



GENERAL INFORMATION & PHILOSOPHY

ELIGIBILITY:

Enrolment in Superior Children's Centre's Licensed Child Care Programs is based on licensing capacity. Subsidies may be available.

There are currently four (4) Licensed Child Care Program locations: 41 Algoma St., Wawa; Garderie Francophone, 101 Churchill Ave., Wawa; Garderie Dubreuilville, 159 Parc St., Dubreuilville; and White River Child Care, 300 Spruce St., White River.

The Child Care Programs are integrated for children with special needs.

Programs that may be offered include; an Infant Program, Toddler Program, Preschool Program, Before and After School Program and Summer Program (School Age). We also offer a Home Child Care Program.

HOURS OF OPERATION:

Hours of operation slightly vary for each program – generally Monday to Friday: 7:30 am - 5:45 pm depending on the needs of the parents.

Before and After School Program - Monday to Friday: 7:30 am – 8:30 am and 3:30 pm - 5:45 pm.

All statutory holidays will be observed.

Christmas vacation: We will be closed between 12:00 p.m. Christmas Eve and New Year's Day.

FEES:

A two week deposit is required before child care begins. This deposit will be applied to the first two weeks in the program.

Fees are payable upon receipt of invoice which will be issued twice a month.

Summer Program – Fees are payable by June 17th for the month of July and July 15th for the month of August.

ADMISSION:

Appropriate arrangements for the admission of each individual child will be made by the Supervisor in consultation with his/her parents. A Client Contract must be signed.

Summer Program – Registration will be on a weekly basis.

Parent Information continued

DISCHARGE:

Two weeks written notice will be required in the event a child is withdrawn from the Program.

PICK UP / DROP OFF TIMES:

We ask that you drop off and pick up your child within 15 minutes of your hours of school or work in order that we may satisfy the government's criteria for staffing. A Client Contract will be signed with you indicating these times. In the event you are not working or going to school on a particular day, but would like to bring your child/ren, we ask that his/her hours that day be 9:30 am to 3:30 pm (full day program).

PHILOSOPHY:

Superior Children's Centre is a progressive organization committed to ensuring that children, families, colleagues and community are provided with opportunities to reach their potential. We provide services that meet the highest standards, while respecting individual and unique needs.

We recognize that children are our future. We strive to welcome and include all children. We know play based experiences that are developmentally appropriate, offered in a safe and stimulating environment, allow children to be active participants in their learning. Each child is valued for his/her unique qualities and is encouraged to express their thoughts, needs and feelings. As professionals, we help children develop key skills to be able to function effectively as members of society. As role models, we encourage children to show respect for themselves, for others and for their environment.

We recognize and respect that every family is different. Open communication between families and staff allows us to better support the diverse and unique needs of each family. We provide opportunities for families to be actively involved in their child's learning experiences.

We recognize as colleagues we are committed to the vision and mission of the organization. Teamwork is critical to our ability to provide high quality services. Honest, open communication lays the groundwork for positive interactions in all aspects of our work. We are actively involved in our own self evaluation and professional development. We act with integrity in supporting one another and adopting professional attitudes and behaviours in our work.

We recognize the importance of being part of a healthy community. We value community partnerships and are aware that more can be accomplished when we work together. We provide relevant programs and services that reflect and support what is happening in the community.

We welcome opportunities to continuously evaluate current practice as part of our quest for excellence.

Parent Information continued

PARENTAL INVOLVEMENT:

Parents are encouraged to visit the Program at any time and parental input and suggestions are welcome.

BEHAVIOUR MANAGEMENT:

Children are disciplined at Superior Children's Centre in a positive manner and in a way that is appropriate to their age level and their actions. Discipline is used as a tool to promote self-regulation.

Children in our programs will be disciplined in the following ways only:

- The child will be given a statement regarding the behaviour the Licensed Staff requests of him/her.
- The child will be encouraged to verbalize his/her feelings as opposed to taking physical action.
- If necessary children will be redirected to another activity.
- We will use logical consequences as a reaction to the child's actions.
- The child will never be put in a corner of a room.
- No child will be refused dessert.
- No child will be forced to eat food they do not care for.

FIELD TRIPS:

Parental permission will be required for any activity that does not take place on premises. Field trips will be held on a regular basis, where possible.

SPECIAL NEEDS:

We will work with Early Learning Resources and attempt to ensure that a resource teacher will be available while children with special needs are registered. This teacher will be responsible, in cooperation with Licensed Staff, for the development and implementation of individual program plans based on the needs of each child.

GENERAL INFORMATION:

When your child starts child care he/she will need:

- toothbrush, toothpaste and facecloth for after lunch
- diapers and wipes
- a blanket for sleep time
- a pair of shoes, preferably running shoes as these provide good gripping on all floors.
- a complete change of clothes for accidents, spills etc.
- appropriate outdoor clothing

Before and After School:

- a pair of shoes, preferably running shoes as these provide good gripping on all floors.
- a complete change of clothes for accidents, spills etc.
- appropriate outdoor clothing

Parent Information continued

Summer Program:

- a pair of shoes, preferably running shoes as these provide good gripping on all floors.
- a complete change of clothes for accidents, spills etc.
- swim wear and lifejackets
- bug spray and sunscreen
- appropriate outdoor clothing

We cannot be responsible for anything that is lost.

Please label all of these items!

Generally we prefer toys from home are not brought to the program. However, there will be occasions where this is possible, i.e., cuddly toys for sleep time. We are unable to supervise toys from home safely and are also unable to ensure that other children will not take them by mistake.

Please check with Licensed Staff if your child wishes to bring something in. Please have the toy labelled with your child's name. Remember we cannot be responsible for lost or damaged toys.

Please leave food and/or treats such as gum at home. The children have a morning and afternoon snack as well as lunch at 11:45 am and shouldn't require anything else. You may check the snack and lunch provided each day as it is posted on the bulletin board.

Your child's progress will be monitored regularly. If a problem arises we are concerned about, we will discuss this with you and investigate possible solutions accordingly.

OUTSIDE:

The children are required, according to the *Day Nurseries Act*, to be outside for an hour in the morning and an hour in the afternoon, weather permitting. If your child is unable to play outside due to illness, then he/she should be at home during this illness. We are not staffed in a way that would enable one child to stay in, unless it was an emergency.

Please ensure your child/ren is/are dressed warmly; in the winter a snowsuit with leggings, boots, mittens, a hat and scarf are required. Extra mittens would be helpful in the event a pair becomes wet.

Rain boots and raincoats during rainy seasons would also be beneficial.



Licensed Child Care Programs

Parent Questions:

What are the hours and days of the program?

The program hours vary but generally are 7:45 am to 5:45 pm from Monday to Friday. Full day, half day, before and after school, summer and flexicare hours may be available. You may also have the option of enrolling your child in Home Child Care.

At what age can my child attend?

Your child can be anywhere from 1 month to 12 years of age.

What will I pay for Child Care?

You may pay anywhere from \$4.16 to \$35.70 per child per day based on hours and days care is required.

What will I pay should I qualify for subsidy?

You may pay anywhere from \$0 and up per child per day depending on a sliding scale based on your everyday living expenses. Many people find they are eligible for reduced rates and are encouraged to apply for these.

Who can enrol in Child Care?

Child care is available for everyone. We provide care to children of working parents and those enrolled in school. Parents at home who wish to enhance their child's socialization and school readiness skills may register for up to three mornings a week from 9:00 am - 11:30 am.

What are the requirements for enrolment?

You will be required to complete a Medical Form for your child and provide a record of immunization prior to the starting date. Parents must complete a registration form and meet with the Supervisor to discuss the child's enrolment, various aspects of the program and to sign a Client Contract. Prior to commencement the parent is more than welcome to visit the Program.

Why should I enrol my child?

We provide:

- a warm nurturing environment.
- an opportunity for children to have fun and socialize with their peers.
- a flexible program with a variety of age appropriate activities.
- an opportunity to enhance the child's social, physical, emotional and intellectual development.
- freedom to explore activities at one's own pace.
- qualified early childhood educators.
- nutritious lunches and snacks.
- consistent, quality care for parents who have outside commitments (i.e. work, school).

Parent Questions continued

- guidance and support to promote independence.
- opportunities to enhance decision making skills and participate as part of a group.

What requirements must one meet to become a Licensed Staff member?

Licensed Staff must:

- possess a diploma in Early Childhood Education and/or its equivalent.
- have a medical and tuberculosis test when starting work and boosters thereafter.
- be trained in First Aid and C.P.R.
- personal references as well as a criminal reference check are also required for each individual.

What will my child do at the program?

Your child will have opportunities for structured and unstructured play time, outdoor time, group time, snack, lunch and rest time (depending upon the length of care required). Your child will also have many opportunities to play with other children.

What activities will be offered?

Early learning activities will be child initiated and will be geared to the child's individual needs, ages and interests. Activities include: arts and crafts, song and story time, cooking, baking and science experiments, creative movement, outdoor activities, gross and fine motor activities, dramatic and imaginative play. Special activities such as field trips and community visitors are also included.

Does my child have to be toilet trained?

We will accept children who are still in diapers. Licensed Staff will develop a program with you to toilet train each child when he/she is ready.

How will my child be disciplined?

Children are disciplined at Superior Children's Centre in a positive manner and in a way that is appropriate to their age level and their actions. Discipline is used as a tool to promote self-regulation.

Children in our programs will be disciplined in the following ways only:

- The child will be given a statement regarding the behaviour the Licensed Staff requests of him/her.
- The child will be encouraged to verbalize his/her feelings as opposed to taking physical action.
- If necessary children will be redirected to another activity.
- We will use logical consequences as a reaction to the child's actions.
- The child will never be put in a corner of a room.
- No child will be refused dessert.
- No child will be forced to eat food they do not care for.

Parent Questions continued

For Younger Children

After two separate discussions with the child over the same negative behaviour the Licensed Staff may then redirect the child to another activity.

For Older Children

We will use positive language and reinforcements to help redirect your child towards acceptable behaviour. A child may be asked to change their activity if they have difficulty getting along where they are currently playing. Each child is encouraged to express all feelings verbally. Teachers acknowledge the child's rights to have a variety of feelings and help him/her to express these in a constructive manner.

The Behaviour Management Policy and Procedures will be reviewed with Licensed Staff twice a year.

Will my child be served food?

Depending upon the length of the child's day, they will receive two snacks (am and pm) and a hot lunch. All foods served are nutritious and based on Canada's Food Guide. Menus are posted for parents viewing. Menu changes will be noted.

Will my child receive individual attention?

Your child will be acknowledged as an individual throughout the day through regular conversation and will also have opportunities for one on one experiences with the Licensed Staff. Children are always praised for their efforts and given emotional support when needed.

What will happen when my child is sick?

A daily observation is made of each child upon arrival. If the child is found to be ill he/she will not be able to attend on that day. When a child is sick you will be notified and depending upon the severity of the illness, the child will be allowed to rest and/or may be isolated from children until a parent or designated adult arrives.

Does my child have to nap?

Children who attend Superior Children's Centre programs for a full day will be required, according to the *Day Nursery Act*, to rest. It may be possible to offer children attending the Program half a day, the opportunity to engage in alternative activities outside the sleep room.

Can I visit my child and/or participate in activities at the Program?

Parents are more than welcome to visit our programs and participate in any of the activities.

Will I know how my child is doing?

The Licensed Staff and Manager or Supervisor will be available to discuss any questions or concerns you may have. Weekly activity sheets are provided as a record of your child's child care experiences.



Initial Child Registration Form

Child's Name: _____ Sex: _____

Date of Birth: _____

Languages: English _____ French _____ Other _____

Address: _____ P.O. Box _____

Telephone: _____

Mother's Name: _____ Occupation: _____

Business Telephone: _____

Father's Name: _____ Occupation: _____

Business Telephone: _____

Child's School: _____

Family Physician: _____

(If none, Lady Dunn General Hospital Telephone No: 856-2335, Government Rd.)

Address: _____ Telephone No: _____

Health Card No.: _____ (Optional) Immunization record: yes/no

Emergency Contacts: _____ PH: _____

_____ PH: _____

_____ PH: _____

Permission to release my child/ren to:

_____ PH: _____

_____ PH: _____

_____ PH: _____

Does your child have any allergies? _____

Commencement Date: _____ Parent Signature: _____

Supervisor Signature: _____ Date: _____



Information Sheet for Parents

Program Registered For: _____

Child care agreement for the care of: _____

Address: _____ Phone #: _____

Emergency # & Contact Person (other than parent): _____

Special arrangements: (as applicable) _____

Clothing (parent to bring) _____

Food (if parent is to supply) _____

Hours negotiated for childcare.

Child arrival time: _____ Departure time: _____

Days of the week: _____

Beginning date: _____

Overtime arrangement costs: _____

Charges for late pick-ups: \$1.00 for every five minutes late.

On scheduled days to attend, regular charge will be applied if child does not attend.

Allowable days out of program are determined by the program the child is attending. These are prorated based on the Client Contract for full time enrolment.

Information Sheet for Parents continued

Discuss: Discipline
 Drug Administration Policy/Form
 Illness (when not to attend)
 Daily Activities (Sample Schedule)

Notice to be given for any change in Client Contract or termination of arrangements: 2 weeks

Payment and receipt arrangements: Parents will sign child in and out. Centre will bill parent twice monthly. Parent pays Centre upon receipt of invoice. Tax receipts issued annually.

Consent forms signed:

- _____ Permission to Release to (**see registration form**)
- _____ Authorization for Emergency Medical Treatment
- _____ Infant Feeding Schedule
- _____ Sunscreen (**Blanket Consent**)
- _____ To be Photographed (**Blanket Consent**)
- _____ Trips & Outings (**Blanket Consent**)
- _____ Walk to/from School/Bus Stop Unattended
- _____ Transportation to School
- _____ Walk to/from Licensed Program Unattended
- _____ Summer Program – Swimming
- _____ **Waiver** – Swimming without a Life Jacket

Date

Parent Signature

Date

Supervisor Signature



Licensed Child Care Client Contract

Program Registering for: _____

The parent will:

1. comply with the arranged hours of child care from ____ to _____. Child care is provided only for the hours the parent is working or in school and reasonable transportation time to and from the Program.
2. advise the Program Supervisor of any special conditions that surround the care of their child in writing and will comply with the Policy for Special Requests.
3. advise the Program Supervisor of any allergies or special dietary or eating problems of the child. In the case of special diets, it will be necessary for the parent to supply the required foods.
4. supply diapers, diaper wipes, comb/brush and face cloth as necessary.
5. sign agency Medical and Transportation Consent Forms as well as provide the Program with information to maintain a current list of emergency contacts and people to pick up the child. If any changes occur with these lists, it is the parent's responsibility to notify the Program Supervisor.
6. In order to ensure the safety of the children in the agency's care, any person picking up a child who is not familiar to the Licensed Staff who are present, will be asked for formal identification, usually a driver's license.
7. supply and instruct the Program regarding any necessary medical treatment.
8. inform the Program as soon as possible if the child will not be present at the Program on a particular day.
9. agree to keep the child at home or make alternate arrangements if he/she has an infectious or serious illness which could infect others in the Program. If the parent is called during the day and informed of a child's illness, it is his/her responsibility to pick the child up from the Program as quickly as possible. To this end, please be sure the **emergency contacts** on the child's form are available and willing to do this when they are called instead of the parent.

Client Contract Continued

- 10. discuss progress and/or concerns regarding the child or the child care arrangement with the Program Supervisor. The Supervisor and/or Licensed Staff will discuss the program and/or concerns that arise during a day with the parent as well. If a problem persists, a meeting will be set up between parents and staff. It is the parent’s responsibility to attend these meetings.
- 11. ensure the child has removed his/her outer clothing and is in the Program room or under the direct supervision of a Licensed Staff before leaving the building.
- 12. ensure that the child has a clean change of indoor clothing, a blanket for rest time and a pair of rubber soled shoes for safe indoor play. Appropriate outdoor clothing should be provided at all times.
- 13. agree to maintain their account in good standing.
- 14. agree to pay a two week advance payment based on the child's regular attendance. This will be applied to the first billing.
- 15. agree to give the agency at least two (2) weeks notice of vacation or termination. Summer vacations will require four (4) weeks notice or parents will be charged accordingly.
- 16. agree to keep the agency advised of any changes in address, employment, telephone numbers, emergency contacts, child's medical condition, or consents.

Please note that failure to comply with the above conditions may result in termination of your child care arrangement.

I hereby certify that I understand and will abide by the policies of the agency.

Date

Parent Signature

Date

Supervisor Signature

cc Agency file



MEDICAL

Name: _____
Surname Given Name

Parents Names: _____

Date of Birth: _____

Address: _____

Weight: _____ Sex: _____

Telephone: _____

B. Medical History (Please give dates)

Has your child had:

Measles _____
Scarlet Fever _____
Whooping Cough _____
Mumps _____
Poliomyelitis _____
Eye Status _____
Ear Status _____
Skin _____

Upper Respiratory Infection _____
Tonsillitis _____
Epilepsy _____
Heart Disease _____
Allergies _____
Operations _____
Others _____

Does your child have any problems with the following: (Remarks, History, Findings, Comments, etc.)

Vision and Eyes _____
Nose and Throat _____
Glands _____
Respiratory System _____
Skin _____

Hearing and Ears _____
Teeth and Mouth _____
Heart and Circulation _____
Stomach/Internal _____
Urinalysis(Bladder) _____

1. Does your child have any condition requiring medical attention?

Please comment:

2. Is your child free from communicable diseases? Yes _____ No _____
If no please comment:

Additional Comments:

Parent Signature: _____

Date: _____



Authorization for Emergency Medical Treatment

I, _____, authorize and direct Superior Children's Centre to take any necessary action to provide medical treatment to my child if injured while he/she is in attendance in a Licensed Program. This authorization will be exercised according to the Contact Procedure Policy.

Parent or Guardian's Name: _____

Signature: _____

Address: _____

Telephone Number(s): _____

Child's Health Card (Optional): _____

Date: _____



INFANT FEEDING SCHEDULE

Child's Name: _____ Date: _____

Parent Instructions:

Date

Parent Signature

Date

Supervisor Signature



CONSENT FORMS

For Sunscreen, Photographs and Trips & Outings

I hereby give my permission for a Licensed Staff member to apply sunscreen to my child/ren

_____.

I hereby give my permission for my child/ren _____, to be photographed and/or videotaped for use by Superior Children's Centre and for possible inclusion on their website.

I hereby give my permission for my child/ren _____ to go on a variety of trips and outings while enrolled in Superior Children's Centre. The child/ren will be holding onto a Licensed Staff member's hand, a partner's hand, attached to a long rope, or if old enough, walking beside an adult.

Date

Parent Signature

Date

Supervisor Signature



CONSENT FORMS

Walk To/From School/Bus Stop Unattended

I hereby give my permission for my child/ren, _____,
to proceed by bicycle or foot to and/or from the school/bus stop unattended by the appropriate
Licensed Staff, and I release Superior Children's Centre and staff from any claim for personal
injury that may occur when my child/ren is/are going to and from the school/bus stop.

Arrival Time: _____

Departure Time: _____

Bus Name: _____

Bus Number: _____

Date

Parent Signature

Date

Supervisor Signature



CONSENT FORMS

Transportation to School

In the event that my child/ren misses the regular school bus I hereby give my permission for my child/ren _____, to travel to school in a Superior Children's Centre vehicle driven by a Licensed Staff person or for Superior Children's Centre Staff to call a taxi to take my child to school.

Date

Parent Signature

Date

Supervisor Signature



CONSENT FORMS

Walk To/From Licensed Program Unattended

I hereby give my permission for my child/ren _____, to proceed by bicycle or foot to and/or from the Program unattended by the appropriate Licensed Staff member and I release Superior Children's Centre and said staff from any claim for personal injury that may occur when my child/re is/are going to and from the Program.

Date

Parent Signature

Date

Supervisor Signature



CONSENT FORMS

Summer Program - Swimming

I hereby give my permission for my child/ren _____
to go swimming at the beach while enrolled in Superior Children's Centre Licensed Program and
accompanied by Licensed Staff.

Life Jacket YES _____ NO _____

Water Wings YES _____ NO _____

Child knows how to swim. YES _____ NO _____

Date

Parent Signature

Date

Supervisor Signature



CONSENT FORMS

Waiver – Swim Without A Life Jacket

I hereby give my permission for my child/ren _____, to swim **WITHOUT** a life jacket while in attendance in a Licensed Program, and I release Superior Children's Centre and staff from any claim for personal injury that may occur.

I have read and understood the above.

Date

Parent Signature

Date

Supervisor Signature

My Name is

My birthday is

**My favourite
toy is my**

Please
Glue
Your child's
Picture
HERE.

**My favourite
food is**

**My favourite
book is**

**I live at home
with**



SUMMER PROGRAM

PRE-REGISTRATION FORM 2011

PLEASE FILL OUT ONE FORM PER CHILD

Date: _____

Program: _____

Child's Name: _____

Child's Birth Date: _____

Parent's Name: _____

Telephone: HOME: _____ WORK: _____

Hours: _____

WEEKS TO REGISTER FOR:

1	June 27 – July 1 CLOSED JULY 1ST	
2	July 4 – July 8	
3	July 11 – July 15	
4	July 18 – July 22	
5	July 25– July 29	
6	CLOSED AUGUST 1ST August 2 – August 5	
7	August 8 – August 12	
8	August 15– August 19	
9	August 22 – August 26	
10	August 29- September 2	



**SUPERIOR CHILDREN'S CENTRE
CHILD CARE COST
TWO WEEK DEPOSIT
April 1, 2010**

PROGRAM: _____

CHILD'S NAME: _____

PARENT'S NAME: _____

# of Days Per Week	Description	Rate Per Day	Cost Per Week
	Infant Full Days	\$36.41	
	Infant Half Days	\$18.21	
	Infant Half Days & Lunch	\$21.33	
	Toddler Full Days	\$33.29	
	Toddler Half Days	\$16.65	
	Toddler Half Days & Lunch	\$19.77	
	Preschooler Full Days	\$31.21	
	Preschooler Half Days	\$15.61	
	Preschooler Half Days & Lunch	\$18.73	
	Before & After School	\$15.61	
	Before School	\$6.63	
	After School	\$8.89	
	Lunch (HCC)	\$6.25	
	Breakfast (HCC)	\$ 3.12	
	Hours (HCC)	\$4.32	
	Half Hours (HCC)	\$2.22	
	Summer Program 1 st Child FD	\$25.50	
	Summer Program 2 nd Child FD	\$20.91	
	Summer Program 1 st Child HD	\$13.67	
	Summer Program 2 nd Child HD	\$12.75	
	Summer Program HD & Lunch	\$16.40	
	Cost Per Week		
			X 2
	Total Cost of Two Week Deposit		