



Family Handbook

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Director: Roxy Norris

Since April 2009 - Revised November 2016

Introduction and Philosophy

At Earthlings we aspire to support each individual child's social, emotional, cognitive and physical development. Our qualified Early Childhood Educators make all possible efforts to create a warm, nurturing, clean, and safe learning environment. Children in our care are offered the freedom of choice while learning self-responsibility. We have an open door policy and invite families to visit anytime during business hours. This is because we understand the importance of parent/caregiver partnerships, communication, and consistency in early learning. Earthlings is dedicated to offering a high quality child care program that: encourages our youth to care for our planet, for themselves and to respect the diverse families of our community.

Our Services

Pre-school Program 8:30 - 11:30 AM
2 / 3 year olds - Tuesdays and Thursdays
3 / 4 year olds - Mondays, Wednesdays and Fridays

This is a play based program that is centred around the children's interests. Observation and documentation are a large part of our programming. We take advantage of "teachable moments" by paying attention to the areas of interest for each child. The teacher will then offer theme related activities, songs, stories and games from the large selection of resources available in the classroom or on-line. We then encourage further exploration in to these topics allowing the child to take the lead.

French and Spanish are spoken daily encouraging language learning. Literacy is taught through *many* approaches such as: Jolly Phonics, and story time discussions. The "Pre-K" children will become familiar with the basics for school readiness.

School-Age Program 1:30 - 5:30 PM
Ages 5 - 10
+ Monday through Friday

Full days = *no school* 8:00 AM - 5:30 PM

We pick up students from *all* North End Moncton schools. They are given plenty of opportunity to share ideas in the daycare *and* outdoors. We spend as much time outside as possible. The children get to choose which of the neighbourhood parks we go to each afternoon by voting for one of our six options! We play games and sports, create art, explore science, prepare food together, take care of gardens, grow sprouts year round, help care for pets, while encouraging dramatic play, music and dancing, skill sharing, even biking! The list goes on. We also enjoy frequent field trips to various locations around our community according to the children's interests and current events.

Each of our programs has something for everyone. We respect and support the child's innate desire to learn about the world around them through hands on experiments. *Education about protecting our planet shines through in all aspects of our daily routines.*

Organic / Local / Homemade / NON GMO Snacks (and lunches on full days) are provided

Staff

All staff are required to have an Early Childhood Education Diploma and/or university degree.

Earthlings Staff are participating in the ECCENB Curriculum Framework Program. The province requires all people working with children to acquire 35 hours of professional development training with this program.

For more information, visit the website: http://www.eccenb-sepenb.com/curriculum_elcc

Registration and Payment Procedures

To register, parents/guardians complete the registration form and pay a deposit. The deposit is equal to two weeks of care, and is non-refundable. The deposit serves as your final two weeks of payment.

Part time Pre-school \$21 per day
After School/Summer Program \$26 per day

* Post dated cheques are required for monthly payments. Billing details are given at the time of registration.

Vacation Time

Earthlings will be closed for two weeks during the summer months, and one week over the holidays. Parents are notified of the exact dates with plenty of notice. No payment is required for this vacation time. Regular payment will be required for any time off from daycare outside of these dates.

Notice of Termination

In order to terminate childcare service, parents/guardians are required to provide a minimum of two weeks written notice.

Earthlings reserves the right to terminate childcare service and can do so by providing parents/guardians with two weeks written notice. This could only occur after several attempts to solve any ongoing problems have been made through consultations with families.

Guidance Strategies

We use only positive guidance and discipline techniques. Our staff model appropriate behaviour and state clear limits and expectations, which encourage self-responsibility and cooperation with peers. Staff will use positive phrases like "please walk" instead of "don't run". We've found that it's usually better to redirect than to discipline - which means teachers are attentive in recognizing that a situation may be escalating in a negative way, and therefore can encourage children to talk it out or to spend some time on their own (in another area of the room) until they are ready to reach an agreement.

In rare instances of aggressive or disrespectful behaviours, the child must spend a few minutes away from the group. The age of the child is taken into consideration. Child guidance must be consistent and applied immediately after an unacceptable behaviour. The emphasis will be on the behaviour, not the child, and a clear explanation of why it is unacceptable must be given.

Concerns or Grievances

Please discuss any concerns you may have on this or any other topic with your child's teacher and we will do our best to accommodate you and your child.

Health Policies

If your child is too ill to participate fully in daily activities, they may not attend daycare/ preschool. If your school age child is too ill to attend school they may not attend daycare. For the protection of all children in our care your child should be kept home if exhibiting any of the following symptoms. They must also be symptom free for 24 hours without medication before returning.

* fever, vomiting, diarrhea, undiagnosed rash, pink eye, head lice

This is not a complete list of infectious diseases which require exclusion. A complete illness management chart is posted in the cubby room.

If your child becomes ill while in childcare they will be separated from the other children and you will be notified. You will need to pick up your child within one hour.

If your child has been exposed to any of the above mentioned infectious diseases you must notify the director/teacher so that families can be notified of possible exposure.

Medications

A signed authorization form is required any time we are asked to administer medications (prescribed or over-the-counter). Medications must be in their original container and clearly labeled with the child's name on it.

Public Health

Earthlings meets all requirements set by the Department of Public Health. We have regular spot checks to ensure our license is up to date and that we comply with regulations consistently.

Outings / Field Trips

Families will be notified of all planned outings in advance and these will be posted on the parent info. board. If you wish your child not attend a specific outing, you must find alternate care for that day.

Transportation

After-school pick up and drives for field trips will be done by Roxy Norris, Chrystal Leal and/or Charity Leaman in our 15 passenger van and/or Volkswagen Golf. Booster seats are provided.

No Smoking Policy

Smoking is strictly prohibited inside or on the property of Earthlings Childcare for the health and safety of the children and families.

Evacuation Procedures in Case of Emergency

Smoke detectors are checked monthly for maintenance.

The instructions provided by the Provincial Fire Marshal are followed at our centre.

Emergency phone numbers are posted by the telephones and evacuation procedures are posted in the entrance/exit.

Fire drills are held monthly. We exit the building via the front door and cross the street.

In the event of an evacuation, our alternate location is Glad Tidings Church 2460 Mountain Rd. E1G 1B4.

All staff are required to have first aid and CPR training.

Child Abuse and Neglect Protocol

The law is that anyone who suspects child abuse or neglect must report it to Social Development. Every staff member must read and sign the "Victim of Abuse" document from Social Development.

Items from Home

Every child is required to have a pair of inside shoes/slippers with soles, a complete change of clothes (shirt, pants, underwear and socks) everyday as well as outside play clothes for the season including hat and appropriate footwear. No gum or candy please.

Please bring no toys from home except for Show and Tell. Toy guns are not permitted. If your child has a small snuggle toy or blanket that will make the transition into daycare more comfortable, feel free to bring it. Favourite books are allowed anytime.

Holiday Closures

New Years Day
Good Friday
Easter Monday
Victoria Day
Canada Day
New Brunswick Day
Labor Day
Thanksgiving
Remembrance Day
Dec. 24 - Jan. 1

Please note:

*Fees are not adjusted or credited for holidays (for full time care)

*If School District 2 is closed, pre-school is cancelled. The daily fee is not credited in the case of a storm closure.

*For School-Age children, we are open at 8:00 AM - 5:30 PM on storm and PD days. For storm closures, we provide snacks and bag lunches are to be provided by parents. **If city busses are taken of the roads - we will also close.**

Over Christmas Break, March Break and Summer Break, we provide healthy snacks and lunches for full days. We take great pride in providing a mainly organic / local menu. (Available upon request and posted on info. board)

