



Our Program Statement is reflected in our logo.

Our logo is a hand, representing the many hands it takes to lead a child through their journey of learning.

First, the hand represents a child's hand, a unique individual who is competent, capable, curious and rich in potential.

Secondly, it represents the families, who only want the best for their children.

Third, it's the hand of the Registered Early Childhood Educators, who are caring, knowledgeable, and resourceful professionals.

Lastly, the hand represents the community and how connections and relationships can be made with children, and the world around them.

Vanastra Early Childhood Learning Centre is dedicated to supporting children's learning, development, health, safety and well-being through caring Early Childhood Educators. We focus on active learning, exploration, play and inquiry and view families as competent, able and active participants in our program.

At Vanastra Early Childhood Learning Centre we believe that children learn through play. We use play based learning as the foundation for lifelong learning, behaviour and health. An emergent curriculum philosophy is one that builds on the interests of the children. Play based learning allows children to learn in a way that is most appropriate for them. We inspire children to be researchers, authors, inventors, designers, dancers, singers, etc. and to celebrate their unique talents and abilities.



Some of the Ministry of Education documents we make reference to in our program statement include:

- How Does Learning Happen, HDLH (Ontario's Pedagogy for the Early Years, 2014 as the guiding document under the Child Care and Early Years Act)
- Early Learning for Every Child Today, ELECT
- Think, Feel, Act Document

“Children are competent, capable, curious and rich in potential.”

Vanastra Early Childhood Learning Centre recognizes that each child deserves to have the opportunity to grow and develop in a safe, secure, nurturing environment where he or she is accepted as a unique, worthy individual. We value children as individuals and value their interests and points of view. We will plan and create positive learning environments and experiences in which each child’s learning and development will be supported and which is inclusive of all children, including children with individualized plans.

Our goals for children, consistent with the Ministry of Education pedagogy include the following:



- Every child has a sense of **belonging** when he or she is connected to others and contributes to their world
- Every child is developing a sense of self, health and **well-being**
- Every child is an active and **engaged** learner who explores the world with their body, mind and senses
- Every child is a capable communicator who **expresses** himself or herself in many ways

Children’s interests are valuable to their learning and the educators will participate as co-learners with children and their families. We will provide an environment that fosters curiosity, explore their ideas and investigate their theories.

We strive to provide an environment both indoors and out that invites children to investigate, imagine, think, create, solve problems and socialize with friends.

In our programs we hope to:

- **foster** the children’s exploration, play and inquiry
- **encourage** children to interact and communicate in a positive way
- **guide and support** them through self-regulation. Our program will help children to recognize how they are feeling and through role modeling, how they can deal with these feelings. We promote problem solving skills by encouraging positive interactions amongst peers and staff
- **provide** child initiated and adult supported experiences
- **support** positive and responsive interactions among the children, parents, and staff.

“Health, Safety, Nutrition and Well-Being of Children.”

Vanastra ECLC knows that the early years set the foundation for children’s health and well-being.

“Young children experience their world as an environment of relationships which affect virtually all aspects of their development.”

At Vanastra Early Childhood Learning Centre we believe in a warm, welcoming, homey, atmosphere where everyone belongs. A sense of belonging is supported as we value each child for the individual they are.



The first step in establishing and nurturing health, safety, and well-being for children at our Centre is through the relationships they make with our program educators. Staff will display a warm, gentle and caring manner as they engage with the children. Each child will feel comfortable and valued and staff will provide that extra hug as children need it. Staff will focus on the one to one interactions with children during meal times, dressing, diapering, etc.

The Health and Safety of children and adults is important to us. Vanastra ECLC strives to meet all Health and Safety requirements with the Ministry of Education, Huron County Health Unit, Third Party Playground Inspection, and local government by- laws.

Our Centre provides a nutritious meal and two snacks for children. Our menu follows Canada's Food Guide and we accommodate any dietary, food sensitivity and religion requirements. Drinking water is available at all times.

We will incorporate indoor and outdoor play as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving care.

Staff will familiarize themselves with all information concerning any medical conditions, allergies, food restrictions, medication requirements and parental preferences in respect to diet, exercise and rest time.

We strive to provide an environment both indoors and outdoors that invites children to investigate, imagine, think, create, solve problems and make meaning from their experiences. At times, weather permitting, we take the indoors, outdoors. We provide daily opportunities for physical play both indoors, outdoors and in our large gym. Learning to run, jump, climb, and take turns is a healthy way to participate in activities while developing coordination and strength.

We also support our swim program where children, with parent's permission, swim for a half hour, once or twice a week. Our swim program is an introduction to water so children become confident in water, prepares them for future swim lessons and it's a fun form of exercise!



“Foster the Children’s Exploration, Play and Inquiry.”

“Every child is an active and engaged
Learner who explores the world with body,
mind and senses”

Engagement refers to a state of being genuinely involved and interested in what one is doing. Children learn best when they are fully engaged in active exploration, play and inquiry. Our goals as educators:

- plan for and create positive learning environments and experiences in which each child’s learning and development will be supported
- all children have the right to participate
- creating an environment that allows for exploration and play both indoors and outdoors
- activities in outdoor spaces that are designed to inspire investigation with bodies, senses, and minds
- providing interesting objects and open ended materials
- planning daily routines with limited transitions
- connecting with families and inviting their participation

“Pedagogical Documentation”

Pedagogical documentation is a means to learn how children think and learn. It offers a process to explore all of our questions about children and for educators to co-plan with their children and families.

Documentation can be a means to support:

- The engagement of and ongoing communication with parents about the program and their children. An invitation for parents to add their own documentation about their children’s learning
- Planning and creating positive learning environments and experiences in which each child’s learning and development are supported
- Document and review the impact of the strategies set out in the program statement
- An opportunity to make children’s learning and understanding of the world visible-to themselves, to other children, to their families and other educators

- A self-reflection opportunity for educators as they participate in continuous professional learning.



“Connections with Family and Community”

“Families are competent, capable, curious and rich in experience”

Families know their child best and have much to contribute to their child’s learning and deserve to be engaged in a meaningful way. We will foster the engagement of and ongoing communication with parents about the program and their children.

At Vanastra ECLC we aim to create an environment that welcomes families and to provide them with opportunities to participate in their child’s journey of learning. The needs of each child are considered in the context of the family composition, values, culture and language.

We build connections between the home and the childcare centre by:

- Parent handbook
- Making time for daily communication
- Making families feel welcome and comfortable and to ask lots of questions
- Invite families to comment on specific pieces of documentation
- Encourage families to communicate with us so that we understand the child from their perspective
- Documentation on display around the Centre for parents to see
- Invite parents to join children in a craft, painting, finding 'stuff' at home
- Parent board
- StoryPark, digital portfolio created to share with parents through email

Opportunities to engage with people, places and the natural world in the local environment help children, families, educators and communities to build connections, learn and discover and make contributions to the world around them.

Vanastra ECLC is committed to involving local community partners and allows those partners to support the children, their families and staff.

At Vanastra ECLC we provide training, learning opportunities, and practical work experience for high school co-op students and college ECE placements. We support experienced colleagues, those who are new to the profession and students aspiring to the profession.

Our staff also values lifelong learning and commit themselves to engage in continuous professional learning. Staff recognizes that we are professionals and that we have to advocate for and promote an appreciation for our profession as Early Childhood Educators.

Our Centre welcomes outside agencies, such as the Huron County Growing Together Resource program, Small Talk, Thames Valley, and CPRI, to name a few.

We partner with the Vanastra Recreation Centre by swimming, visiting with the seniors, and making them crafts.

We also have a community documentation bulletin board to show the VRC visitors, what the children are learning.

Review of our Program Statement

As our Centre invites new families and staff, our Program Statement will be reviewed annually to ensure that we are diligently improving our program to best meet the needs of our families.

Every child deserves a safe, caring, nurturing environment within a homey atmosphere in which to grow and develop to their maximum potential. We recognize that each child is unique and they deserve opportunities to learn through play, explore new ideas and 'belong'.

It takes many hands to lead a child through their journey of learning.....and we WELCOME your family to Vanastra Early Childhood Learning Centre



License:

Vanastra Early Childhood Learning Centre, formerly Tuckersmith Day Nursery opened in September, 1975 and is licensed under the Ministry of Education, The Child Care and Early Years Act, 2014, (CCEYA) and Huron County Health Department.

We offer a program staffed with Registered Early Childhood Educators. In November of 2015, we rebranded our name to Vanastra Early Childhood Learning Centre.

Child/staff ratios are:

Toddlers (18 mo-30 mo)

1 teacher to every 5 toddlers, total of 10 children

We can also have two 16 – 18 months olds with two staff in the toddler room

Preschoolers (2 ½ years old – 5 years old)

1 teacher to every 8 preschoolers, total of 32 children

School Age (6-12 years old)

1 teacher to 15 children, 15 – 20 school aged children with 2 staff

(Before and After School program with bus pick up and drop off for 2 schools. Huron Centennial, and St. Joseph's Catholic School)

There are a total of 62 spaces.



Qualified Staff:

Staff hired at Vanastra Early Childhood Learning Centre, are Registered Early Childhood Educators with the College of Early Childhood Education. You may check the register online at www.college-ece.ca/Pages/default.aspx. Some staff are hired as untrained and they work closely with an RECE. All staff must provide a Vulnerable Sector Check at time of hire and sign an Offence Declaration each year. These are renewed every five years.

All staff working in the Centre has Standard First Aid and Infant/Child CPR. They are also trained in “Learning Language and Loving it”, a Hanen Speech and language program. A “Second Step Curriculum”, a program that helps children with problem solving, feelings for others, and anger management.

Our cook is trained in the “Safe Food Handling course” offered by the Health Unit. Our staff continues to attend professional workshops to enhance their knowledge in this growing field.

Wait List Policy

In the event that any of our programs reach full enrolment and we are unable to accept new registrations, parents can have their names and contact information added to a waiting list. There are no additional fees charged to be placed on the wait list.

The following information will be recorded:

1. Date of call
2. Parent's names
3. Child's name and birth date
4. Contact info
5. Full time, part time, flex schedule requested

If known, parents will be made aware of the approximate length of the wait list. Priority will be given to:

1. Families who currently attend the Centre
2. Full time schedules (5 days) over a part time, flexible schedule.

Families that are placed on our wait list are encouraged to keep in touch with the Centre either by phone or email, especially if your childcare needs change while waiting for a space. Our wait list coordinator will periodically call you regarding your status. If the parent wishes to see the waitlist, it will be shared with them with respect to theirs and others confidentiality. The parent will be allowed to see which place their child is on the wait list but the other names of families will be unavailable.

Families can sign up with OneHSN, a waitlist on line. The parent can use this site to monitor their status and we will also contact them.

When a space becomes available, parents will have a week to accept or decline. If declined the first time, the child can remain on the wait list but the next family on wait list will be called. If the parents decline a second time, the child's name will be placed on the bottom of wait list if parents still desire.

If parents accept the space, an appointment will be set up to complete the registration paperwork and a start date will be determined.

Students and Volunteers:

Students and volunteers in our programs do not have unsupervised access to the children, and are supervised by an employee at all times. All volunteers and students review and sign off on all policies and procedures in relation to working with the children in our programs. They must also have a Vulnerable Sector Check.



We support Early Childhood Education Students as well as Highschool Cooperative learning programs.

Registration:

Application forms are available at the Vanastra ECLC office. A visit will be scheduled prior to the first day of attendance. This morning visit is usually scheduled for one hour. During this hour the Supervisor will take you on a tour of the facility, introduce staff, and answer any questions.

Hours of Operation:

Our Centre is open twelve months of each year. Hours are from 6:30 am to 6:00 pm, Monday - Friday. Parents will be advised of any changes.

The Centre is CLOSED for a one to two week period in conjunction with the School Boards Christmas Vacation, depending on the parent's needs. One month's notice is given to parents regarding Christmas closures.

The following statutory holidays are also observed therefore the Centre is CLOSED for New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Holiday, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Break.

There is no summer school aged program for children in Grades 1 and higher. A High Five program is offered through the Vanastra Recreation Centre.



Huron County Growing Together Program:

Qualified Early Childhood Educational Resource Teachers are available to assist families in meeting the diverse needs of all children enrolled at the Centre. This program is open to children under the age of 12 with special needs, including those with barriers in the area of communication, social, physical, emotional, intellectual, and behavioral development. To access this valuable program for families, please contact the Supervisor or any staff member.

Philosophy of Inclusion:

Vanastra Early Childhood Learning Centre believes that all children have the right to participate in an age appropriate program with their peers. The Vanastra Early Childhood Learning Centre recognizes that the strengths and needs of each child will vary and will provide an environment that has been adapted to enable them to grow and feel safe.

An updated Individual Support Plan will be implemented by the staff and reviewed every six months or whenever changes are made for the children on the Growing Together Program.



Attendance:

Children registered at Vanastra ECLC are expected to attend regularly as scheduled. If your child is going to be absent on his/her regularly scheduled days, it is important to inform the Centre in advance by 10:00 am. Part-time children must be booked in advance with the staff to ensure there is adequate space and staff for your child to attend.

Storm Days:

In times of inclement weather every effort will be made to have the Day Care program in operation, however if the Centre was forced to close this would be announced on CKNX and posted on our Daycare Facebook page, as early in the morning as possible. If roads are closed then the Centre will be closed. The Centre **will not** close early during inclement weather. There is no charge of fees if the Centre is closed.

Arrival/Pick-up times:

Upon arrival we ask that you bring your child directly to their room. Let us know how your child's night was, morning, health, etc. At the end of the day, an Educator looks forward to filling you in on any observations, activities or to answer any of your questions.

Your child's day at Vanastra Early Childhood Learning Centre includes a parent's working hours plus transportation to and from work. Children, who attend for socialization with the parents not working, are required to pick their child up by 12:30 for a half day or 4:00 for a full day.

Any change from your normal schedule must be pre-arranged with the staff. Parents, who receive fee assistance, need to confirm their child care requirements accommodating their employment schedule. Staff needs to be notified if someone else is picking up your child. We are not able to release any child into the custody of anyone not pre-authorized to pick them up. If an Educator is unfamiliar with a person, they will be asked to show photo ID.

Custody papers are required if we cannot release a child to a parent. We reserve the right not to release a child to any person who is impaired or incapable of caring for the child.

Staff is scheduled according to the number of children at any given time; therefore coming earlier or staying later may compromise our child/staff ratios. Child/staff ratios are set by the CCEYA and it is extremely important that we maintain them at all times. Your co-operation is greatly appreciated in adhering to your scheduled hours for all children's safety.

Children's Health/Immunization Requirements/ Medications:

To maintain a good standard of health, we conduct a daily health check. It is necessary to have suitable arrangements in the event your child is ill. If a child's health prevents them from participating or being comfortable in normal program activities, the child will be considered too ill to attend Daycare. If your child becomes ill during the day, you will be contacted to pick up your child.

The parent will be contacted if there are more than two episodes of diarrhea. If your child vomits more than once, you will be called. Staff will inform parents if your child is fevered.

Children arriving at the Centre with undiagnosed eye infections, rashes, head lice, severe coughing, fevers or flu-like symptoms, including diarrhea will not be permitted to stay at the Centre. Please consider other children's health as an important factor.

Children should not return until they are ready to participate in the program. If your child is sick and will not be attending, please call the Centre. If your child is sick, we also need to know their symptoms, (vomiting, diarrhea, pink eye etc.) so it can be tracked for the Huron County Health Unit if needed.

Regulations require daily outdoor play. Children too ill to play outside or attend school should remain at home.

No fees will be charged if your child is absent due to hospitalization or the Doctor will not allow your child to attend Day Care.

CCEYA requires that prior to admission; each child must be immunized as recommended by local medical officer of health. A copy of your child's immunization record (yellow card) will be sent to the Huron County Health Unit. Children identified as not having been immunized have to complete a Ministry approved form. Parents need either a Statement of Conscience or Religious Belief Form signed by a Commissioner or a Statement of Medical Exemption Form signed by their Doctor.



Staff will administer **prescription medications only**. Please sign the consent form upon arrival. Medications must be in their original container with your child's name on the prescription label. In the event that the medication form is not clearly filled out, giving specific instructions and signed, medicine will not be given.

All medications must be given directly to a staff. Medication is placed in a locked box (Refrigerated medicines will be kept in a locked box in the fridge). Please ask a staff to retrieve your medications at pick-up time.

Weather Appropriate Clothing/Children's Belongings:

It is the responsibility of the parents to provide clothing, **clearly labeled** that is suitable for the weather. Hats, splash pants, mitts, snow pants, rubber boots, diapers, wet wipes, and an extra set of clothing must be provided by parents. **Scarves and string mittens are not allowed.** Neck warmers are



acceptable. Crocs and flip flops are a safety concern and are not permitted at daycare.

All belongings should be kept in a labeled back pack, with a change of clothes in it. All children are encouraged to leave toys at home, a blanket or snuggly is permitted for nap time. We are not responsible for lost or stolen toys.

Cubbies:

A cubby is a small space where your children can store belongings for daily use. Full time children have their own cubby, part time children may have to share a cubby.

Since the children's cubbies can fill up quickly with their treasures and

personal items, please take home your child's belongings and items regularly.

Peanut Allergies/Anaphylactic Allergies:

Please do not bring any snacks or beverages into Centre. We provide a nut free environment. Peanuts or peanut products are not used or allowed in the building.

On occasion we have children enrolled who have life threatening allergies to these products or other foods. Your adherence to this policy is essential, and the Supervisor will let you know if we have a high risk child in attendance. It is our priority to provide an environment that is as safe as possible for children with life threatening allergies.

Snacks and meals:

Two snacks and a nutritious lunch are provided according to Canada's Food guide. Children's special dietary needs and allergy information will be posted in the cooking and play areas. Weekly menu plans will be posted for current week to assist you in menu planning at home. Special dietary food supplies (Soya milk, lactose free milk, etc.) are supplied by the parent, in the original container, and their name must be on the item. Breakfast is provided to children who arrive before 7:45 am.



Absolutely no outside food is allowed in the Centre.

Behaviour Management Policy/Prohibited Practices:

In order to encourage positive behaviour, staff members must be kind, consistent and have realistic expectations for children. The children need to hear that they are capable of appropriate behaviour, respected, well-liked by everyone and appreciated by others.

Maintaining a high level of self-esteem for each child will ensure that children believe they are capable of acceptable behaviour. Staff members can achieve this goal by consistently noticing and encouraging the children in positive interactions.

It is our belief that children often act out in a negative way because they have no other knowledge of how to react or handle their emotions. Children must be taught that angry or frustrating feelings are okay and how to deal with these feelings in a positive socially acceptable way. Staff is aware of each child and what may upset them or triggers unacceptable behavior. The staff responds in a calm manner and helps the child learn strategies to self-regulate.

We believe that children learn through play. We use play based learning as the foundation for lifelong learning, behavior and health. An emergent curriculum is one that builds on the interests of the children. Children's interests are valuable to their learning and the educators will provide an environment that fosters curiosity, explore their ideas and investigate their theories.

Vanastra Early Childhood Learning Centre wants to ensure that children have a safe and positive experience that promotes their growth as a learner. The Supervisor will observe staff interactions with children ensuring that they align with our program statement.

Prohibited Practice:

A prohibited practice is any behavior that puts children at risk or inhibits their growth, self-esteem and healthy development.

The following practices are not supported by our Centre:

- a) Corporal punishment of the child;
- b) Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- c) Locking the exits of the child care centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- d) Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child, undermine his or her self-respect, dignity, or self-worth;
- e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding;
- f) Inflicting any bodily harm on children including making children eat or drink against their will.

If there were concerns regarding contravention of this policy by a staff the following would take place:

- The manager would bring the concern regarding behaviour management to the attention of the staff member.
 - A meeting with regard to the concern would take place. Discussion would ensure that the policies are clearly understood.
 - A record of the meeting would be kept and signed by the parties involved. It would become a part of the staff file and a copy would be placed in the Behaviour Management file.
 - Goals would be set to assist the person in following appropriate practices.
 - A follow up schedule of meeting would be set to ensure appropriate expectations are maintained.
 - Other team members may be consulted for suggestions.
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Violation of the policy may result in further discussions with the CEO of Huron East, the Ministry program advisor, the Children's Aid Society and it would be reportable to the College of Early Childhood Educators. Staff may be suspended or terminated pending on disciplinary action with consultation from the above parties.

Parent Issues and Concerns

Our program values your opinion and ideas. If for any reason you have a concern, question or issue, we suggest you follow this procedure:

1. Speak to your child's teacher and/or other teachers directly and address your questions to them.
2. If this does not resolve the issue and you feel you need further answers or information, put your request or concern in writing and talk to the Supervisor/or Designate.
3. The Staff and Supervisor will do their best to work with you to come up with a suitable solution, and a meeting will be arranged. If necessary, we will provide a written record to you of how it was addressed and the plan for a better outcome.
4. If you still feel the issue or concern hasn't been addressed by your child's RECE or Supervisor, you may submit your concern in writing to the CAO/Clerk of the Municipality of Huron East. Your concern will be addressed within three business days.

Mr. Brad Knight CAO
Municipality of Huron East
bknight@huroneast.com
519-527-0160 office
519-527-2561 fax

Serious Occurrence Notification:

It is the policy of Vanastra ECLC to ensure the safety of the children and staff. In the event of a Serious Occurrence, during the Centre's operations, the appropriate Ministry directed reporting procedure will be followed. As well, a public notification will be posted for parents to view in our entrance way.

A Serious Occurrence is:

- Death of a child
- Allegations of Abuse and/or Neglect
- Life-threatening Injury or Illness
- Missing or Unsupervised Child(ren)
- Unplanned Disruption of Normal Operations (fire, flood, gas leak, detection of Carbon Monoxide, outbreak, lockdown, or temporary closure)

Emergency Preparedness Plan:

The Vanastra Early Childhood Learning Centre has an emergency management policy in place if there was ever an emergency or a need to be evacuated from the Childcare Centre in the event there is immediate danger to being inside the building. Staff will ensure that adults and children are kept safe, are accounted for and are supervised at all times. Staff will assist each child or adult who may require additional support, including consideration of special medical needs. Depending on the nature of the emergency, the Supervisor will notify the Municipality of Huron East Emergency Management Office for assistance and their Emergency Response Plan will be followed depending on the need.

Depending on the circumstances, it will be decided whether we are evacuating to the on-site location (meeting place), which is behind the Food Booth by the parking lot or the off-site location which is the Missionary Church located at 43, 5th Ave in Vanastra (kitty corner to this building).

If an evacuation occurs, parents will be notified by phone by the Supervisor and/or Designate. If there was an emergency that did not require evacuation, parents will be notified with a posting at the entrance way door.

Following any emergency situation, all staff, and families will be updated and given directions regarding continuing operations of the Childcare Centre. This update may be communicated by the way of a group debrief, email, or Centre's voicemail.

Staff will monitor children and family members, as well as each other for signs of distress or anxiety that may result from the emergency. The Municipality of Huron East will assume any responsibility debriefing and sharing information

through media and social media. Children and staff will be offered services to assist with any distress or anxiety created from the emergency event.

Sun Safety:

We encourage families to protect their children from sun by applying a generous amount of sunscreen each day before the children arrive at Day Care. The Centre attempts to limit sun exposure during the hours of 11 am and 4 pm. A donation will be collected from parents during the summer to purchase extra sunscreen. Staff will reapply sunscreen in the afternoon if needed. Always send a sun hat with your child.

Swimming:

Vanastra Recreation Centre offers our Centre a swim program. Day Care staff accompanies children for a half hour of water fun, twice a week supervised by a lifeguard. Parents who choose to not participate in the program; your child still remains with a Registered ECE in the classroom or outdoors. A notice will be posted on the parent's board or in our newsletter regarding cost and time. Please send a bathing suit with your child's name clearly marked on the tag, if you wish your child to attend. Payment is separate from your parental fees.

School aged children, Grade 1 and up can go swimming on PA Days/Snow Days with a staff member.

Why Swim? It's an introduction to water through songs/games and it helps children to be more confident in the water. It's also a fun form of exercise and it enhances children's natural flexibility by exercising all of their major joints through a full range of motion.



Excursions:

As part of the regular daily program, the staff of Vanastra Early Childhood Learning Centre occasionally take the children for short walks to areas of interest within Vanastra. A consent form in our Registration Package gives permission for these walking excursions.

Sleep Policy:

The Child Care and Early Years Act 2014 states:
Each child who receives childcare for 6 hours or more in a day has a rest period not exceeding 2 hours in length.

At Vanastra ECLC, each child will have their own cot assigned to them. This cot will have the child's name on it so staff, parents, and other individuals know which bed belongs to their child. A small blanket is provided by the Centre; however children are welcome to bring a small blanket and/or small snuggly toy with their name on it. Each child will have the opportunity to sleep for 2 hours, or rest quietly for 1 hour, with quiet activities or books on their bed, once those who need rest are settled.

At the time of enrollment, the supervisor will consult with the parents in respect to their child's sleeping arrangements and parents can also record it in the Registration package. The Supervisor will share this information with the staff. The child's sleep preference will be posted in the sleeproom. Any daily changes will be recorded in the daily communication book.



Staff will provide soft music, back rubs and with sufficient light, visual checks will be conducted by staff every 30 minutes. A visual check will include walking around the room and looking for indicators of distress or unusual behaviours. Visual checks will be documented and posted on the cupboard door of sleeproom.

The child's sleep will be recorded in the daily communication book beside their name. If there is a change in the child's sleep pattern it will be recorded in daily communication book and verbally communicated with the parent.

Transition to Next Age Group:

When a child is ready or age appropriate to move to the next age group, short visits will occur so the child will feel more comfortable making the transition. This occurs mostly when your toddler is moving up into the preschool room, at 30 months. We will let you know if your child is transitioning to the next age group.

Fee Policy: (Current fee schedule attached)

1. Notice of program schedule changes (holidays, PA days etc.) must be given one week in advance or full fees will be charged.
2. Fees must be paid weekly or bi-weekly. A notice will be given at the end of the month for fees owing. Childcare will be withdrawn if fees are not paid, or if fees owing are more than \$500 and a payment plan has not been set up. Daycare fees will then be turned over to the Municipality of Huron East where interest will be charged. If Supervisor is not in the office, fee payments can be placed in office mailbox and a receipt will be issued for income tax purposes as soon as possible.
3. A late fee charge of \$1.00 per minute past closing time of 6:00 pm will be paid in cash directly to the staff member who is closing Centre.
4. Subsidy (fee assistance) is available for qualifying families (ask Supervisor for details)
5. Notice of program withdrawal must be given two weeks in advance or full program fees will be charged
6. No fees will be charged if the Day Care is closed due to winter road closures.
7. Yearly income tax receipts are available upon request.

Fundraising/Parent Support:

If you have any fundraising ideas please let us know. Fundraising is an important aspect of our centre. It provides us with the extra dollars to purchase new toys, and educational supplies.

At times throughout the year we may need parent volunteers to help with daycare chores such as, yard clean up, constructing toys, donating supplies, etc.

Questions?

To meet your needs and answer all of your questions/concerns, please give the Supervisor (or assistant Supervisor) a call anytime at the Day Care. If the Supervisor is unavailable the assistant Supervisor or staff will gladly answer your questions.

Checklist for Parents

- Label all of your child's outdoor clothing, shoes, boots, and personal items
- Remove drawstrings from clothing or tuck them securely into coats
- No string mittens or scarves
- Provide an extra set of clothing in a bag or back pack with your child's name on it
- Proper footwear as in running shoes or closed toe sandals is allowed. Crocs and flip flops are not
- Please keep your child's cubby clean and neat as you may have to share with another child. Don't keep valuables in cubby as the Rec Centre is rented out on weekends and evenings.
- Please do not bring any food, such as birthday cakes, snacks, chewing gum, cough candies to the Centre to help ensure a safe environment for all our children
- Leave important toys or belongings that you feel your child would miss if lost, at home
- Bathing suit/towel for school age children on a PA Day/Snow Day
- Bring in a family picture to be displayed in child's classroom
- Remember to call the Centre when your child will be absent

September 2019

Daycare Fees:
(updated January 2019)

Toddlers: Full days..... \$40.00
Half days.....\$31.50

Preschoolers: Full days.....\$37.00
JK/SK Half days....\$28.50

School Age: Full days....\$28.50
(Gr.1 and up) Half days...\$23.00
Before **or** After.....\$14.00
Before **and** After...\$18.00