

Imagination
Station
Childcare
Centre
Parent
Package



Lynsey Pashley
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My Personal Philosophy of Childcare

Children are our future and it is our responsibility to create an environment that fosters positive emotional, social, cognitive and physical development. This is best accomplished by providing opportunities for children to

explore and discover through fun meaningful activities and play.

As an Early Childhood Educator it is my pleasure to provide your children with these experiences. My goal is to provide a warm nurturing environment where they will feel safe and loved. My daycare program gives children the opportunity to learn through play but also introduces them to new activities that they may have not discovered on their own.

Families of my daycare program are respected and appreciated for the knowledge, understanding and love they have for their children. I value open communication with families and encourage involvement in their children's experience.

I believe in an environment in which all individuals are respected, included and celebrated for their unique cultures, diversities and abilities.

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About our Daycare program

One of the most important decisions any parent can make is who will care for their most precious resource, their children. As a mother myself, I understand the trials and tribulations in searching for the perfect fit for your family.

So why allow Imagination Station Childcare centre to play the important role in providing a loving and caring environment for your child? Here are a few points

that might help you decide if this is the right centre for your family.

- An open door policy - As a parent with a child enrolled in our daycare centre it is important that you feel comfortable at the centre at all times. That means that you are welcome anytime to join us during the day.
- Pre-school programming - Imagination Station's daily schedule is set up so your child has the opportunity to both learn and play during their day. There are meaningful opportunities set up around the room including math and science activities. Your child gets the best of both worlds; an educational pre-school program and a fun daycare environment.
- A theme based centre - Being a theme based centre has a great advantage for your children. It allows them to be introduced to

new and exciting topics each week. We will be reviewing everything from dinosaurs to transportation.

Continued....

- Webcams - Parents are given a code to access our webcam service. This allows you to have your own private window into your child's day. You will be able to further connect with your child by seeing how their day was at Imagination Station.
- Art - Your children will have the opportunity to partake in a daily art activity. The art activity will be based on the theme of the week.
- Daily circle times - Each day there will be circle time. The circle time will focus on the daily calendar, the Family Fun Phonics program and the theme of the week. The children will learn about the theme of the

week with songs, stories, finger plays and other fun activities.

- Music and Movement program - Two times a week we have visits from a special music and movement teacher. She will be teaching us new songs and activities.
- The Family Fun Phonics Program - The children will get introduced to phonics in a fun and easy to learn manner with the Family Fun Phonics program.
- Daily snacks provided - The staff will provide your children with a morning and afternoon snack. Each snack will start with a fruit and/or vegetable to promote healthy eating. The snack menu will be available for your review on the bulletin board.
- Outdoor Adventures - Our large, fenced outdoor play area is located in Serenity Park. We will be taking advantage of the beautiful park setting and going on many nature walks.

Daily Schedule

7:30 - 9:00am - Children arrive,
open play time, daily art activity

9:00 - 9:30am - Morning Snack

10:00 - 11:00 - Outdoor play

11:00 - 11:30 - Morning Circle
(with an introduction to phonics or
Music Teacher)

11:30 - Hand washing for lunch time

11:45 - 12:15 - Lunch time

12:30 - 2:30 - Rest time

2:30 - 3:00pm - Snack time

3:00 - 3:30pm - Afternoon theme
based circle

3:30 - 4:30 - Outdoor play (Weather permitting)

4:30 - 5:30 - Open play

5:30pm - The centre closes

Hours of Operation

Monday - Friday - 7:30 am - 5:30 pm

Fee Schedule

Full time rate 600 per month

4 days a week 530 per month

3 days a week 395 per month

2 days a week 280 per month

1 day a week 150 per month

Drop in (based on availability): \$35 dollars a day

Fees include all snacks and music program

What to bring to daycare?

To help both the daycare and your child please pack the following items:

A change of clothes

This should be a full change of clothes including underwear, socks, pants, shirt and a sweater or additional jacket

- Please pack for weather changes as well. Example - If your child comes dressed in warm clothing please pack shorts and a t-shirt in the event that the weather gets warmer

Nap time bag

Included in a washable bag (pillow cases work great) please pack the following items for naptime

- A blanket
- A bottom sheet to cover the mat (crib sheets fit perfectly)
- A pillow (if your child uses one)
- A soft cuddly, friend to snuggle with

A healthy nutritious lunch

Please pack your child's lunch in a clearly labeled lunch kit. If their lunch requires heating please ensure it is in a microwave safe container. Your child's lunch will also need an icepack to keep it from spoiling.

The Daycare will be closed on the following Statutory Holidays:

New Years' Day * Good Friday *
Easter Monday *Victoria Day *
Canada Day *
BC Day * Labour Day* Thanksgiving *
Remembrance Day * Christmas Eve *
Christmas Day * Boxing Day

Please note the following:

- Fees are due on or before the first day of each month.
- Imagination Station requires 6 months of post dated checks upon registration.
- There is a 50 dollar registration fee upon enrollment.
- A 20 dollar NSF check fee will be charged for returned checks.
- A 20 dollar fee per week will be charged for late payments. After 4 weeks Imagination Station will have no choice but to discontinue providing care for

your child until payment has been received.

- If you no longer require our services 30 days notice is required from the first of the month.
- If your child is sick, absent or on holidays or if the childcare centre is closed due to one of the listed holidays above, fees are due as usual.
- A late fee is charged for parents who are late picking up their child. The fee is 5 dollars per 15 minutes.

Discipline Policy

At Imagination Station Childcare centre we have put together a discipline policy so that parents and children are aware of what kind of behaviors and activities are unacceptable in the classroom. We expect all children to respect their

peers, the teacher, the environment, as well as themselves.

The centre is set up to encourage positive behaviours and to the utmost of our abilities avoid negative behaviours. Children are given clear and simple guidelines to follow that have everyone's best interest at heart. Staff will offer choices and children and will be praised when they demonstrate positive behaviours. If a child is demonstrating negative behaviour the staff will first give the child a reminder or warning about the negative behaviour. If the child continues to demonstrate negative behaviour the child will be redirected to a new area or activity. As a last resort the child will sit down for a time out. This will give the child a chance to calm down and think about the negative behaviour before returning to join the group.

Examples of negative behavior include:

- Hurting another child (Including : biting, pushing, hitting)
- Throwing toys or disrespecting the environment
- Name calling or belittling other children

The Following Discipline Methods are prohibited at Imagination Station Childcare Centre:

- Any form of corporal punishment of a child by Imagination Station staff or other children.
- No child will be subjected to any form of harsh measures that could undermine the child's self worth or humiliate that child.
- No child will be deprived of basic needs such as food, shelter, clothing, bedding, our access to washroom.
- No child will be subjected to confinement.
- No child will be yelled at or talked to in a threatening manner.

Staff will inform parents if any child has demonstrated negative behaviors and discipline method has had to be used.

Illness Policy

No one enjoys being sick. That is why it is so important that all parents respect the illness policy. This will help minimize the spread of illness between the children and families at Imagination Station.

If your child has any of the following illnesses they are required to stay home:

- A fever of 100 F/38.3 C or higher
- Diarrhea
- Vomiting or nausea
- Runny nose with yellow or green discharge*
- Rash*
- Discharge from eyes or ears*
- Head Lice- the lice needs to be treated and your child must be free of nits before they can return to the centre.
- Shortness of breath, wheezing or a persistent cough*
- Sore throat*
- Headache and stiff neck*

*Please see your doctor before returning to the centre

If your child gets ill during the day we will be contacting you to come and pick them up. If we can not get a hold of you we will proceed to call your emergency contacts. We will make your child as comfortable as possible while we wait for you to pick them up.

Administration of Medication Policy

The Child Care Licensing Regulation,
Sections 18 & 23 require that:

18(1)

If a licensee has agreed with a parent of a child to give the child any medication prescribed by a medical practitioner or provided by the parent for the child, the licensee shall ensure the medications given to the child in the amount and at the times specified in the child's record.

(2)

A licensee shall ensure that no medication is given to the child while under care or supervision of the licensee, except in accordance with subsection (1).

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The licensee and the staff of a facility shall ensure that

- (a) All medications are kept in a locked container, and
- (b) No poisonous substance or potentially hazardous object is accessible to a child in the facility.

Parents of Imagination Station are encouraged to administer medications at home if possible. Any new medications should be given at home to observe if there are any allergies or side effects. If your child has been given medication at home it is the parent's responsibility to tell staff members the child has been given medication prior to being dropped off at daycare. Staff members must also be advised of the type of medication and any possible side effects.

Before Imagination Station can administer medication written consent from the parent/guardian must be obtained. Medications must be in their original containers with the original pharmacy label.

Release of Child Policy

Persons Authorized for Release of Children

For the safety of your child we will not release your child to anyone who is not listed on your child's registration forms. If the staff member has not met the person who has come to pick up your child we will require photo id from that person and your permission to release the child.

Imagination Station staff will not release your child to any person who appears unfit to provide safe care for your child.

If someone arrives to pick up a child and the staff feel that person appears unable to provide safe care for your child the following steps will be taken:

1. The staff will offers the parent a safe alternative, such as a cab ride home or phoning a friend or spouse.
2. If help is refused the staff will have no choice but to call the proper authorities.

If any unauthorized person comes to pick up your child will not release your child. You must advise staff members if there is any custody or court orders that they should be aware of for the safety of your child.

In the event of an emergency or if a situation arises where a parent needs to send someone not previously authorized to pick up their child we ask that you contact the centre before sending that person to the centre. The staff will require that person to show photo ID when they arrive at the centre.

To avoid any confusion please always advise staff if anyone other than a parent will be picking up your child.

If it is more than 30 minutes past closing time and no one has phoned or arrived to pick up your child the following steps will be taken.

1. A phone call to the parent(s)
2. A phone call to the emergency care givers
3. If no one can reached I will keep your child over night and call the appropriate authorities in the morning

Emergency Policy

Both fire and earthquake drills will be practiced monthly and recorded in a log book.

In the event of a major disaster the staff members will assess the room and surroundings for safety. If the staff members feel that the environment is safe, emergency equipment will be accessed and provisions will be made to stay at the daycare. The radio will be turned on and the staff members will wait to see if there are instructions for evacuation and where any emergency shelters are located.

In the event that we need to evacuate the building emergency supplies will be packed up and a note will be left on the daycare door advising where we have relocated. As soon as possible the staff will contact parents /or emergency contacts.

All parents are requested to make an emergency kit to keep at the centre for your child.

Supplies that should be in your child's kit include:

- A bottle of water

- Non-perishable snacks
- An emergency blanket (these can be found at most sporting supply stores)
- A photo of the family
- A note from mom and or dad
- A comfort toy or item

Please place all items in a large ziploc bag for easy storage.

Abuse Reporting Policy

As an Early Childhood Educator in care of your children's well being it is my legal responsibility to report any incidents of child abuse that are observed or suspected. This includes all forms of abuse: physical, emotional, sexual and neglect of a child.

If a parent has any concerns about abuse at the daycare, they may contact

MCFD or the Licensing Officer at the local Health Unit.

The following is the process for reporting abuse that is occurring outside the facility

1. Documentation
2. Informing the appropriate agencies

If abuse is suspected inside the facility the same two steps will be done followed by:

- Informing parents
- A plan of action for Health and Safety will be put into place
- Informing the alleged offender (if appropriate)

Imagination Station Staff

Anyone in contact with your child at Imagination Station will have undergone a criminal record check. If there is any suspected wrong doing by a staff member that staff member will not be in contact with your children until the matter has been resolved.

Incident Reporting Policy

Any major injuries, illnesses or unusual events that occur at Imagination Station will be documented on an incident reporting form and submitted to the licensing officer within 24 hours of the incident.

Minor incidents will be documented in the daily log book.