 7 PD day

Special Programming/Preschool Daily Schedule

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

12:50-1:30	Centre is open, children start to arrive, parent brings child in and signs in. Children will wash their hands once they enter the room. Free choice play.
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.
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.
2:05-2:35	Physical activities which may take place inside or out. The activities may be teacher directed, independent or a combination of both.
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. Children will wash hands once they are finished eating their snack.
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.
3:10-3:30	Children tidy up and move to circle time. This includes stories, songs and sharing.
3:30	Children are picked up by parent and signed out.

DAILY DAY CARE SCHEDULE

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

7:45 ~ 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, the parents will provide lunch; the centre will keep food on hand to supplement lunches or provide if the parent fails to send 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 ~ 5:15	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.
5:15	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 must be completed which includes emergency contact numbers with physical address and permission to seek medical help if required.
- Sign in and sign out of children is required.
- Notify staff of all allergies, both food and medical and provide a labeled water bottle.
- Provide your child with a nutritious noon meal which includes three food groups 2 nutritious snacks which include 2 food groups and a labeled water bottle .
- 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.
- 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 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:** Due to Covid restrictions personal items will not be allowed from home. Please explain to your child.

HOURS OF OPERATION

- Childcare will be offered on Monday to Fridays 7:45 am to 5:15 pm, September through August. Care will be offered to children ages 12 months to 5 years.

FEE FOR SERVICE POLICY—Per Child

<u>Schedule</u> <u>Fees are based on a 22 day month @\$25/day</u> <u>Preschool is included in Full Day, Day Care Fees based on</u> <u>Registration and Age Priority</u>	<u>Fees</u> <u>per month</u>	<u>**Subsidy Fees</u> <u>per month</u>
Five set days per week—Full time	\$550	\$4
Four set days per week	\$425	\$4
Three set days per week	\$325	\$4
Two set days per week	\$225	\$4
One set day per week	\$125	\$4
Special programming 2.5 hr program—3 days per week	\$160	

***Subsidy is also available to working families with family income less than \$75,000/year. Please inquire.**

Priority List for Acceptance

Acceptance into the Centre will be based on a first come, first serve basis following the criteria below:

1. Children presently in MRCCA programs requesting a full-time space
2. New children requesting a full-time space
3. Children presently in MRCCA programs requesting a part-time space
4. New children requesting a part-time space

Children **MUST** be picked up no later than 5:15 pm. **Late charges of \$5.00 per fifteen minutes, or portion thereof, will be charged by the Agency.**

Payment is payable to the Early Learning & Child Care Centre and is collected by the staff. A receipt will be issued at the end of each year or upon request.

Parents will be required to pay for their childcare space at the time of booking.

Families with Subsidy will be required to pay their parent portion at time of booking. Full time children will be given priority.

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 cheque or by E-transfer to thelearningtree02@gmail.com

If Parents exceed their paid timeslot without notification to staff, an additional \$5/15 minutes will apply, to be paid upon picking up the child.

There will be no refunds for cancellation, except in the event of 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.

Should there be a need to cancel; staff must be notified in order to maintain child/staff ratios.

***Note** - It is a requirement of the Program that the Parent sign their child(ren) in and out on ProCare.