



Early Learning Center of Excellence Inc.

PARENT HANDBOOK

www.tinybubblescure.ca

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General Routines

Our goal here at Tiny Bubbles as a high quality early childhood learning facility is to create a fun, stimulating, high energy and safe environment where your child will learn through a "play based" curriculum dictated to us by the Province of New Brunswick. The vision of The New Brunswick Curriculum Framework for Early Learning and Childcare is "that children will grow to their fullest potential with dignity, a sense of self-worth and a zest for living and learning."

Daily our Educators and children will explore the possibilities of learning throughout the day through creativity and imagination and play and create a positive and natural learning experience.

Here at Tiny Bubbles Early Learning Center we are compassionate and loving and we truly care about children!

Hours Of Operation

Tiny Bubbles is open for operation Monday through Friday from 6:30am to 6:00pm. Tiny Bubbles will be closed on statutory holidays and additional holidays throughout the year and we will post well in advance on our Face Book site, in our monthly newsletters and in our center when we will be closing for holidays. If you have any questions concerning closures, please do not hesitate to contact us.

Storm Policy

Tiny Bubbles Early Learning Center of Excellence Inc. will be closed when weather conditions are severe. If the RCMP advises the roads are "unsafe" we may close the day care. Any closures due to severe weather conditions will be announced on the local radio stations and will be posted on our FB page. If we open for the day and weather conditions deteriorate to the point, we must close early a representative from Tiny Bubbles Early Learning Center will contact you by phone or email with details of the closure as well as post it on Facebook. Usually our guide is when city Transit is pulled off the roads, then we close.

Food Policy

All meals will be provided from home and we ask that you pack your child's lunch with healthy and nutritious food items.

If your child's lunch contains perishable items we ask that you pack a freezer pack in your child's lunch box to keep these items from spoiling.

We have individual allergies here at Tiny Bubbles and we have our allergies posted at each entrance. We ask that you look at these allergies periodically and refrain from packing any items found on our allergy list. Thank you.

Here is an example of a healthy lunch and snack:

2, 100 % juice, juice boxes

Egg salad sandwich on multigrain bread

Banana

Grapes (quartered)

Apple slices (peeled & quartered)

Because of hours of operation, please send your child with breakfast (if required, morning snack, lunch and 1-2 afternoon snacks (depends on how late they are picked up). We will send home any unused items in their lunch bags.

Enrollment & Discharge Procedure

Upon registration parents, will receive a "Registration package A" which contains Parent Handbook, and a registration form. "Registration package B" contains other government forms which need filled out before your child's first day of day care. Also, a copy of your child's immunization record is needed on or before your child's first day. Each child's file must be complete on or before their start date.

Refundable Deposit

Upon registration, Tiny Bubbles requires a refundable deposit of \$350.00. This deposit will be refunded when parents give Mari or Helena a written letter (30 days prior to the withdrawal date) stating the parent's intention to withdraw their child. If the center terminates the registration of the child, they will give 30 days' notice to the parents of the cancellation of registration. The \$350.00 will then be applied to the last month's invoice for such services. The refundable deposit must be paid in advance as a commitment to reserve a spot for a future registration, however, it will not be refunded if the child does not register and start attending.

Parents are required to bring all toileting supplies (diapers, pull ups, diaper cream, sanitary wipes) on the first day that your child is attending day care.

If your child displays any undesired behaviors, and the safety of other children is compromised you will be asked to not bring your child back to our center. A refund will be provided for any fees that have been paid for service not provided. If your child displays undesired behaviors and the safety of the other children is not in question, then we will honor a "1-2-3" policy. These incidents will be documented and put into your child's file. If after the 3rd incident of an undesired behavior, we will ask you to not return your child to the center and any fees that have been paid for services not rendered will be refunded.

A detailed schedule of fees will be provided upon attendance at our center by the parents,

* The only Part time enrollment packages available are either 2 days (Tuesday & Thursday) or 3 days, •(Monday, Wednesday & Friday.)

Deposit and Enrollment

All families whom register their children will be required to pay a \$350.00 deposit whether it be for part time or full time. When the child/children exit our center, we require 30 days' written notice upon which the deposit will be refunded and applied against the final invoice. The refundable deposit must be paid in advance as a commitment to reserve a spot for a future registration, however, it will not be refunded if the child does not start.

Discounts are available for full time registrations when there are multiple children from the same family whom attend at the same time.

Fees are calculated from a weekly base amount for the applicable age group that is published on our fees schedule and are not reduced or adjusted for Holidays. The monthly payment is determined by multiplying the

weekly fee by 52 weeks and dividing by 12. The semi- monthly payment is determined by multiplying the weekly fee by 52 weeks and dividing by 24. The bi- weekly payment is determined by multiplying the weekly fee by 52 weeks and dividing by 26.

For example; if you register on September 10, your next monthly payment will be due on October 10 and so on. We require all payments be made on time or you must contact the Administration and discuss an alternative payment schedule prior to your invoice due date.

Late Pick Up

If a parent should arrive after 6:00 pm to pick up their child, a late fee will be assessed for every increment of 15 minutes after 6:00 pm.

Please refer to the chart below:

\$ 6 will be due for the first 15-minute increment past 6:00	total amount due \$6
\$12 per child for the second 15-minute increment past 6:00	total amount owed \$18
\$12 per child for the next 15-minute increment past 6:00	total amount owed \$30

These fees will be invoiced daily and must be paid on next payment due date.

Tiny Bubbles Early Learning Center of Excellence Inc. will notify parents, in writing, and at least two months in advance if there are any fee schedule changes.

Personal Belongings

Parents are responsible for labeling all personal belongings brought into the child care facility. This includes clothing, footwear, medicine, and outerwear and toileting products.

Please do not bring any toys from home unless specified for "show and tell" days.

Parents are required to supply a blanket (labeled), a pillow, (if desired) and toileting supplies (labeled), 2 complete sets of cloths (underwear, pants, socks and shirts). These changes of clothes will be kept in a separate bin. Parents are required to supply indoor footwear and changes of winter clothing (in winter months).

Outings

Tiny Bubbles outings will consist of picnics on the grassy knoll on our property or we may take the Bubbles off site to go for a walk. We do however love community and parent involvement to come to our center to offer enrichment.

Administration Of Meds

Parents will be required to bring in medication in its original packaging with directions for use. Before we will administer medication, a form will need to be filled out by parents before we can administer to your child. You will be required to

sign a consent form each time a child requires medication. Prescribed medication must have the name of the child and the name of the physician, instructions and the time of use.

Staff of Tiny Bubbles will keep a detailed log of any medications administered.

Child Illness

If your child is ill or has a fever and is not able to participate in everyday activities of, we ask that you not bring your child to our center. If your child becomes ill while at our center, you may receive a phone call to pick up your child. If your child has two bouts of diarrhea or 2 bouts of vomiting within a 24-hour period or in one day while in our care, your child will need to be excluded for 48 hours which is in conjunction with Public Health regulations and Tiny Bubbles Health policy, if you have received a phone call to pick up your child due to illness we require you to pick up your child within the hour as per the regulations mandated by the province.

Tiny Bubbles may also feel the need to give you a "courtesy call or email" informing you that your child is ill, but not necessarily requiring exclusion, so you are aware.

A newly implemented policy regarding illness and a high fever. If your child has a fever of 101 or higher, it is in conjunction with Public Health protocol and Tiny Bubbles Health Policy to exclude that child also for 48 hours (symptom free), as a precautionary measure. It is the responsibility of the parents to keep medical records up-to-date and complete within your child's file. If there is any change in health or address, we require that you notify us, so we can update your child's file. We receive yearly visits from Public Health officials to ensure immunizations are kept up to date.

If your child has any allergies, please notify us immediately or upon registration as to ensure the safety of your child. If your child is unable to attend Tiny Bubbles, please notify the facility before 9 AM that day. We keep daily attendance as per public Health regulations. You can call us or email us. Messages are checked numerous times daily. If your child is unable to attend our center because of a communicable disease a "return from exclusion" form will need to be filled out before your child can return to day care as per Public Health regulations. Tiny Bubbles is a smoke free facility and smoking is not permitted on the premises. Thank you for respecting this!

Emergency Evacuation Plan

case of a fire, we will evacuate to the back of the building and walk to the adjacent building parking lot (behind E. T. Mechanical Building) In case of a fire and an evacuation of the building for the day is necessary we will evacuate to Enterprise Car Rental, which is located adjacent to Tiny Bubbles. If an evacuation is necessary parents will be notified by phone or email and your child will need to be picked up immediately.

Child Guidance

At Tiny Bubbles Early Learning Center of Excellence Inc., our staff is trained to redirect any undesired behavior and are to use positive language while implementing a consequence. Your child will be encouraged and positively reinforced and will rarely have a negative consequence imposed on them. An example of a negative consequence would be to stop them from playing to sit down with an educator to talk about making better choices.

In the extreme case of aggressive behavior your child may need to be picked up and asked to not return to Tiny Bubbles. If this happens you will not be required to pay for services not rendered.

When an undesired behavior occurs the educators here at Tiny Bubbles are trained to determine the function of the undesired behavior. We will not put your child in a "time out situation". We will implement a "time away" where an educator will take this opportunity to teach your child empathy and compassion and discuss an alternative method to cope with the situation. Being removed from play to "chat" is a deterrent.

Child Abuse & Neglect

Tiny Bubbles Early Learning Center of Excellence Inc. is obligated, by law, to report any suspected instances of child abuse or neglect to Child Protective Services in accordance to the guidelines set out by the Province of New Brunswick Child Victims Abuse Neglect Protocols.

Inclusion Policy

Tiny Bubbles Administration and staff have a compassionate and loving commitment to welcome all Bubbles from all backgrounds, ethnicities and levels of ability. We will strive to work with all resources available to us to guide and foster the autonomy of all Bubbles, whatever level of ability they may have. We believe that all children from all abilities and backgrounds can mutually benefit from each other in their growth and development.

We will offer to work closely with all interventionists and support workers to provide the best quality of care, training for staff and loving, engaging, and safe learning environment.

Parental Involvement

Tiny Bubbles Early Learning Center of Excellence Inc. welcomes parents to our facility. Even though our doors are locked for safety reasons we do have an "open door" policy! We love parent or other family volunteers! If you would like to volunteer do not hesitate to contact us.

We have an in-house email set up for parents and educators to communicate back and forth called "Educators email" It is through this email that we can send you quick synopsis of your child's day periodically and include pictures as well.

We also have Communication books, monthly newsletters, Face Book and of course you may call the center anytime and we can take the phone directly to your educator. We believe that communication is key!

Grievances

We welcome parental feedback, if you have any comments or suggestions please let us know. We believe that together we can assist your child in their growth and development. We are strong advocates of teamwork and collaboration, please let us know how you think we are doing and if there is anything that we can work on let us know as well.



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Please sign below if you have read, understood and received the policies and procedure forms as stated in the
Tiny Bubbles Early Learning Center of Excellence Inc. Parent Handbook.

Signature of parent(s) • _____ DATE _____

Tiny Bubbles Staff _____ DATE: _____

Social Development contact Ph # 1-866-444-8838
Curriculum Framework web link:
www.unb.ca/fredericton/education/ecc/publications/nbcfehtml
Coordinator

