



**Sunshine Group Daycare Centres Inc**

**Mailing: 5570 Sooke Road V9Z 0C7**

**Kmartorino@icloud.com**

## **Parent Handbook**

**Sunshine Early Childhood Centre**

**Sunshine Out of School Care**

**Colwood Community Hall Complex**

**2225 Sooke Road**

**Childcare: 30 mths - 11yrs**

# Welcome

Sunshine Early Childhood centre and Sunshine Out of School Care is a group childcare facility licensed and monitored by the community care facilities and regulations act. We provide quality childcare to families with children aged 30 months - 10 years, five days a week, from 7:00 AM - 5:00 PM, at 2225 Sooke Road, at the Colwood Community Hall Complex.

We offer 1 Out of School Care program (Kindergarten-Gr 5), that provide services to Colwood, Sangster, and Wishart Elementary Schools (24 spaces) and we also offer these kids full day programs on all SD62 pro day and school closure days. We also offer 22 spaces 9am-2:15 pm daily, September-June for 4yr olds, in this shared classroom. The 4yr old (9-2:15pm) children do not attend on SD62 school closures or pro days. We offer 2 programs for children 4 yrs - kindergarten age (16 spaces, 7-5pm)(22 spaces, both 7-5 or 9-2:15), and we offer 1 program for children 3yrs- 4yrs of age (16 spaces, 7-5pm daily) and (8 spaces, 9:00-2:15pm daily). More information and updates about our programs can be found on our website at: [sunshinegdc.com](http://sunshinegdc.com)

We are a team of Early Childhood Educators, who work co-operatively together and with the children and families in our care. My name is Kim Martorino Coy, and I am a qualified Infant/Toddler, Special Needs, and Early Childhood Educator. I've been operating childcare centres in our local community since 1993. Sunshine is a family operated company, that was first opened in January 2000, and we pride ourselves on creating a warm and caring community for your child to learn, grow, and be a part of. We also work closely with Queen Alexandra For Children and Families. We care deeply about our profession and the children we serve, therefore we are strong advocates in our community for top quality childcare for all children.

We welcome you and your family to our centre and our Sunshine community.

## **Sunshine Philosophy**

We believe in offering an open, warm, caring environment that enables children to feel safe and secure. We have a strong belief in the positive potential of every child, and we provide a place where children can freely grow and develop at their own pace. We supervise the children at all times, and strive to work with them in small groups, to help stimulate and foster their development in a positive, supportive way. We are committed to creating a stimulating environment where children are able to have fun and make decisions. We provide an atmosphere that encourages curiosity, exploration and learning, and that provides space and time for individual needs. We also spend a lot of time outdoors, exploring our beautiful island!

We believe in facilitating the healthy development of all areas of the whole child. These include: independence and self-help skills, positive social skills, healthy emotional development, and strong physical and intellectual abilities. There are no TV's present in our program for regular use.

We believe in promoting teamwork and co-operation amongst the children and adults. Our centre also encourages the development of self-respect and respect for others. We also encourage the children to solve their own problems in a peaceful manner.

Finally, we strongly believe in the importance of working in partnership with our families and our community.

# Sunshine Discipline Policy

## **Guidance for Children 30mths-5yrs of age:**

The children will have a flexible routine so that they can gain trust, security, and know generally what to expect throughout the day. Clear and simple limits of what behavior is acceptable will be made known to the children in simple, positive statements that explain why these limits are important to maintain. Our expectations of the children will be age appropriate. The children will always be respected and listened to. They will always be given time to prepare for a change. For example: "In five minutes, it will be time to clean up." When an inappropriate behaviour occurs, we will state the child's name, followed by a clear, simple limit. For example: "Bobby, chairs are for sitting on." An explanation of the reason for the limit will also be given, such as: "Bobby, chairs are for sitting on. It is not safe to stand on them. You could fall and hurt yourself." Limits will be given in a simple, positive manner and will focus on the behaviour and not on the child. The child will then be given time to respond to the limit. If the behaviour persists, a diversion to another more appropriate activity will be given, or the educator will lead the child to another area of play. Once more appropriate behaviour is observed, the child may rejoin play in the area they were removed from.

Positive guidance and discipline techniques are used to provide a safe and healthy environment in which each child can feel, safe, secure, respected and valued. We promote the development of positive self-esteem and competence in each individual child. Through modelling appropriate behaviour, the educators will continually demonstrate respect for children, families, co-workers, and the environment. We also believe in using natural & logical consequences, & positive reinforcement on a regular basis when guiding children.

## **Guidance for Children 5-10 yrs of age:**

The educators will provide clear, simple, and consistent limits in a positive manner. The children will always be respected and listened to. The expression of their feelings is encouraged in every situation. We encourage the children to solve their own problems in a peaceful manner. We reinforce this by modelling skills such as; open communication, independence, leadership and respect for self and others.

The educators promote the development of children's consciences and self-control through positive guidance techniques which include; setting clear limits, ignoring minor misdemeanours, redirecting children to more acceptable activities, and involving children in establishing the rules for social living within the centre. When necessary, a child will be redirected to a different activity which will provide them with the opportunity to regain self-control and calm down. We also have a strict rule of no exclusions of any friends, ever.

For all children we offer a pro-social behaviour modification program which is a bullying prevention program, which operates in every classroom. It focuses on teaching children to be assertive, friendly, and safe. It helps to develop positive self-esteem and self-confidence in children. It also teaches positive conflict resolution skills that the children can utilize independently. We also instil a strong sense of team daily and encourage the children to take care of each other. Feel free to discuss this program with the educators in your classroom and feel free to borrow the parent information booklet and video that gives a more in depth explanation of this program.

## **Sunshine Goals**

1. Offer a kindergarten readiness curriculum where the children are able to experience activities that are present in a classroom in a relaxed environment.
2. Offer a wide variety of activities that vary in degrees of challenge, interest, and creativeness.
3. Encourage hands-on activities when exploring the environment and learning about new things.
4. Offer art materials for exploring and creating with on a daily basis. This is presented in a group co-operative format. We promote the process, not the final product.
5. Encourage and nurture the development of self-help skills, independence, and positive self-confidence and self-esteem in each child.
6. Provide lots of opportunities to explore in nature through regular local field trips and lots of uninterrupted outside free play time in our many playgrounds.
7. Encourage the building of friendships and inclusion amongst the children and the feeling of being on a team and taking care of one another.
8. Demonstrate and encourage appropriate social skills and communication skills.
9. Encourage interdependence and partnership amongst the staff, families, and communities.
10. Have fun and enjoy our days!

## **Physical Environment**

Each classroom is kept clean and sanitized at all times. They are "child proof" and safe for them to explore as well as bright, interesting, and child-orientated. The educators are warm, kind, nurturing, and enjoy working with children.

There are 4 separate outdoor play areas that offer a wide variety of activities for the children to engage in. We have a playground designed for the school aged children, one designed for the preschool aged children, and the 3rd and 4th playgrounds are "nature" playgrounds. We also have a community garden the children plant, grow, and harvest each year.

The indoor classrooms offer a wide variety of activities and play areas. They are child-directed, educational, and each one has a fun, bright, lighthearted atmosphere, with no TV's present.

## **Curriculum**

For our three year old program, (Seahorses) we enjoy a preschool based curriculum that focuses on colors, shapes, and basic numbers and letters. We also explore a different topic of interest each month through art activities, circle time, games, puzzles, and field trips. If the children show a keen interest in a topic then we will always follow their lead and explore it with them. The children go outside to play every day a minimum of 1hr per day and up to 6hrs per day depending on the weather and season. Our four year old eco adventure programs (Orca, SeaOtters, and Seadragons) enjoy an eco-adventure pre-kindie program. We focus on learning about the local environment and visit local lakes, rivers, forests, and ocean beaches daily throughout the fall and spring. In the winter months we focus on field trips to explore our local history, learn about our community, and spend time visiting our local nature houses. Our field trips are daily 5 days per week, 11am-2pm daily. In the classroom, we focus on forming and printing letters, numbers, beginnings in reading, and participating in group games, circle time, science experiments, and baking. We also focus on being a part of a team, taking care of each other, and building the independence and self help skills required for entry into kindergarten.

In our Out of School Care we focus on giving the children outdoor time after school to run and play, typically 3-5pm daily. When we return to the centre we offer a variety of activities for the children to choose from, the opportunity to complete homework, and space to relax with friends after school or head outside and have a game of hockey or soccer. During the summer and on pro-days we go out on daily field trips (9:30am-2:30pm) to explore nature, and visit many other points of interest in our community. We promote a sense of belonging and acceptance of one another in a team like atmosphere.

## **Routines and Transitions**

We provide a flexible routine that the children become familiar with and can rely on. They find a great sense of security in knowing what is going to happen next. The flexibility also enables us to meet all of the children's individual needs on an ongoing basis. We provide the children with warnings and reminders when a playtime is coming to an end. This helps to prevent frustration and anger. We make sure the transitions are handled smoothly and happily and we avoid line-ups and waiting as much as possible. We have a wide repertoire of transition songs and games that we use to make these times in the day go more smoothly.

## **FieldTrips:**

We take all of the children out on field trips regularly. We operate one 22 passenger shuttle bus and one 24 passenger shuttle bus, and one 24 passenger yellow school bus. They are all inspected every six months by a licensed mechanic and certified for commercial use, and are pre-tripped everyday, by our class "4" drivers. We adhere to the rules and regulations of the National Safety Code. Please see your monthly calendars in the newsletters for destinations and any possible entrance fees.

## **Preschooler Social Skills**

Preschool children are beginning to play with their peers. They are learning to take turns and share play equipment. They are also learning how to resolve conflicts independently and appropriately. As educators we model appropriate communication and skills for resolving conflicts as they arise. We try to position ourselves close by and give assistance as it is needed. This assistance takes many forms. We encourage the children to listen to each other and take turns speaking. When necessary, we give them the appropriate words to use. We also encourage them to express how they feel about the situation to their friends. While in our care, all of the children will be heard, respected, and valued.

## **School-aged Social Skills**

School-aged children are interested in playing with their peers uninterrupted by adults. They often play games with rules, which they make up as a group, and sports. They also enjoy singing and creating and acting out plays. As educators we are always available to the children when they require assistance to conflict resolute or to uphold the "rules" of their games. We also make great referees in a hockey game! We encourage the children to work on group projects together

and we ensure that no child is ever excluded from any activity at Sunshine. While in our care we try to have as much fun as possible and provide the children with the freedom to choose and create their own games, art projects, and theatrical events.

Screen time under licensing regulations has now been limited to 30minutes per day. In all of our programs we are screen free and the children can only use their personal screens on the bus during travel times. We are screen free during the summer months as well. We promote outside playtime and active play on a daily basis as much as we can with a minimum of 1hr per day outside!

## **Child/Educator Interactions**

We treat all of the children with respect and kindness regardless of their behavior, appearance, culture, sex or developmental level. We are aware that children are individuals and have individual needs, learning styles, and temperament. We accept and respect children's feelings as real and valid without making judgements.

An educator will always be available to greet the children as they arrive and help them adjust to being at the centre. An educator will also be available to meet parents and say goodbye at the end of each day.

## **Parent/Educator Interactions**

We treat all families with openness, respect and kindness regardless of their appearance, culture, socio-economic status, or background. We are aware that all families are different and have unique needs. We accept and respect families needs and feelings as real and valid without making judgements.

We are interested in working in partnership with each family because it is the only way to provide top quality care and consistency for the children. We will be available for the parents to speak with, on a daily basis at drop-off and pick-up times. We will also make time for phone calls and private meetings whenever we or the families feel a need for these types of communications.

We have an open-door policy where parents are welcome to drop in anytime, unannounced throughout the day. We also encourage parents to share their culture or specialties in the classroom with the children. We also encourage parents to join us on field trips.

We feel that good, open communication and teamwork are vital for everyone to use and maintain throughout the childcare experience.