



**Children's Corner Daycare**  
SMALL STEPS TO GIANT LEAPS

# **PARENT HANDBOOK**

**(595 COLBY DRIVE)**



## TABLE OF CONTENTS

INTRODUCTION .....	4
PROGRAM PHILOSOPHY.....	4
MISSION STATEMENT .....	4
HOURS OF OPERATION.....	4
ARRIVAL, CHILD ATTENDANCE, & DEPARTURE.....	4
HOLIDAYS.....	5
CLOSURES & DELAYS.....	5
PARENT/GUARDIAN AND EARLY CHILDHOOD EDUCATOR ROLES .....	5
FAMILY COMMUNICATION .....	5
INCLUSION POLICY .....	6
GUIDANCE OF CHILDREN’S BEHAVIOUR.....	7
BEHAVIOUR GUIDANCE POLICY.....	7
PROBLEM SOLVING.....	8
GUARANTEED ENROLMENT.....	9
PAYMENT POLICY .....	9
WITHDRAWAL.....	9
DISCONTINUATION OF SERVICES .....	9
HEALTH & HYGIENE.....	9
MEDICATION .....	11
INJURY OR SERIOUS INCIDENT .....	11
NUTRITION.....	11
CHILD ABUSE POLICY .....	11
DRUGS AND ALCOHOL POLICY .....	12
CURRICULUM.....	12
DAILY SCHEDULE .....	12
REST TIME.....	12
POTTY-TRAINING .....	12
PERSONAL BELONGINGS.....	13
PRACTICUM STUDENTS & VOLUNTEERS .....	13
EMERGENCY EVACUATIONS .....	14
PARKING POLICIES.....	14
DONATIONS.....	14

## INTRODUCTION

Welcome to our Children's Corner! We have designed this parent handbook to familiarize you with the policies of this centre and to provide you with resources and information that you may find helpful.

## PROGRAM PHILOSOPHY

Children's Corner programs are designed to provide a safe, nurturing environment, which promotes learning-through-play experiences. The centre's daily routine is planned so all children have opportunities to create, explore, problem solve, and interact with others. A balance of staff and child-directed activities are offered along with opportunities for both solitary and group play. Activities support and enhance the physical, emotional, social, cognitive, and creative aspect of a child's growth and development.

Children's Corner provides an environment that emphasizes initiative and active exploration. Concepts are learned through hands-on experiences, developing positive self-esteem, and personal interaction skills. We believe all children grow and develop at their own rate and it is our responsibility to make any necessary adaptations to programs, activities, environment, and scheduling to ensure all children have equal opportunities to participate.

## MISSION STATEMENT

Children's Corner is committed to providing high quality, child-centred care for all children, which focuses on safety and nurturing the unique identities and personalities of all children. We strive to provide indoor and outdoor environments that support all aspects of children's learning and allow the children to freely explore in all environments and learning opportunities.

## HOURS OF OPERATION

The hours of operation are from 7:00am – 5:45pm, Monday through Friday. Although staff may be arriving at the centre prior to our opening, we are not able to receive your child until that hour. Early staff check the premises before opening the centre to families to ensure a happy and comfortable day for your child.

## ARRIVAL, CHILD ATTENDANCE, & DEPARTURE

The responsibility for your child by Children's Corner does not begin until the person in charge has received your child. For this reason, we must insist that your child be accompanied into the centre in the morning and left in the staff's care. Please take the time to remove your child's boots and coat and leave these articles in your child's designated spot. Any exchange of information can happen at this time for recording in each unit's communication logbook. We ask that you inform anyone you require to transport your child to and from daycare of these procedures. All children are signed in and out for attendance purposes.

**DROP OFF:** We require families to drop off their children no later than 9:30am. This helps ease the transition from your care into ours. The children will have the ability to enjoy maximum play/activity opportunities, socialize with peers and have ample time to adjust. It also allows us to provide accurate numbers for meal prep, daily planning, outings, and adjust staffing if needed. We understand unexpected circumstances and appointments can sometimes be unavoidable, please notify us in these circumstances to see how we can work together to find an appropriate solution.

**APPOINTMENTS:** If your child will be late due to an appointment, please communicate this with the staff the day before. Your child must be dropped off no later than 11:30am. We will not accept them into the program during lunch, nap, or in the afternoon.

**ABSENCE:** If your child will be absent for the day, please let us know as soon as possible or by 9:30am. This helps us plan with accurate numbers for the day. The reason for absence must also be provided as we are required to document (I.e., illness including symptoms, appointments, vacations, etc).

**ALTERNATE PICKUP:** If you have someone else picking up your child, please communicate with the staff prior to pick up and provide the name on their ID. The communication of this information can be done in person,

message through the Brightwheel app, or email to the director. Persons picking up will be asked for Photo ID to verify their identity, if staff do not know or recognize them. No one under the age of 16 is permitted to be an authorized alternate pick up.

**Please note:** We are required **BY LAW** to release a child to **either** Mom or Dad. If you have a **LEGAL CUSTODY** or **RESTRAINING ORDER**, be sure to have a copy on file with Children's Corner in case Police is required.

**LATE PICK UP:** If you are late picking up your child, a \$10 late fee per every 15 minutes outside the program hours is due. If your child remains at the centre past 5:45pm, this is considered late. This payment must be paid in cash and given to the staff staying late.

## HOLIDAYS

As authorized by the Province of Nova Scotia, we will be closed for the Statutory Holidays and the Non-Statutory Holidays listed below. When such a day falls on the weekend, we will be closed on the designated alternate day instead.

- **Statutory:** New Year's Day, Nova Scotia Heritage Day/Family Day, Good Friday, Canada Day, Labour Day, Truth and Reconciliation Day, Christmas Day
- **Non-Statutory:** Easter Monday, Victoria Day, Natal Day, Thanksgiving, Remembrance Day, Boxing Day
- If Christmas Eve falls on a weekday, we will close early at 12:30pm and lunch will be provided.

## CLOSURES & DELAYS

In the event of a snowstorm, we will be open as long as the director and enough staff can get to the centre. If our staff are having difficulty making it to the centre or buses are not running at that time, a decision may be made for a delayed opening. We will notify the families as early as possible, or between 6:00am - 6:30am through the Brightwheel app.

If the centre has no power by 6:00am, opening of the centre will be delayed and this will be communicated via Brightwheel as early as possible, or between 6:00am - 6:30am. We will continually be in communication with updates on time of restoration and when/if we will be able to open the centre. If power is not restored or estimated to be restored by 11:00am, the centre will remain closed for the day. If power goes out while the children are in our care and the estimated restoration time is longer than 2 hours, a message will be sent out to families for pick up.

## PARENT/GUARDIAN AND EARLY CHILDHOOD EDUCATOR ROLES

While our staff serves as supportive, nurturing, and responsive role models, we respect each parent/guardian as the primary provider of care. We rely on parents/guardians for information about their children's uniqueness, specific needs, and development. We believe that early childhood educators and parents/guardians are partners in the children's care and in helping each child to become the best that they can be.

Children's Corner's qualified and dedicated early childhood educators create a child-friendly environment through thoughtful observational planning, promoting trust and belonging, enhancing a child's interdependence, and aiding in their learning, working, and playing cooperatively. The role of the educators is to encourage, model, and set limits, while always remembering the need for flexibility and versatility when working with young children to accommodate their ever-changing needs.

At Children's Corner, we feel that our staff is our greatest asset. The management team is very careful and selective about whom they choose to care for your children. Our early childhood educators have commitment to their profession and young children. All staff are required to have a Child Abuse Check, a Criminal Record Check with Vulnerable Sector, and have a valid First-Aid and CPR "C" Certification.

## FAMILY COMMUNICATION

Families will have access to their children's experience throughout the day through daily observations on Brightwheel, picture documentation and interactions with their child's educator during drop off and pick up times.

Individual meetings with your child's educator to discuss their development, emerging interests and competencies, can be arranged in person, virtually, or via phone call.

Brightwheel, parent memos, and email are available as a communication review and information guide for upcoming events around the centre. Daily information such as diapering, toileting, nap length and food intake is recorded via Brightwheel for each child under the age of 3. Daily activities and observations are recorded for all ages via Brightwheel.

Brightwheel is our main communication platform between families, educators, and administrators. It is the responsibility of the parents/guardians to ensure they are regularly checking Brightwheel for any important information or updates. This app provides real-time updates on your child's day with daily reports, photos, videos, and reminders. The messaging component allows you to contact the educators or administrators directly if you have any questions or concerns that arise throughout the day. This method of messaging is also the best place to notify of absences, special requests, alternate pick up, etc. Educators try their best to answer promptly but we ask families to be mindful that the main priority of all educators throughout the day is the care and interactions with your children. The messaging portion of Brightwheel is to be used for basic questions and information, and any further discussion or clarification of your child's day or needs should be discussed at the time of pick up.

We have an open-door concept and parents/guardians are encouraged to engage in the childcare program and develop a connection to their child's learning. Danielle and Brittney are available throughout the day, so please take advantage of our open-door policy if you have any questions or concerns.

Our Parent Handbook includes key information regarding the facilities policies and operations. All families receive a Parent Handbook upon enrolment.

We are required by Community Services to have 2 parent meetings per year. Written notice regarding meeting dates and times will be given at least 2 weeks prior to the parent committee members. Parent committee members and meeting minutes are posted on the parent board on the main level of the building for all parents to access.

In Nova Scotia, all daycares are licensed and inspected annually by the Department of Education and Early Childhood Development. Regulations strictly control numbers, ratios in relation to age groups, Health and Fire Regulations, staff qualifications, and program content.

The following are posted on the bulletin board in the office and/or the main parent board on the upper level of the building:

- A copy of the Day Care Act
- A copy of the Parent Handbook
- The license for the facility
- A copy of the most recent inspection report
- A list of names of the members of the parent committee
- A copy of the parent meeting minutes
- Notification of funding provided by the Minister

The following are posted in each unit:

- A copy of the menu
- A copy of the daily routine
- A copy of the behaviour guidance policy

## INCLUSION POLICY

### **Inclusion**

We at Children's Corner, believe all children belong together and deserve to be recognized as individuals with their own unique strengths and abilities. We support every child with the opportunity to achieve their full potential and participate in a way that is valued and respected.

Inclusion means all children can attend and benefit from the same program regardless of ability, culture, race, family structure, religion or language. This includes education, growth and development, social inclusion and building relationships.

### **Support**

At Children's Corner, children will have the opportunities to learn, play and grow in a supportive early childhood setting. Our educators will support children's needs while teaching life and play skills, enhancing strengths and building friendships during meaningful play, during routine times and over all areas of the curriculum.

Our inclusive environment, both indoors and outdoors, supports all aspects of children's learning and invites conversations between children, educators and their families. Routines and transitions are flexible to ensure positive learning experiences for all children.

Families are involved in identifying skills and goals that are a priority for their child. Support services (E.g., Speech Therapy, Occupational Therapy and Early Intervention, etc) are invited to participate in our program.

### **Program**

Programming reflects all children's abilities, cultures, races, family structures and language. Data about children's development, needs and strengths are collected through observations, as well as written and photo documentation. As stated in our Behaviour Guidance Policy, we focus on ways to prevent inappropriate behaviour as we seek to understand reasons why they may occur. There may be times when Behaviour Guidance Plans are created and implemented in our program.

Ongoing consultation and support is available by the centre's Inclusion Support staff.

### **Dismissal/Withdrawal Policy**

We have a zero-reject policy with a procedure for turning away a child if our environment is not meeting that child's particular needs.

## **GUIDANCE OF CHILDREN'S BEHAVIOUR**

### **As stated in Day Care Act Section 19 (1):**

#### **Regulation 19(1)**

Each licensee, facility director, agency director, family home consultant, care provider, staff member and volunteer of a licensee must behave in a manner that does not harm any child who is attending the day care program, and in particular must not do or permit any of the following:

- (a) use corporal punishment, including
  - (i) striking a child directly or with any physical object, and
  - (ii) shaking, shoving, spanking and other forms of aggressive physical conduct;
- (b) require or force a child to repeat physical movements;
- (c) use harsh, humiliating, belittling or degrading responses of any form, whether verbal, emotional or physical;
- (d) confine or isolate a child;
- (e) deprive a child of basic needs, including food, shelter, clothing and bedding

#### **Intent**

To ensure all children are respected and protected from harmful behaviour.

## **BEHAVIOUR GUIDANCE POLICY**

The objective of Children's Corner behaviour guidance policy is to promote self-regulation in young children through positive guidance.

Some positive guidance methods used include,

- Positively reinforcing desired behaviours (I.e., praise)

- Ignoring negative behaviours as much as possible.
- Setting clear limits with explanations that children can understand.
- Choices of redirection
- Modeling acceptable ways of dealing with feelings and strong emotions and assisting children in expressing themselves appropriately.

*Expectations and methods of guidance are appropriate to each child's age, ability, temperament, and experience.*

In the interest of promoting healthy relationships, Children's Corner strictly forbids striking, yelling, withholding food as punishment, humiliating or labelling children. Rather, educators give children choices and guide them in a firm, flexible manner.

It may be necessary to remove a child from a situation they are having difficulty handling for a short, "settling down" period. This is done gently, and only after other methods of redirection have been attempted.

Some strategies that may be used when difficult and/or challenging behaviours arise are:

- Increased interaction and/or involvement with the child
- Reorganization of the environment
- Adjustments to programming and approaches taken with the child

If the difficult and/or challenging behaviours are not eliminated or do not decrease with these strategies, the centre's leadership team and inclusion support staff will begin collaborating with the educators and child to further address behaviours.

When the centre's inclusion support staff works with the educators and children, some strategies they may use are:

- Observations and documentation of the child to help identify the needs of the child.
- Meetings with management, educators and/or parents/guardians.
- Creation of an individual routine-based plan.

***If all the above steps and strategies are taken, and the behaviours are still persistent and potentially posing a threat to other children or the staff, and/or continually disruptive and causing a negative impact on the program; suspension or permanent dismissal can/will occur.***

Each child has a responsibility to be respectful, and a responsible member of the centre. We strive to set reasonable and manageable expectations that are developmentally appropriate. Some of these expectations are:

- Be gentle
- Be respectful towards teachers and other children
- Be kind and truthful
- Clean up after themselves

Unacceptable behaviours are:

- Extreme or increased hitting, kicking, and pushing other children or educators
- Cursing and using inappropriate language
- Extreme or increased refusal to listen and/or follow educators' directions.

Children's Corner ensures that all employees are aware of our behaviour guidance policies by conducting a thorough orientation upon commencement of employment. Employees are required to verify annually with their signature that they understand and agree to adhere to these policies.

Parents are invited to make concerns and expectations known to the educators and management. We believe that a clear understanding of individual needs will allow every situation to be approached in a caring and responsible manner.

## PROBLEM SOLVING

It is Children's Corner's goal to provide your child with a safe environment, nurturing guidance, and a program rich with opportunities to discover and grow. Should you have any concerns regarding your childcare, please approach your child's educator. Parent/guardian and educator interactions are very valuable and an open, friendly exchange is always best.



## GUARANTEED ENROLMENT

A one-week payment toward the first month's fee is required for EACH child enrolling at the centre and is non-refundable. Receipt of this payment serves to guarantee your child a space in the daycare.

## PAYMENT POLICY

Fees are payable via e-transfer on a **weekly, biweekly or monthly basis**. To ensure payment is applied to the correct account, we ask that you always put your child's name in the e-transfer notes. Payment of fees must be received by the **Monday of every week**, in **ADVANCE** of care. If payment is not received by the end of the day Monday, there will be a **\$5 late fee per day** applied to the account. If payment is not received by the end of day Wednesday, care will be temporarily suspended until full payment is made.

If you are experiencing financial stress, you may request to make alternate payment arrangements with the director, who may take special circumstances into consideration. It is the responsibility of the family to reach out to the director **prior to payment due date** to arrange possible payment arrangements. If payment arrangements are made, and payment is not received on the agreed upon date, care will be temporarily suspended the following day until full payment is received.

If late payments are consistent, you will be required to pay fees on a monthly basis, by the first of every month. If late payments exceed a 2 week period, or continue to be consistent, permanent termination of care may occur.

Children's Corner accepts subsidy spaces, approved by the Nova Scotia Subsidy Program. Families are responsible for applying directly. You can find all appropriate information and forms through the provided link. <https://www.ednet.ns.ca/earlyyears/families/application.shtml>. Families are responsible for paying full fees until subsidy approval is received by the director. Once the approval is received, fees will be adjusted and any overpayment will be credited to the family.

**Please note: There are no reductions given in weekly fees for absences.** The weekly fee covers both actual care and the guaranteed space. Absences for illness and other circumstances are expected and have already been taken into consideration when the fees were set, like holidays, storms, and power outages.

Annual tax receipts will be provided to all families no later than February 28<sup>th</sup> for the previous year. There is a \$25 charge for replacement receipts.

By signing the enrolment forms, you are agreeing to the above payment policy and agree to keep your account up to date.

## WITHDRAWAL

Children's Corner requires at least two weeks written notice prior to withdrawal of your child. If your child does not attend, you are still required to pay for the 2 weeks.

## DISCONTINUATION OF SERVICES

The dismissal of a child may be for a variety of reasons. We strive to develop a plan that best meets the needs of the child and work collaboratively with the child, parents/guardians, and staff prior to taking final steps before dismissal.

## HEALTH & HYGIENE

We follow the Nova Scotia Guidelines for Communicable Disease Prevention and Control for Child Care Settings. As stated, for the prevention of spreading communicable disease, if a child does not meet health criteria and thus may infect other children, the child may not be left at the facility. Your child must be well enough to participate fully in the daily program, including outdoor play. If you contact the centre to advise us of your child being absent due to an illness or feeling unwell, the child must remain home and cannot attend later that day if feeling better. If certain

symptoms present at home, we ask that you keep your child home until they are 24 hours symptom and medication free. If these symptoms present while in our care, you will be contacted and required to pick up your child. These symptoms include:

#### **FEVER**

A fever of 100.4°F, 38°C (ear). We require your child to stay home until they are fever free and medication free for 24 hours.

#### **DIARRHEA**

If more than one episode occurs OR diarrhea is presented with a fever, vomiting or blood occurs in the stool we will be in contact for you to pick up your child. We require you to keep your child home until they are symptom free for at least 24 hours.

#### **VOMITING**

If your child has more than one episode of vomiting OR vomiting with other signs of illness such as fever or diarrhea you will be contacted to pick up your child. We require you keep your child home until they are symptom free for at least 24 hours.

#### **RASHES**

If a new rash presents itself or a current rash worsens, we require you to keep your child home or we will be in contact for you to pick up your child. The child cannot return to daycare until the rash has significantly improved **OR** they are seen by a health care provider and a note is provided stating they are not contagious.

#### **HAND, FOOT & MOUTH**

Hand Foot and Mouth and a very common illness we see within children at the daycare. There is no treatment for this illness and it is not necessary for your child to stay home from the program if they are diagnosed with Hand Foot and Mouth (with some exceptions). In order to confirm that the rash your child has is indeed Hand Foot and Mouth, a note from a health care provider is required. If you choose to not have confirmation of diagnosis from a healthcare provider, your child is required to stay home until the rash significantly improves.

Common symptoms include: Fever and headache, sore throat, loss of appetite, lack of energy, small painful sores inside the mouth (tongue and gums), and skin rash.

The skin rash consists of small red spots, often topped by small blisters. It usually appears on the hands and feet but can affect other parts of the body as well, sometimes on the buttocks.

Exceptions for exclusion of care: If your child has fluid filled sores that may pop, open sores, or are unable to fully participate in the program or eat, they are required to stay home. 24 hour fever and medication free policy still applies.

#### **PINK EYE**

Symptoms include: Redness of the whites of the eye(s) and inside the eyelids, itchiness and tearing, scratchy feeling or pain in the eye, discharge at the corners of the eye, which may crust over during sleep causing the eyelids to stick together.

Treatment: 24 hours of treatment, along with no crust or goop/pus present is required for your child's return to daycare. We accept treatment from prescribed antibiotic eye drops or ointment, or over the counter eye drops. If your child is suspected to have pink eye while at daycare, you will be contacted to pick up your child. If the symptoms present at home you are required to keep your child home until above requirements are met.

**Mild cough and cold symptoms are allowed as long they can participate fully in the program.**

***On rainy, snowy, or muddy days, please remove your and your child's footwear when you enter the Infant Unit.***

## MEDICATION

### **If your child requires medication while at daycare, you MUST:**

1. Provide it in the original container, labeled with the child's name, the medicine's name, the amount to be given, and the times to be given.
2. Fill out and sign the medication form authorizing Children's Corner to administer your child's medication.
3. Deliver the medication to one of the teachers in your child's unit so that we can ensure it does not become accessible to the children. We are required to keep all medications in a safe area.

**Please note:** Epinephrine auto-injector (I.e., Epi Pen, Allerject, etc.) and asthma inhalers must be readily accessible in case of emergencies. They must be out of reach of the children and not locked in a container or cupboard.

**Any over the counter medication must be approved by the director.**

## INJURY OR SERIOUS INCIDENT

In the event medical attention is required, our staff will notify parents and prepare an incident/injury report to be reviewed and signed. All of our staff are required to be trained in First Aid and CPR "C".

## NUTRITION

We provide a nutritious lunch and two snacks per day. As of July 1st, 2011, there are new standards for food and nutrition in childcare settings. As a result, the following standards will be followed:

- Food and beverages served at special functions during regular operating hours (eg. Valentine's Day, Halloween, Birthday celebrations, etc) must comply with these standards. Therefore, sweets (eg. Candy, cakes, chips, store-bought muffins, etc) will not be served for these functions. If parents want to provide a special snack, it must comply with Canada's Food Guide. The product must include a list of ingredients. Some suggestions include fruit trays, vegetable trays, home-baked fruit or vegetable-based muffins, scones or loaves, homemade granola, yogurt.
- Menus will meet the Food and Beverage criteria
- As a regulated childcare setting, mothers are welcome to breastfeed in the facility. Comfortable space is provided in our Infant Unit.
- Staff allow infants to explore their food, feed themselves, and respond to hunger and fullness cues.
- Staff provide a relaxing and enjoyable meal environment.
- Staff encourage children to respond to hunger and feelings of fullness. Children are not forced to finish food.

Please ensure that your child has an adequate breakfast prior to arriving at the centre, as this meal is not provided. Your child may not bring any foods such as candy, gum, cookies, etc., into the day care and must finish or disregard any prior food before entering the centre.

The parent must provide the food if a special restricted diet is required. A physician's letter outlining the dietary restrictions must be on file at the daycare. Parents are requested to advise the office of all dietary concerns due to allergies, intolerances, cultural or religious reasons, etc. Please keep us up-to-date if allergies are outgrown or new ones are discovered.

We are a peanut butter-free facility. As a result, we do not serve peanut butter to the children. Any treats brought into the centre by parents for special occasions must be peanut-free. We are also asking parents to wash their child's hands and face thoroughly if they have eaten peanut butter prior to coming to the centre.

## CHILD ABUSE POLICY

As stated in the Children and Family Services Act "every individual in the province of Nova Scotia has a legal obligation to report concerns of abuse or neglect of a child under the age of 19 in order to ensure children are protected from harm. Failure to report is a criminal offense".

## DRUGS AND ALCOHOL POLICY

If the person who is picking up your child is suspected or noticeably under the influence of drugs or alcohol, it will be requested that the person contact an alternate person to pick up the child. If the person in question refuses and takes the child with them, the police will be contacted.

## CURRICULUM

Children's Corner offers Emergent Curriculum. Emergent Curriculum is based on the children's interest, and is child led, play based learning. Our trained Early Childhood Educators use their daily observations and interactions with the children to help foster and extend more hands-on learning, based on the children's individual interests. The staff use reflective practices to further extend and explore the children's interests, allowing all to feel included and to provide play and learning to come more naturally to the children. Emergent Curriculum helps encourage further curiosity in children, helps children become more active learners and further expands skills and abilities of each individual child. The children are provided a variety of items throughout the day to learn from and engage with such as toys, books, loose parts, and natural materials.

## DAILY SCHEDULE

All units have their own daily schedules posted in their rooms. The morning routine will include free play, small group activities, morning snack, outdoor play and lunch. The afternoon consists of nap/quiet time, free play, afternoon snack, and outdoor play. Outdoor play is required twice daily in our daily programming, please ensure your child has the proper clothing for all types of weather.

## REST TIME

Rest time is an important part of our daily program, with the exception of school-aged children. Rest time is a requirement set by the Early Learning and Childcare Regulations. Our designated quiet time within the centre is from 12:30 - 2:30pm (Infants and Toddlers rest for 1.5 - 2 hours and Preschoolers rest for a shorter time period of 1 - 1.5 hours). Children are not required to sleep but are given the opportunity to do so if needed. Quiet activities will be given to all the children awake after 30 minutes. We cannot force a child to stay awake, rather we can try to limit the amount of sleep. This is done by attempting to wake them after a certain time period and getting them engaged with quiet activities. We will make 3 attempts to wake them, if the child chooses to sleep after all attempts have been made, we must allow them to rest.

## POTTY-TRAINING

### **KEY SIGNS OF READINESS**

- Child is able to pull pants up and down on their own or with little assistance.
- Child is able to communicate when needing to go to the bathroom.
- Child's diaper is dry after nap times and for longer periods of time during the day.
- Child can hold their bowels and bladder until they get to the potty once they realize they need to go.
- Child dislikes feeling of wet or dirty diaper or underwear.

If the majority of these key signs are not present, we cannot assist with potty training. We require the potty-training process to be done at home first and having more success than not before we can commit to doing so at the centre. Your child must be completely potty trained before moving into our preschool units as the rooms are not equipped for potty training or diaper changing.

When your child is potty training, we ask that you provide an ample amount of clothing (mainly underwear, pants and socks). If your child goes through all the clothing you have provided, you will be contacted and required to drop off more as soon as possible.

## PERSONAL BELONGINGS

### Families are required to supply:

- Diapers and diaper cream (infants and toddlers).
- At least 3 changes of clothing (including socks, underwear, pants, shirts and at least one sweater).
- For quiet/nap time your child will need their comfort items (I.e., stuffy, pacifier, blanket, etc).
- Sunscreen lotion (minimum SPF 30 – No spray sunscreen).
- Water bottle. Water will be available to your child throughout the day.
- **Important:** We are required to go outside up to -25 degrees in the winter with or without the windchill and in the summer months when UV and heat may be moderate - high (with precautions taken). Hats are a licensing requirement by the department of education and early childhood and your child must have a hat each day. If your child arrives without the proper outdoor gear, or is in need of extra clothing and does not have it with them, you may be contacted to bring your child the required items, or to collect your child for the day.

### Seasonal Outdoor Clothing Requirements

Spring/Fall	Winter	Summer
<ul style="list-style-type: none"> <li>• Warm hat</li> <li>• Warm jacket</li> <li>• Rain jacket and splash pants or Rain suit (I.e., Muddy Buddy)</li> <li>• Waterproof boots</li> <li>• At least 2 pairs of light mittens</li> </ul>	<ul style="list-style-type: none"> <li>• Snow jacket and snow pants</li> <li>• Warm hat</li> <li>• At least 2 pairs of warm mittens</li> <li>• Winter boots</li> </ul>	<ul style="list-style-type: none"> <li>• Sun hat</li> <li>• Swimsuit</li> <li>• Towel</li> <li>• Sandals or water shoes</li> <li>• Rain jacket and splash pants or Rain suit (I.e., Muddy Buddy)</li> <li>• Waterproof boots</li> </ul>

- Parents/Guardians are required to clearly mark all belongings, including socks and mittens/gloves, in permanent ink (printed stick-on labels are an excellent option as well).
- All items can be left at the centre and please continually check and restock these items when needed. If your child is missing items and it is required for participation in the daily routine, you will be contacted and required to bring in needed items if they are not present.

***Children's Corner cannot be responsible for loss belongings, although staff do their very best to prevent such losses.***

***\*No personal toys should be brought into the centre unless it is being used as a comfort item (I.e., stuffy or blanket). Once the child is settled the comfort item will be placed in their basket until needed for rest time \****

## PRACTICUM STUDENTS & VOLUNTEERS

Throughout the year, we may have Early Childhood Education students completing their practicum requirements or volunteers working within the centre. We believe practical experience helps develop valuable skills, knowledge, and professionalism within the field.

All practicum students and volunteers are required to have a Child Abuse Check and a Criminal Record with Vulnerable Sector Check. They also read our staff handbook and behaviour guidance policy to ensure they are understanding of our centre's expectations and policies. Students and volunteers do not count in staffing ratios and they will not be left unsupervised with the children.

## EMERGENCY EVACUATIONS

The emergency evacuation plan is posted in each unit. Fire drills are conducted 12 times annually, on a monthly basis, and are documented by each unit.

## PARKING POLICIES

Please respect the following parking guidelines:

- Be aware of the “**NO PARKING ZONES**” in front of the daycare on either side of the driveway.
  - Do not park or stop in these zoned areas to drop off or pick up your children.
  - We use pylons to prevent parking in these zoned areas. If the pylons are not out, please respect the no parking signs and do not park in these areas.
- **DO NOT** park at the end of the driveway. Due to the limited parking spaces, please pull up as far as you can to fit as many vehicles as possible.
- If you are parked behind another vehicle in the driveway, please be mindful of the time spent in the centre during drop off and pick up.
  - If you feel you may be inside for a longer period of time, please park on the street.
- **DO NOT** block access to the sidewalk when parked in the driveway.
- Please be mindful of the speed when you pull in and out of the driveway. We have many people walking to and from the daycare and want to make sure safety is our top priority for everyone, especially the children.
- When walking in the driveway with your children, please make sure to keep them close to you, to ensure that they are safe at all times.

## DONATIONS

Although we appreciate the kind gesture of donations, we request that you please ask staff or administration before bringing in your items.

**Some items we will accept:**

- Clothing: Pants/shorts sizes 2T - 6T & T-shirts sizes 2T - 6T
- Loose parts (Please see attached document for further explanation on why we use loose parts and the benefits of providing these within the daily routine of your child's learning environments).

CHILDREN'S CORNER DAYCARE CENTER Ltd.  
A part of the Cole Harbour Community since 1974  
595 Colby Drive, Dartmouth, Nova Scotia  
B2V 1Y5  
902-462-7200  
[childrenscorner@eastlink.ca](mailto:childrenscorner@eastlink.ca)

Merissa Simms (Owner)  
Danielle Munroe (Director)  
Brittney Lenehan (Assistant Director)

### Loose Parts

If you have ever watched children using buckets as hats, sticks as wands, or fabric that becomes long mermaid hair, you have witnessed the natural motivation of a child to discover and recreate the world around them. The authenticity that arises when children are provided open ended materials, such as loose parts, is supported when they have opportunity to choose, construct, and invent using their own ideas and imagination.

Discovery and wonder are limitless when we add loose parts to early learning and child care environments. Loose parts are materials or natural objects that have no defined purpose and can be moved, put together, taken apart, and combined with other materials (Nicholson 1971). Loose parts allow children to experiment and create in ways that foster hope and wonder and allow their imagination to soar. In using loose parts, children can express their individuality and incorporate their cultures, community, and home language, which creates a sense of identity and safety in their learning environment (Daly and Beloglovsky 2018, 8–11).

The addition of loose parts supports educators and care providers to recognize, understand, and value the cultural identity of the children and families in their early learning programs. When educators and care providers incorporate loose parts into their environment, they are encouraging a variety of learning opportunities that support children's development by:

- encouraging children to try new ideas and discover new concepts
- fostering children's creativity and imagination
- developing problem-solving skills and critical thinking skills
- building self-awareness and self-confidence
- understanding feelings, empathy, and a sense of personal responsibility
- supporting fairness, equity, and equality through playing with others



Figure 1: La P'tite Académie  
Church Pt., Nova Scotia



Figure 2: Pre-primary Program  
Halifax, Nova Scotia



Figure 3: Health Park Early Learning Centre  
Sydney, Nova Scotia

Recognizing children as competent learners who are capable of interacting with their indoor and outdoor environments, can create a space for them to feel confident to engage and explore. (Nova Scotia 2018, 9). This image of the child allows educators and care providers to be intentional in their interactions with children and in the design of the play space and materials.

Materials should be selected with intention, be inviting in presentation, and enhanced often to support children as they scaffold their play (Daly and Beloglovsky 2016, 20–22). Educators and care providers collaborate with families and the community to help build relationships and create programs that incorporate meaningful interactions using loose parts. Building strong relationships with families and the community supports educators and care providers in creating spaces that are reflective, inclusive, and rich in diversity.

*“The wider the range of possibilities we offer children, the more intense will be their motivations and the richer their experiences.”*

Loris Malaguzzi, *The Hundred Languages of Children: The Reggio Emilia Approach to Early Childhood Education* (1993, 79)

Some suggested loose parts to get you started:

- **Natural materials:** rocks, sticks, pinecones, acorns, logs, tree cookies, leaves, bark, driftwood, shells, seeds, flowers, sand, mud, water, moss, etc.
- **Outdoor enhancements:** tires, planks, various lengths of material/ tarp, rope/string, buckets, spools, piping and connectors, pallets, milk crates, blocks, etc.
- **Indoor enhancements:** wine corks, unbreakable mirrors, bottle tops, gems, paper tubes, pom poms, buttons, wooden rings, fabrics, hollow blocks, etc.



Figure 4: Jane Norman College  
Truro, Nova Scotia



Figure 5: Jane Norman Family Home Agency  
Truro, Nova Scotia



Figure 6: Garderie Les Petit's Poussin's Daycare  
Cheticamp, Nova Scotia