



# littlebeginnings

## DAYCARE & LEARNING CENTRES

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# PARENT MANUAL

911 Queen St. Unit  
Kincardine, Ontario  
(519) 396-1230

Created: June 2014

Revised: August 2015

Revised: October 2016

Revised: September 2017

Revised: October 2018

Revised: September 2020

Revised: May 2021

[www.littlebeginnings.ca](http://www.littlebeginnings.ca)

### Little Beginnings Daycare & Learning Centre

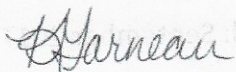
Welcome to Little Beginnings Daycare & Learning Centre. Your family is in for a great experience and we thank you for letting us be part of your child's early years. The program reflects the fact that each child develops in an individual manner. Research has shown that the early years of a child's life is so important and positive experiences during these years reinforce the child's natural learning. Of course, the loving consistent care of parents is always the most important foundation for all learning.

Knowledge about child development is used to provide the guidelines for planning a safe and comfortable environment. The long-term objective is to provide an early education program that fosters good problem solving, and coping skills. Within this context, the aims of the program are to enhance the child's self-concept, to develop a sense of trust in others and to help develop a sense of autonomy and curiosity. Communication skills, ability to regulate and express emotion as well as to think and plan, are all recognized when planning our program. Cognitive skills, social skills and a child's physical development are also reflected in the curriculum.

As we continue to grow our centers to other locations, we are excited to continually enhance and improve our programming here in Kincardine. We are still committed to continue to focus on the education and well-being for each child that becomes part of the Little Beginnings family.

From my family to yours, "Welcome to Little Beginnings Daycare & Learning Centre", may your time with us be an enriching experience for your child and yourself.

Sincerely,



Kristy Garneau

Owner/Operator



## About Our Centre



### **Lb1 Staff to Child Ratios**

Group	Age Range	Ratio	Capacity	Daily Cost
Infant	6-18 months	1:3	6	\$62
Toddler	18mths-2.5 years	1:5	20	\$52
Preschool 1	2.5-6 years	1:8	8	\$52
Preschool 2	2.5-6 years	1:8	16	\$52

\*These ratios are based on the Child Care Early Years Act (CCEYA) and enable us to maintain high quality care for your children.

\*We raise our fees annually to reflect changes in the operating costs of the program.

### **Days/Hours of Operation**

The Centre is open twelve months a year, 5 days a week. Monday to Friday from 8:00 a.m. to 5:00 p.m.

**The Centre will be closed for all Statutory Holidays and will also be closed on the days between Christmas and New Year's.**

**Easter Monday is reserved for a staff development day and the centre will be closed that day.**

\* Advance notice will be given for the days that we are closed. This will be posted in the main Lobby and on the children's activity calendars circulated monthly.

\*\*Payment is still due for statutory days even if they fall on the days you are registered for.

**\*\* Please Note: We are unable to guarantee your child's placement if withdrawn for any part of the year.**



## Process of Enrollment



### Application Procedure for Waiting List

Parents/guardians are invited to make schedule a tour with the Supervisor who will explain the program and answer any questions, or you can fill out a registration package on our website (<https://littlebeginnings.ca/>) or one can be emailed to you by our Supervisor.

### Contact

#### **Director of Operations**

Julie Lafond

[julie@littlebeginnings.ca](mailto:julie@littlebeginnings.ca)

519-396-1230

#### **Supervisor**

Tabatha Hoggarth

[tabatha@littlebeginnings.ca](mailto:tabatha@littlebeginnings.ca)

519-386-9033

If you wish your child to be placed on the waiting list, a registration package must be completed along with completing the application on the OneList website ([www.brucecountychildcare.ca](http://www.brucecountychildcare.ca)). This information will be provided either over the phone or during your tour. **Parents are welcome to contact the Center to inquire on their child's status on our waitlist.**

### Admission Procedure

Once a place for your child has been confirmed, you will be required to complete a registration package for your child, including a medical form with a record of immunization, and an emergency contact form and to submit a registration fee of \$70.00 (non-refundable). We also require a VOID cheque or deposit bank draft to set up monthly or bi-monthly withdrawals for daycare fees. You will be asked to complete a questionnaire about your child. We like to be experts on your child's needs and interest before they start daycare. Your child will be asked to participate in the daycare program for 2 half days, typically 8am until 12pm, to help ease transition to daycare.

Little Beginnings will accept new children when there are vacancies, on a first come, first serve basis, giving priority to siblings of children currently enrolled.

We strive to ensure:

- That a waiting list is maintained for each age group according to date on registration package.
- That we keep the waiting list current by contacting families on it every three months to see whether they are still interested in the program.
- That advocate for all children.
- That we offer a Centre tour, and entrance transition to all families and children coming into the center.





## Payment Policy



### Payment Options

Invoices will be sent out to all parents/guardians by the 20<sup>th</sup> of each month, parents/guardians will have until 25<sup>th</sup> of the month you will be able to make changes that will be reflected on the next month's payment. Any changes submitted after the 25<sup>th</sup> will not be adjusted until the following month.

**Monthly:** Automatic Withdrawal: Payment will be removed by the last business day of the month prior.

**Bi-Monthly:** Automatic Withdrawal: will be removed by the last business day of the month prior and the 15<sup>th</sup> of every month.

**All fees must be received in advance for childcare services.**

### Non-Sufficient Funds/ Late Fee Payments

A non-sufficient funds (NSF) cheque is one that is rejected by the payer's bank. The parent/guardians will be notified in writing if a NSF payment has been submitted.

Little Beginnings charges an administrative fee of \$50 for NSF payments. The fee is to be paid immediately, along with the month's fees that are outstanding.

After **ONE** non-sufficient funds notification, parents/guardian will be required to provide either cash or certified cheque for the monthly fees immediately and will be withdrawn from the direct withdrawal process and the option of paying bi-monthly. Full payment of fees for each month will be required on the last business day of the previous month. Failure to provide payment will result in immediate termination of care.

### Sick / Cancellations Policy

There are NO financial credits issued for illness. These are common occurrences which happen frequently in young children.

### Vacation

Children registered in the centre for **full time care**, will receive 1 weeks' vacation yearly, where daycare fees are not due. Fees will be charged for vacation time used beyond these times. Please note must give one months notice to use vacation days.



### **Receipts**

Income tax receipts are issued by the end of January for the previous year.

### **Withdrawal Policy**

A minimum of two (2) weeks written notice to the Supervisor for the withdrawal of the child(ren) is required. All schedule days during this two-week period will be charged to your account.

### **Centre Withdrawal Procedures**

In the event that a child in the program is having difficulties and the Centre is not able to meet the needs of this child, a formal withdrawal process will be initiated. The following would be the basis for the commencing of this process:

1. The child is endangering the physical and/or emotional wellbeing of himself/herself and/or the physical and emotional well-being of the other children.
2. The child required an excessive amount of time, such that the other children registered in the program are in jeopardy or are receiving limited supervision.

All efforts will be made by the centre staff to communicate on a daily basis any concerns regarding your child's wellbeing.

Our priority is to facilitate the resolution of any difficult situations with the parent/guardian. If the situation remains unchanged a meeting will be scheduled immediately between appropriate centre staff including the Supervisor and parents. The following will be discussed:

1. Seriousness of the incident
2. Its effect on the child and the program
3. The child's stage of development and maturity level
4. A review of the factual history as logged by the staff
5. Terms and conditions for continued care

Resources are available with the community to help the staff meet the needs of your child. It is the parent's responsibility with the assistance of the program supervisor to request this service.

Shall these terms and condition not be met by the parent/guardian the contract for service will be terminated immediately. Payment in full must be made on or before the last day of service.



## LB Policies & Procedures



### Staffing

The staff of Little Beginnings Daycare & Learning Centre are hired based on their formal education and experience with young children. Most of our staff has his/her Early Childhood Education (E.C.E) diploma that is a two-year course at a local community college. Our staff are registered members of the College of Early Childhood Educators and in good standing with the college. After receiving his/her diploma and additional experience, a staff may proceed to become certified in the field. Qualified Early Childhood Educators have the support of Assistant teachers. All staff must have knowledge of the Occupational Health and Safety Act, the CCEYA, the Public Health Act and ability to meet the specifications of these regulations and any other that applies to this work. All staff is required to possess a valid First Aid and C.P.R. certificate. All of LB Educators are familiar with "How does Learning Happen? Ontario's Pedagogy for the Early Years" and "Think, Feel, Act; Lessons from Research About Young children" booklet.

Before becoming employed with Little Beginnings Daycare & Learning Centre staff must complete a Vulnerable Sector Screening as well as sign off on all our policies and procedures.

### Supervision Policy

Our doors are always open to volunteers who have a sincere and positive approach towards the children. We also welcome students in training from community colleges and high schools. Students/volunteers are not permitted to be left alone with the children and are not to be counted in staffing ratios at any time. All students/volunteers will review all Little Beginnings Policies and prior to their start date, whenever any amendments are made, and annually, with a sign-off confirmation. All staff/students/volunteers have an intensive orientation session with the Owner & Supervisory staff prior to starting work/placement at LB. All students/volunteers are informed of all children with allergies/sensitivities and anaphylaxis reactions and receive EPIPEN training prior to entering the classroom. Students/volunteers sign-off on both the policy and the training. Vulnerable Sector checks and immunization records must be carried or on file with all students/volunteers.

However, we are not accepting volunteers during the COVID pandemic to reduce additional exposure.

### Emergency Procedures Centre Closures

Even with the best precautions, accidents can happen.

In case of emergency medical care, the Centre will call the parents/guardians immediately and transport the child to South Bruce Grey Health Centre. For this reason, it is imperative that we have on file:

- Up to date home/work/mobile telephone numbers.



- Names and telephone numbers of at least two other adults we can contact in an emergency.
- Child's health card number.
- Signed consent for emergency transportation and treatment card.



The Centre has a procedure regarding fire drills/lock down drills that must be followed in case of an emergency. These drills are conducted on a regular basis. In case of emergency, the children must vacate the Centre:

#### **EVACUATION SITES:**

Knox Presbyterian Church, 904 Princes  
St. Kincardine,  
519-396-2311

In case of Emergencies, Centre staff will contact parents/guardians by phone after the children are moved to safety.

As per the snow day policy should Hwy 21, Hwy 9 or Bruce County Rd. 23 (B-Line) close due to inclement weather or other emergency situations, the Centre will also be closed. Please listen to closure information on the radio, Facebook, or Hi-mama. Every effort will be made to call the parents/guardians as soon as possible if the closure happens during the day. Calls will be made in order of usual arrival to the Centre.

In the event of any natural disaster (ie: severe weather warnings, power failure, flood) the Centre is not able to operate and will remain closed until it is deemed safe. In these situations, fees will be reimbursed. Again, every effort will be made to contact parents/guardians as promptly as possible. Please check your Hi-mama account or our LB Facebook page for up-to-date information prior to heading to the Centre.

#### **Meals**

Our Centre employs full time cooks that provides healthy and nutritious lunch and snacks daily in accordance with Canada's Food Guide. Morning snack is provided around 9:30am, lunch at 11:30am and afternoon snack at 3:00pm. Our four-week rotating seasonal Menus are posted in our Hallway, on our website and uploaded to your child's daily report via Hi Mama email.



The Supervisor should be made aware of any restrictions due to allergies, religion or health issues in writing and signed by the parent or legal guardian. Accommodations will be made to these restrictions to the best of our ability.

## **NO PEANUT/NUTS OR NUT PRODUCTS ARE ALLOWED IN THE FACILITY.**

### **Infant Meal Policy**

Parents are responsible for providing food for their infant until they are on table food. Ensure all jars or boxed items are properly labelled with your child's name and date. Our Infant Classroom has its own refrigerator for infant food storage. Our daily menu accommodates all ages.

### **Diaper Policy**

Parents are responsible for supplying the Centre with diapers, wipes and diaper cream/ointment. Supplies are kept beside the change table will be created with your child's name on it. Notes, on Hi-mama, will go home periodically to let you know if more diapers and wipes are needed.

### **Sunscreen Policy**

All children enrolled in the program must come to school with sunscreen already applied. Please provide labelled sunscreen to be reapplied throughout the day as required.

### **Extreme Weather Conditions**

The Centre follows the guidelines set by the Grey Bruce Health Unit pertaining to weather conditions. Daily programming will be revised if conditions do not allow outdoor activity.

### **Separation Anxiety**

All children go through an adjustment period (especially the younger children) and this is perfectly normal. To make the adjustment period a gradual one for your child, we suggest children be introduced gradually over a few days. We suggest that, if it is your child's first experience in daycare, that their first 2 days only be four hours long.

On the first days at the Centre, you or someone on the Emergency Contact List available during the day for early pick up. We recommend you talk to your child before coming to the Centre to prepare them. As well, if you can pick up your child early for the first few full days, your child will learn to understand you will return and become more comfortable.



Some teachers find it helpful when you leave a family picture so we can post it at the Centre or leave something of yours for your child to hold during the day. All children adjust differently, and it is common for you to observe changes in your child's behaviour. Some children may cry. Others still have toileting accidents, a change in their sleep patterns and/or appetite. Other children jump right into the program and others will be more cautious and observe. Your child's teacher will be available to work with you to ensure your child's transition period is a positive experience.

There will also be changes for you as a parent/guardian during this time. When picking up or dropping your child to the Centre, it is always a great opportunity to talk to teachers about any special or unusual events at home that will affect the child's daily routine at the Centre.

### **Toilet Training**

In the Toddler program, we work with you to help teach the children good toileting techniques and practices. We hope that all preschoolers are already potty trained or in a transition stage. It is important that we have consistent parent/guardian cooperation throughout the process for us to work together to help your child achieve their goals.

Signs of readiness:

- Dry "pull up" for extended periods of time (overnight or for over 4 hours)
- Communicates that they want "use the potty" or "needs to go"
- Lingering by the washroom
- Asks for you change their wet or soiled training pants
- Wants to sit on the toilet.

Please speak to your child's teacher to work out a strategy for a consistent routine to ensure the success of this critical stage in their development. We will create an environment that is reassuring and positive to children.

We request that you provide the Centre with additional clothes for potty training and avoid onesies as they make independence difficult. If your child is in the process of toilet training, we encourage parents/guardians to provide a knapsack with lots of changes of clothing (shirts, pants, underwear and socks) and shoes because accidents are common before five years of age. Our staff will inform parents/guardians when supplies are running low. Please replenish supplies before they run out. Our Centre has a small supply of extra clothes excluding underwear. If your child does not have extra underwear and has a toileting accident we will put them in LB spare clothes.

### **Our Daily Program**

#### ***Daily Routine:***

Routine is important for young children and helps develop feelings of security and order.



Bedding is provided by the Centre. All bedding is washed every twice week.

In accordance with the Child Care and Early Years Act, the children spend 2 hours each day outside. In the winter, we will not go out if the temperature/wind chill factor is below -15 Celsius. Children will be inside before it gets dark. In the summer, we will not go out if there is a smog warning or heat higher than plus 27.

### **Attendance**

Parents whose child is absent or late MUST call the Centre to confirm this information

- 519-396-1230

**\*\*We do not accept children after 9am**

### **Arrival and Departure**

Children will be released to parents/ legal guardians or any other persons that the parent/ legal guardian has communicated a full name and that person provides identification to staff (who will write name in communication log), provide note in writing or by email.

**\*All visitors must sign in our "Visitors Log" located at the front entrance.**

### **Late Policy**

Little Beginnings Daycare & Learning Centre closes at 5:00 pm. Failure to pick up before close will result in late charges.

Any parent to arrive after close will receive a verbal warning, if first offence. There after parents will be charged a late payment of \$15 for the first five minutes and \$1.00 every minute after. Please note that these payments are per child.

Ex. If you are to pick up your child at 6:00 pm, you owe \$40. (5minute charge of \$15 + 25 minutes at \$1.00 per minute = \$40)

A parent will not be penalized if they have called the Centre, prior to close, and have a reasonable explanation; however, it will be documented. Recurrent calls will be documented, and late fees will be charged.



Late payments are due at the end of the week, payable to supervisor, cheque made out to DC Ventures. A letter will be sent from management to parents who have not paid their fees after three days.

In the event of inclement weather, such as snowstorm, Little Beginnings reserves the right to charge our families a late fee. This is determined in the following manner:

If a snowstorm has been forecasted and the weather is progressively deteriorating throughout the day, it is our expectation that you allow yourself plenty of travel time to make it to the Centre to pick up your child(ren) before the Centre closes.

As a parent I have read and fully understand the Centre's Late Policy and will comply with its content.

### **Illness**

Illness can pass easily from child to child.

Please do not bring your child(ren) to the Centre if your child is unable to participate in regular activities due to fever (i.e. 100°F/38°C), diarrhea, vomiting, ear infection, eye infection, green runny nose, head lice, ring worm, or other contagious diseases, unexplained pains, rashes or itching.

If your child(ren) exhibits any of these symptoms during the day, you will be contacted and asked to pick up your child within one hour of being notified, or as soon as possible. If we cannot reach the primary contact, we will call the alternate caregiver on our emergency form.

If your child has an infectious or contagious disease (i.e. influenza, chicken pox, pink eye, impetigo, lice), please advise us of their condition so we may watch the rest of the group for symptoms, and when appropriate, advise all parents/guardians. A medical note must be brought back to the Centre when the child returns to the Centre in order to ensure they are free of any communicable infections.

Your child must be symptom/medication free for at least 24 hours before they can return to the Centre. In assessing the wellness of a child and their ability to participate in the programmed activities, the decision of the Director must be regarded as final.

Please note that the Child Care and Early Years Act (CCEYA) requires that all children participate in outdoor play. No exception can be made for children returning after an illness.



### **Medication Policy**

Only doctor prescribed medication will be administered to children by any program staff caring for that child. The medication must be in the original container and clearly labeled. Non-prescription medication (like Tylenol) can only be administered with a doctor/parent written consent. Parents/guardians are responsible for completing a medication authority form each incident the child is to receive the medication. All medications are locked in the appropriate medication boxes (refrigerated or non-refrigerated).

We are not allowed to administer any form of medicine on cuts or scrapes, and we do not remove splinters. Cuts are cleaned with soap and/or water and a bandage is applied, as per the Grey Bruce Health Unit guidelines.

If your child requires an EpiPen to be kept at the Centre, parents/guardians are responsible for advising the staff of the child's allergy conditions, fill in a child specific emergency procedure and must review the EpiPen Policy. All Epi-Pens are stored in designated individual pencil case attached to the classroom binder that our Educators will have with them at all times. All emergency contact information, your child's specific emergency procedure form. All Little Beginnings staff have been fully trained on how to administer an EpiPen, should the situation arise.

### **Clothing and Toys**

Although parents/guardians may think that children can easily identify their clothing, this is not always the case. Every year we end up with stacks of extra clothing, which are not properly labeled. We will donate these items to a charity if they are not claimed by year's end.

Your child should have a complete change of clothing, appropriate to the weather, in his/her classroom or cubby.

**Spring/Fall** Splash pants, rain boots and raincoat

**(Please do not send your child to the Centre with an umbrella)**

**Winter** warm hat, 2 pairs of mittens, warm boots, and snow pants, winter coat.

**(Please do not send your child to Centre with long scarves as they pose a choking hazard)**

**Summer** sunhat, apply sunscreen in the morning/Centre applies afternoon (if written consent is given).

**Please label all clothing and belongings that your child brings in to the Centre.**



Please replace any soiled items sent home the next day. Weather permitting, time is spent outside every day. Please make sure that your child has all appropriate clothing. Indoor shoes are to be non-slip. Please note that staff are not responsible for lost articles that are not labeled properly.

We are not allowed to administer any form of medicine on cuts or scrapes, and we do not remove splinters. Cuts are cleaned with soap and/or water and a bandage is applied, as per the Grey Bruce Health Unit guidelines.

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Sprinkle! - Splash pants, rain boots and raincoat.  
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