



BEECHWOOD

Daycare Handbook

Philosophy

The philosophy of the Beechwood Daycare Program is to provide a complementary program of child centered activities through the leadership of the educators, the support of the parents and the cooperation of the children. Our aim is to develop and maintain a positive and caring environment.

Our prime concern is the well-being and safety of every child. We promote a comfortable and family centered atmosphere. A rich learning environment with much to explore and discover, is combined with a program to further the development of the whole child.

Program

We offer age appropriate educational activities that meet the child's needs. These include but are not limited to arts and crafts, science, computers, dramatic play, and music and cooking. Our monthly program is theme-based. We sometimes invite outside specialists to enrich the program.

A quiet time is set aside each day in the daycare to allow the children from grades 2 to 6 to do their homework. The educator is available to encourage and to assist but homework is the responsibility of the individual child. Parents are expected to ensure that their child has completed their unfinished homework at home.

Communication

Please check our school website for the various happenings in the daycare. There is a Daycare page in the school website. Parents are requested to communicate to the staff via note or by phone of any pertinent information concerning their child.

Daycare Parent User Committee

Parents who use the daycare service are entitled to be part of a Daycare Parent User Committee. Being part of a Daycare Parent User Committee will give parents the opportunity to be involved in the daily lives of their children. This committee is formed by the governing board when a minimum of three parents, who use the daycare service, request it. The committee is:

- a) Chaired by the Daycare Technician.
- b) An advisory role.
- c) Provides a forum for consultations and feedback.
- d) Transmits suggestions and recommendations to the principal or the governing board.
- e) A liaison for all parents who use the daycare service.
- f) Focuses on the quality of daycare services and may make recommendations in respect to the rules of operations, special projects, needed changes or any other aspect of the daycare.
- g) May contribute to the development of innovative projects.
- h) Will write a year-end-report, and after being reviewed by the principal and the Governing Board, the report will be sent to all parent users.

Staff

Our educators have been selected for their experience, maturity and sensitivity to the needs of children and they will be working closely with the school teaching staff. Confidentiality is always respected between the educators and parents. Please feel free to communicate with the staff about any matter related to the program or your child.

Hours of Operation

The daycare program operates on school days from August 31st, 2016 to June 23rd, 2017 from 2:30pm to 6:00pm. Parents will be charged \$1.00/minute when picking up their child after 6:00pm. We offer an early morning program that operates from 7:00am to 7:55am.

Fees

Afterschool: \$9.10 per day. (\$8.10 plus \$1.00 snack fee).

Professional Days: \$10.00 per day On PED days when children register for outings or special activities there is a \$10.00/day supervision charge **plus** a fee for the activity and bus. There will be no refunds after the registration deadline. We will not be open for all of the PD days.

Parents must register a child for a minimum of 3 days a week. Any parents using daycare for 3 or 4 days a week must inform the Daycare Technician which days they will be choosing and will not be allowed to change these days unless two weeks notice is given.

Payment of Fees

As of September 2015, Daycare and Lunch Fees may be paid by: Internet Payments or ten (10) post-dated cheques. If the above mentioned methods of payment cannot be used, we will accept cash and will write a receipt on the spot.

Any student whose fees are not up to date will be asked to withdraw from daycare. **Please read the resolution that was passed by the Governing Board in May 2016.** (in this handbook).

N.S.F. cheques must be replaced immediately, plus a \$20 fee to cover bank charges or the children will lose their place(s) in the program. Parents must give two weeks notice in writing if they wish to withdraw their child from the Daycare. Parents will be charged \$20 for each additional change after the 1st change made to a child's Daycare schedule.

Income tax receipts will be issued for the year in which the fees are paid and only in the name of the payee.

Arrival and Dismissal

Attendance will be taken upon arrival and dismissal. All pick-ups must be made by 6:00pm sharp from the daycare door. **Children will not be sent to meet cars or wait by the door.** We stress to all parents that their children not go out the door before they do when leaving the daycare.

If a child is to be picked up by a person not listed or authorized on the registration form, the parents must notify the staff by phone or in writing. That person will be requested to show personal identification upon pick-up.

No child will be allowed to leave with anyone other than parents or authorized persons.

Daycare always uses the door at the rear of the school. Please be certain that **the door always locks** behind you when you enter or leave the daycare. We do not want to allow strangers to gain entrance into our daycare. Please do not hold the door open for someone you do not personally know. Parents may use the parking lot off Anselme-Lavigne for drop-off and pick-up.

Snacks

Nutritious snacks are provided daily in the afternoon right after school. Please advise your child's educator of any food related allergies.

Medication

In order to administer medication to a child, the educators require written parental authorization. All medication should be in the original container, which is labeled with the child's name, doctor's name, the pharmacy and the dosage. This medication will be kept in a locked cupboard or refrigerator. **The educators can administer only prescribed medication.**

Clothing

The children are encouraged to participate in all learning experiences - this includes painting, outdoor play, etc ... Please dress your child in comfortable, washable clothing and shoes that won't slip. Children are required to wear running shoes when they are in the gym. Please have your child bring the appropriate outerwear for outdoors during the cold and wet weather.

Please ensure that all clothing is clearly labeled. During the course of the year, your child may require extra clothing to change into (ex: outdoor play in the winter - extra socks mittens etc....). **The educators are not responsible for lost articles.**

Behaviour Management

Behavior management is conducted in an age appropriate and positive manner. Our daycare philosophy is based on stressing the positive aspect of a child's development both social and emotional. The expectations and rules for the children will be clearly stated and consistently applied by the educators. **Parents should remind their children that physically aggressive or verbally abusive behavior will not be tolerated.** Discipline problems will be handled on an individual basis. Parental involvement and co-operation will be expected.

Fighting and foul language will not be tolerated: Daycare services are a privilege and that repeated misbehavior and failure to comply with the rules could result in the student being asked to leave daycare.

Please discuss the following rules with your child:

1. Children attending extra-curricular activities after school should report to the Daycare Staff before going to these activities.
2. Children must bring all books, homework from their classroom to daycare.
3. Children must ask permission to leave an area (going to the washroom) the room and report back to the staff upon return.
4. Children must follow directions for learning centers and games.
5. Children must remain seated during snack time.
6. Children must pick up and put away any materials, toys and books that they have used.
7. Children must respect other people's projects and quiet time.
8. Children must learn to share, co-operate and help others.
9. No playing with sticks (i.e. broken branches) or picking up rocks.
10. Chalk may be used on asphalt but not on cement or bricks of the building