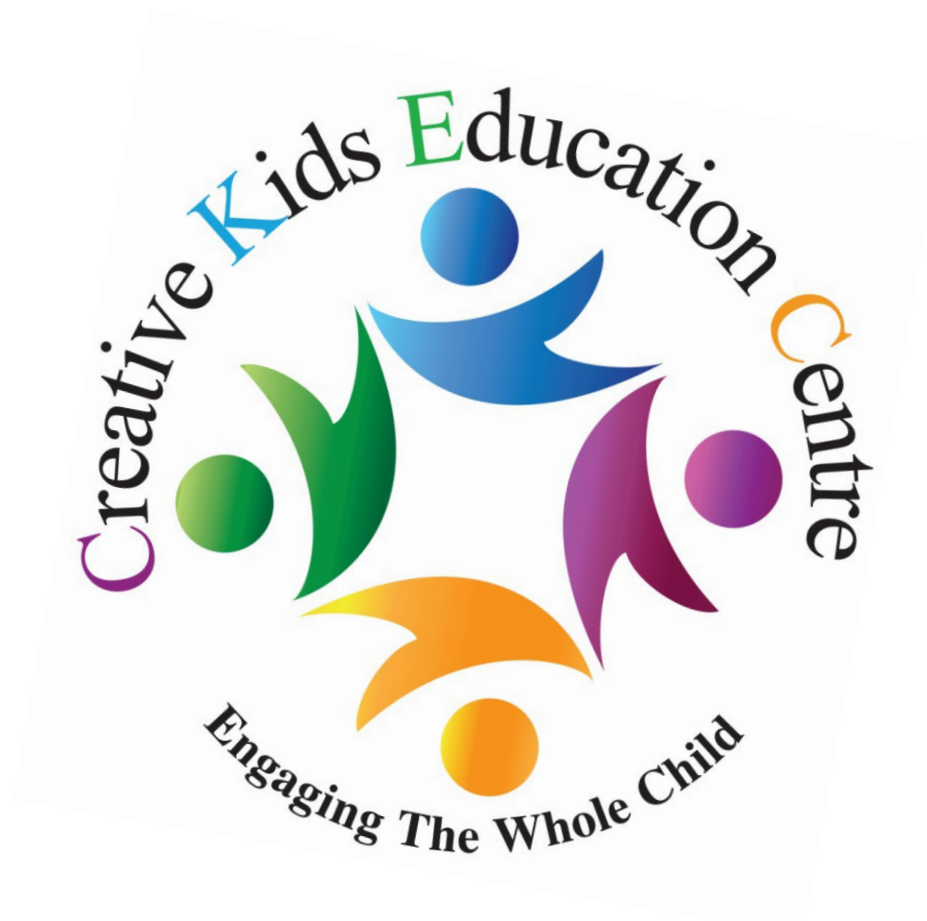


Creative Kids Education Centre



**Parent Handbook
2022/2023**

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Program Descriptions

CREATIVE KIDS EDUCATION CENTRE offers programs that are licensed and regulated by the Department of Education and Early Childhood Development that include toddler/preschool/preprimary (part-time and full-time care), school-age (the Clubhouse) and day camps.

The mandate of CKEC is to provide high-quality experiences for children that promote a sense of well-being, curiosity and critical thinking, social communication and expression, and develop respect for themselves, others and the environment.

Executive Director/Owner: Pamela Streeter pstreeter@eastlink.ca

Director/Owner: Graham Streeter gstreeter@accesswave.ca

Assistant Director: Odessa Shea oshea@creativekids.info

THE CLUBHOUSE

The school-age program is based on the belief that school age children require a balance of outdoor play as well as a variety of indoor play experiences. These will include opportunities for group and individual activities, active and quiet activities & child-initiated activities. The goal of the program is to foster cooperation and understanding of each other, to enhance the children's development of collaboration, critical thinking, communication, creativity, and self-esteem. Children are encouraged to make choices from a range of activities and centers: recreational activities (indoor & outdoor play), creative/dramatic play, reading and listening center, art and crafts, construction, science and manipulatives/games.

TODDLER/PRESCHOOL/PRE-PRIMARY

Young children acquire meaningful information and knowledge about their physical and social world by *actively* participating in many different experiences with real objects and real people.

The *goal* of the program is to provide opportunities for children to develop into confident, competent human beings in all four growth areas – physical, social, intellectual and emotional. To attain this goal the following basic premises will serve as guidelines in planning the daily program.

- 1) We learn best and retain knowledge longer, when we have a need and/or a desire to know,
- 2) Rote learning creates robots,
- 3) Learning comes through INVOLVEMENT,
- 4) Children want to win the approval of the adults who are close to them,

- 5) Learning begins where the child IS, starting with the familiar and progressing to new,
- 6) Children learn through PLAY.

The *primary role* of the teachers is to guide and facilitate the learning process by presenting developmentally appropriate materials and activities that pose additional challenges and stimulate the child's curiosity. Further extensions of the child's own thinking is the desired goal. The teachers will be aware of the progress of each child in each area of growth so that individual differences in ability and interest are personally respected. Enhancement of the child's self-esteem and positive feelings toward learning are of paramount importance.

Preschoolers: Sounds along with their corresponding letter(s) symbols are introduced to children through systematic and purposeful, evidenced based activities to strengthen and develop the auditory and visual perception channels.

Toddlers: Through play, songs, storytelling and spontaneous conversation toddlers explore and learn about the world around them as they grow and develop creating schemas with which to make sense of their world. This is a time for developing gross motor skills such as walking, running and climbing; fine motor skills such as feeding themselves and using crayons and thick pencils; sensory development in the areas of seeing, hearing, tasting, touching and smelling; language skills such as single words, phrases then sentences; and social/emotional skills such as playing with others, turn taking, and pretend play.

Weekly Day camps are offered during March break and throughout the summer for preschoolers through age 12. Families choose from a variety of camps each week. The program guidelines are as above. Camp hours are 9:00am to 3:30pm *with extended care available at no extra cost.*

SPECIALTY CAMPS are offered during March break and throughout the summer for ages 7 through 12.

Hours of Operation

The centre opens at 7:00 am and closes at 6:00 pm Monday through Friday for the before & after school and day camp programs. Preschool programs operate between 9am and 2:30pm with morning drop off between 8:45 and 9:00am.

Hours for community programs and other events will be announced prior to implementation.

MSMS students leave by 7:50 am, and HPCS students leave at 8:12 am.

MSMS students arrive at 2:00 pm.

HPCS students arrive at 2:50 pm.

Parent Information Board

Parent information boards are located outside the preschool classroom and in the lobby. The following can be found on these boards:

- Copy of the Day Care Act and Regulations
- Copy of the Parent Handbook
- Centre license
- Inspection report
- Behaviour guidance policy
- Menu
- Daily program plan and routine
- Members of the parent committee
- Notification of funding
- Parent Communication Policy

Parental Involvement

Parents are welcome to visit the centre at any time to observe and/or interact with their child. **Until we are advised otherwise by Public Health this policy will not be in force.*

Parent Committee: To become a member please contact Odessa Shea, Pam or Graham Streeter.

The parent committee provides a forum in which parents give input and receive notice of any matters of interest or concern to parents. The committee is comprised of a minimum five members of which at least three members are parents of children currently enrolled. Meetings are held at least twice per year and are open to all parents of enrolled children. The committee may discuss any matters of interest or concern to parents and include the following:

- Safety, care and well-being of the children
- Status of the centre's license
- Programs
- Equipment and materials available to children
- Staffing patterns and qualifications

Volunteers:

Volunteers, whether parents or community members are recognized for the role they play in the success of programs at CKEC. Ranging from landscaping, small construction projects and play structures to technological expertise, your assistance is always appreciated.

Volunteers working directly with children must complete criminal record/vulnerable sector and child abuse registry checks. We can assist with these.

Illness, Covid-19, Medications and Injury

Illness

In order to ensure a healthy environment, sick children should be kept at home. Should your child become ill while at the centre you will be notified immediately.

If your child will not be attending the centre due to illness please advise us as to the nature of the illness and/or symptoms. Call 902-832-5437 or email your child's teacher, the assistant director – oshea@creativekids.info or gstreeter@creativekids.info.

Exclusions:

Under the Guidelines for Communicable disease Prevention and Control for Child Care Programs children with the any of the following symptoms are to be kept at home: fever, diarrhea, vomiting, persistent cough, breathing difficulty, rash with fever). Children attending the centre should be *well enough to participate in outside activities*.

Children with communicable diseases such as (but not limited to) Chicken Pox, German Measles, Whooping Cough, Measles, or Mumps, shall stay home until such time as they are deemed non-contagious by a physician or public health nurse. It is acceptable to send children with mild colds to the centre as long as they are not sneezing or coughing frequently.

COVID-19 – Please refer to the CKEC COVID-19 Protocols document for the full plan

With the advent of COVID-19 we are committed to providing a safe environment for children in our care, following the Public Health Order and the COVID-19 Guidance for Child Care Settings NS. Physical distancing is not always practical nor possible to maintain throughout the day with children and youth, therefore Creative Kids Education Centre will use a multi-layered approach to reduce spread.

The following are key messages for families:

- Parents/Guardians are required to self-screen themselves and their children, following the provincial checklist provided in the protocol document, on a daily basis prior to coming to the centre
- <https://novascotia.ca/coronavirus/>

- Ensure that CKEC has up to date information regarding any chronic conditions that your child may have that would otherwise exclude them from attending the centre.
- Any adult entering the building should follow handwashing protocols using the hand sanitizer
- Any child entering the building will follow handwashing protocols as set out in the Communicable Disease manual.
- Masking indoors is optional so please respect the decisions made by individuals. If you choose to mask please send in 2-3 masks for changes throughout the day.
- Household contacts of individuals who are unwell or being tested for COVID-19 do not need to isolate if they are feeling well, however they may be asked to wear a mask.

Administration of Medication

When a physician prescribes medication for your child or if you have non-prescription medication that needs to be administered to your child during school hours you must complete the Authorization to Administer Medication form. Medication will be administered by assigned staff. Prescription medication will be administered only under a physician's orders. Medication must be supplied in the original container bearing the child's name, directions for administering the medication, the date and the physician's name.

Injury

If a child receives a superficial wound or injury, staff will administer first aid. (all classroom teachers and group leaders are trained in first aid along with the director and assistant director). This includes bumps, scratches, bruises, splinters, nosebleeds and small cuts.

Should a child sustain an injury or condition that requires medical intervention and/or a head injury then staff will call a parent/guardian and depending on severity either transport the child to a local emergency room or clinic, or call 911 for paramedic assistance. A written report of the incident shall be completed.

If a parent's religious beliefs preclude the administering of medical attention, the parent shall inform the centre prior to enrollment, in writing, of the procedures to be taken.

Absences

It is very important that you call and advise us when your child is going to absent from the centre and the reasons for their absence. 902-832-5437 or email creativekids@accesswave.ca; oshea@creativekids.info. Preschool teacher's email: llandry@creativekids.info. sdufour@creativekids.info

Safety

The safety of your child is of utmost concern to us. The following policies have been developed to assist in this goal.

1. Students will be released only to persons specified on the registration form unless prior arrangements are made with us. Parents must sign their child/ren in and out using the computerized system.
2. Non-slip footwear such as sneakers are recommended as slippers are not permitted by the Fire Marshall.
3. Fire drills will be practiced at regular intervals in a non-threatening manner.
4. Parents of preschool aged children must accompany them into and out of the centre.

Lunch and Snack Programs

Preschool and Toddler Programs

A morning snack is provided to all preschoolers and toddlers. Lunch is provided to all preschool and toddlers. An afternoon snack is provided to all toddlers and those preschoolers who remain for the extended afternoon program.

- All foods or beverages from an outside source (caterer, parent) must be from an establishment permitted by the Dept. of Agriculture *and* comply with the Food & Beverage Criteria. The product must have a list of ingredients, with any special preparation, storage or serving instructions clearly labeled. For specific special classroom occasions further details will be provided by the classroom teachers.
- Food may be brought from home provided that it is a medical requirement or due to religious or cultural beliefs.
- Teachers are responsive to children's cues around hunger and provide snacks and meals outside of the regular schedule if required.
- Teachers provide a meal environment that is relaxing and enjoyable, modeling healthy eating practices and positive attitudes towards food. Food is provided at each table and children are encouraged to take a portion of all the choices in response to their levels of hunger and to recognize when they are full. Conversation is encouraged as teachers sit with the children. Children participate in the set up and clean-up of meal times, and will at times assist in the preparation of food where appropriate.

School-age Programs

School age children are provided with an afternoon snack and on days where they have full attendance they are provided with a morning and afternoon snack. On full days where school age children are in attendance over the noon meal time they may purchase lunch

(\$6.00) or bring a lunch from home – lunches from home must be labeled with your child's name and use ice packs when necessary.

Food Allergies or Restrictions

The centre is to be advised, in writing, of *any food allergies or restrictions* at the time of enrollment. A list is posted for staff use in the food preparation area.

Nursing Mothers

While visiting the centre nursing mothers are welcome to breastfeed in the centre.

Discharges

CKEC reserves the right to discharge a child should it be deemed, by the management team, that the child is not suited to CKEC programs or vice versa. The Director and staff will work with the student and parent/guardian with any support services to attempt to arrive at a workable solution before making the decision to discharge.

Closures

Centre Closures

Closures will be posted on our website by 6:45am and on our Facebook page <https://www.facebook.com/CKECKids> (provided there is not a power interruption, in which case the centre will be closed) – www.creativekids.info – or call 902-832-5437.

The centre will be closed New Year's Day, Heritage Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Natal Day, Labour Day, Truth & Reconciliation Day (to be determined), Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day. If these holidays land on a weekend then the centre will be closed on the Friday or Monday designated. During the Christmas break the centre may be closed additional days at the discretion of the management team. (ie – when five or less students are enrolled)

The centre will close in instances (but not limited to) of power outages extending beyond two hours and lack of water.

COVID-19 – Should the province determine that a mass shut down is required a public announcement may be made. If you are unsure regarding a localized or community closure please check our website and your email for updates.

As a rule of thumb it is the policy of CKEC to cancel *preschool programs* when public schools are closed or busses are not operating due to inclement weather and conditions relating to inclement weather, *so please check the website and/or Facebook to confirm*

closures. There may be times when we decide to open with the public schools closed, eg. if the public schools are closed due to maintenance not weather problems (parking lots not plowed). *This does not apply to those children enrolled for the full day who require care on that day.*

Delayed Opening: CKEC may decide to delay the opening of the centre to allow staff additional time to arrive in instances where inclement weather delays commute times. Due to regulations regarding child/staff ratios you may be asked to wait with your child until staff have arrived to meet ratios. It is suggested that you call 902-832-5437 for updates on ratios.

Clothing and Personal Belongings

Clothing and personal belongings should be **labeled**, including jackets, boots, hats, mittens, scarves etc. Please label inside the clothing not on the outside (for safety reasons)

Students should dress appropriately for the weather and season.

It is a requirement that preschool and toddler children bring “Muddy Buddies” to wear outside.

‘Lost and found’ clothing and belongings will be held for approximately one month and then donated to a charity.

Confidentiality/Release of Information

Information contained within student files and conversations between staff and parents/guardians concerning students will be considered confidential. CKEC will not release confidential information to any individual, agency, school district, etc., without first obtaining permission in writing from parents/guardians. In cases of suspected child abuse or neglect, proper authorities have legal access to a student’s file with or without parent/guardian consent.

Inclusion

Creative Kids Education Centre is an inclusive centre and is in receipt of the Inclusion Support Grant to support inclusive programs.

Subsidies

Creative Kids Education Centre is able to accept subsidies from the Nova Scotia Child Care Subsidy Program that assists eligible families, with children 12 years and under, pay for a portion of child care fees at licensed child care facilities.

Discipline

Respect is fundamental to the operation of all CKEC programs. Respect for ourselves, others and centre property is essential for effective, play, learning and socializing.

The behaviour management policy of Creative Kids Education Centre Inc. is designed to help each child:

- 1) establish a positive self-concept
- 2) tolerate frustration
- 3) channel emotions into socially acceptable outlets
- 4) increase self-control

Staff will work towards these goals by making each child aware:

- 1) that it is alright to be sad or angry as all people have these feelings.
- 2) That it is not alright to hurt people either emotionally or physically.
- 3) Of activities to release feelings of anger, frustration etc. I.e. finger painting and manipulating playdough, ripping newspaper...

The following techniques will be used by staff for positively guiding children in learning appropriate behaviour:

- 1) Discipline statements will be expressed positively wherever possible and in a calm manner. We will offer a child choices as to what he can do rather than what he cannot do.
- 2) We will adopt a positive attitude towards each child which includes enjoyment and respect for each child as an individual.
- 3) Clear cut limits will be set and enforced consistently and fairly.
- 4) A gentle adult touch during a frustrating experience may be used to have a calming effect on a child, thereby avoiding or extinguishing destructive behaviour.
- 5) We will always be available to listen, in a caring manner, to a child during a period of upset behaviour.
- 6) A brief period of redirection or time away may sometimes be required. A child will never be placed alone in a room but may be removed from an activity for a period of quiet time.

Should a situation arise that requires teacher intervention each child will be:

- 1) encouraged to describe the behaviour that led to the problem.
- 2) Encouraged to describe how the behaviour is affecting other children, teachers and themselves.
- 3) Permitted to negotiate, to add their own ideas and to work to a mutual goal (cooperation).

The following forms of discipline will never be used:

- 1) Corporal punishment, including but not limited to the following:
 - striking a child directly or with any physical object
 - shaking, shoving, spanking, or other forms of aggressive physical contact and
 - requiring or forcing a child to repeat physical movements.
- 2) Harsh, humiliating, belittling or degrading responses of any form, including verbal, emotional or physical.
- 3) Food will not be withheld as a form of discipline, nor will it be used to reward a desired behaviour.

Possible responses to inappropriate behaviour are but not limited to:

- 1) A reminder
- 2) Discussion with staff
- 3) A note or call home
- 4) Community service – a helpful act that gives back to the school or individual
- 5) Loss of privileges
- 6) Behaviour contract
- 7) In cases where property has been damaged or lost, replacement may be requested
- 8) Meeting with the child, staff, parents and management
- 9) Discharged from centre

Withdrawal

Creative Kids Education Centre requires a minimum of one month's advance notice, during which time fees are due, to withdraw a child from a program operating September – June inclusive. Should the agreement form differ in this requirement then the agreement form shall be the document enforced.