

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 Centre
Out of School Care Program

Centre: 780-836-2588
Email: mrccdirector@gmail.com

Manning Regional Child Care Association



**The Learning Tree
Early Learning & Child
Care Centre**

Website: www.mrcca.net

**Monday to Friday
7:30 am to 5:30 pm**

Located in the Early Learning & Child Care Centre

#202 3rd Ave, SE

Manning

Family Entrance

PARENT HANDBOOK

2023-2024

MRCCA PROGRAM MISSION

The purpose of Manning Regional 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.

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.

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.

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 2023~ August 2024

Preschool will follow school calendar

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

Labour Day—Sept 4

Family Day—Feb 19

National Indigenous Day—Sept 30

Thanksgiving Day— Oct 9

Good Friday— March 29

Remembrance Day— Nov 13

Victoria Day—May 20

Christmas Day—Dec 25

Canada Day—Jul 1

Boxing Day—Dec 26

New Years Day—Jan 1

August Civic Holiday—Aug 7

Nov 24-PD day, Dec. 25-29,

Mar 8 PD day, Apr 1-5

May 17 PD day,

Preschool Daily Schedule

This is a guide, times are approximate. Educators may modify the schedule and

9:20-10:00 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.
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.
12:00-3:30	Children are picked up by parent and signed out.

*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 of children 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 hrs		
Program Costs	\$1100	\$1100	\$1100
	Under 19 mo	19 mo—3 yrs	3 yrs—5 yrs
Affordability Grant	-635	-510	-450
Subsidy –Income under \$119,999	-266	-266	-266
Parent Fees	\$199	\$324	\$384
Program Costs Income under \$60,000	\$1000	\$1000	\$1000
Affordability Grant	-635	-510	-450
Subsidy	-266	-266	-266
Parent Fees – no admin fee	\$99	\$224	\$284
Part Time	50 – 99 hrs		
	Under 19 mo	19 mo – 3 yrs	3yrs—5 yrs
Program costs	\$750	\$750	\$750
Affordability Grant	-317.50	-255	-225
Subsidy	-133	-133	-133
Parent Fees	\$299.50	\$362	\$392
Kindergarten	50 – 72 hrs		
	Attending Kindergarten		
Program costs	\$650		
Affordability Grant	-225		
Subsidy	-133		
Parent Fees	\$292		
1-49 hrs—Daily Rate—\$50/day	Under 19 mo	19 mo—3 yrs	3 yrs– 5 yrs
Program costs	50/day	50/day	50/day
Affordability Grant	0	0	0
Subsidy under \$119,999	?	?	?
Parent fees	\$50 x number of days	\$50 x number of days	\$50 x number of days
Unscheduled days	\$50 per day	\$50 per day	\$50 per day

Administration Fee - \$25 per family
 Parents Confirmed Hour Sheets are fillable and must be emailed (thelearningtree02@gmail.com) or handed in by middle of the month.
 Minimum hours booked 1 day = 8-9 hours. 8:00 am – 5:00 pm
 Day care/Preschool Fees:

Hours	Day care	Preschool fees	Total fees/Month
100 – 160 hrs/month	\$384	+ \$50	\$434
50 - 99 hrs/month	\$392	+ \$68	\$460
3 days X 2.5 hrs Community child		\$180	\$180

Prepayment of fees is required. Payment for the next month must be handed in by the 20th of the present month. Payment may be made by cheque or by E-transfer to : Thelearningtree02@gmail.com
 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.