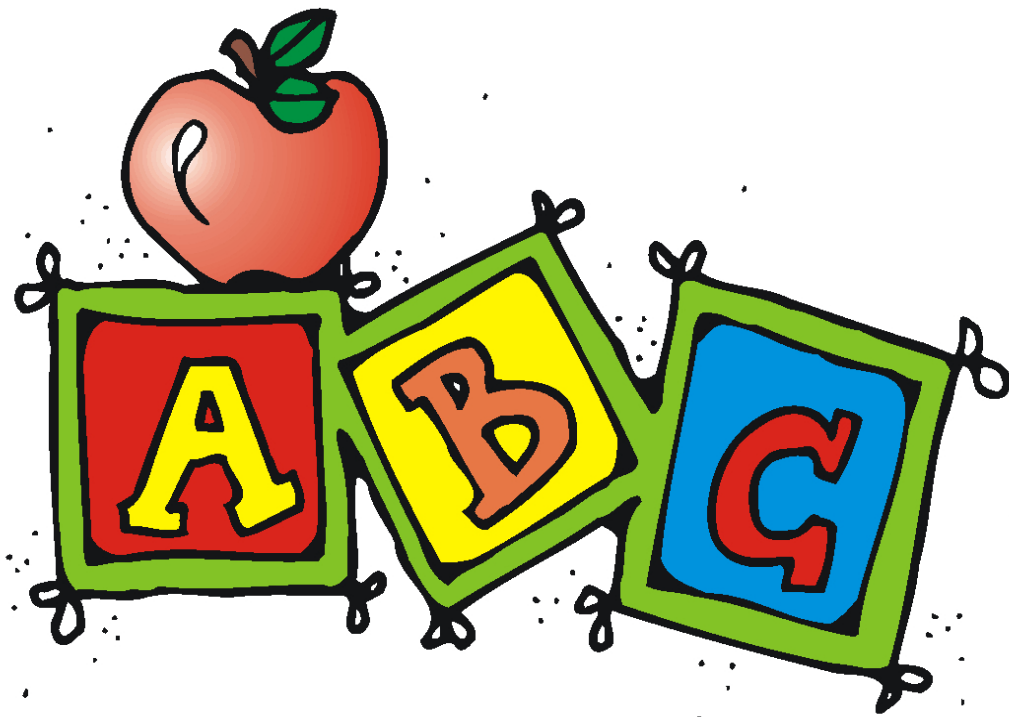


# Learning Bridge Academy

## Handbook

2022



My policies and procedure are written by me and based on my past and present work experience over the last 20 years within the school and daycare field. Keep in mind that all policies and procedures differ between all unlicensed establishments as there are no standard policies to follow like the larger licensed daycare facilities. These differences could be attributed based on the provider's qualifications, level of education, or lack of, within the field.

Unlicensed care policies are solely based on what the provider chooses, and I do my best to offer what I would want for my own children. I do follow daycare guidelines and base many of my policies, procedures, and schedule around such. I take pride in what I do and offer the best care and experiences for my families. What I offer, my policies and my procedures need to be the right fit for your child and family, as well as the right fit for my group.

Lastly it should be noted I am the sole owner and employee at this time at Learning Bridge Academy and it is recommended to have back up care on preschool days in circumstances when I must close due to illness or emergency.

### **Mission/Philosophy Statement**

Learning Bridge Academy focuses on promoting positive healthy development in children through play and structured activities while providing a loving, safe and supportive setting. The program is developmentally appropriate for four year olds with a main focus on school readiness skills.

Children will be learning self-help skills to further their independence along with phonetics, printing and reading. Children will also have opportunities for exploration in math, science and social studies.

### **Enrolment Procedures**

It is important that we work together to determine what your child needs. To begin this process, please read and understand this handbook thoroughly. It contains many important policies and procedures that regard the Academy's care of your child.

**Each policy is in place for specific reasons and you are agreeing to abide by all policies by putting your child in my care.** Please ask questions about any information that may be unclear to you. I look forward to a long and rewarding friendship with your child and family.

When your child is enrolled in my program parents/guardians will be asked to read a copy of the parent handbook to ensure that they understand all policies. At the time of registration a deposit of \$20 is required and will be used toward your child's first weeks bill. **This deposit is non refundable** should you choose

to withdraw after registration and before admission. Registration is NOT complete until all documents are returned to me for the child's file and a payment policy is signed.

The following forms are part of the registration package and are required before registration is complete:

1. Registration Form
2. Contract for Services
3. Any Court Orders regarding Custody, Visitation and/or Restraining Orders
4. Permission to Photograph
5. Sun Safety Form
6. COVID-19 Declaration

**Please return forms in the envelope provided with a \$25 non refundable deposit.**

### **Hours of Operation:**

Learning Bridge Academy operates **Tuesday and Thursday mornings from 845-1145** at the Lethbridge Recreation Center. The program runs September to June (exempting this year in which the program runs January- June) and follows the school calendar.

With this in mind there will be no programming offered on in-service days, snow days, Easter break or summer months. To check the school calendar you can visit <https://www.nlesd.ca/schools/schoolcalendar.jsp>

### **Age**

The program is developmentally appropriate for children who are 3-4 years of age and who are entering the school system the following year.

### **Rates**

\$25.00 a day with the program operating on Tuesday and Thursday mornings. A receipt will be provided at the year end.

### **Payments**

**Payments are due on the 1<sup>st</sup> and 15<sup>th</sup> of every month**, unless other arrangements have been made. Payments can be made by cash, check or email transfer. Please email money transfers to [mholloway00@live.com](mailto:mholloway00@live.com) and make

the password your child's name.

### **Payment Late Fees**

If I do not have payment on the 2<sup>nd</sup> and the 16<sup>th</sup> (one day late) by 12 pm, a \$5.00 late fee is applied automatically. If I don't have payment on 3<sup>rd</sup> or 17<sup>th</sup> (two days late) by 12pm , \$10.00 late fee is applied automatically.

If I do not have payment **by the 4<sup>th</sup> and 18<sup>th</sup> (3 days late) at 12pm you will be turned away at the door the following Tuesday and care will be terminated immediately.**

This is my career and it's my income contribution to my family and it needs to be treated as so. Payment schedules may change from time to time due to your work pay schedule and a change in job. But unless reasonable arrangements are made and agreed upon by both parties **in advance**, late fees and possible termination can occur.

### **Arrival and Departure:**

Please drop your child off at 8:45am or as close to this time as you can. Please do not bring food to the center. A snack will be provided at 10:00am. When dropping off your child, please inform me of anything that may affect your child's day such as if they woke up early, and didn't sleep well through the night and any medicine they were given.

If you are choosing to keep your child home for any reason, please let me know in the morning via a phone call, text or email. **If your child is being dropped off late, please let me know as soon as possible to allow me to make adjustments to the schedule.**

Keep in mind it is normal for children to have difficulty separating from parents from time to time, even children who have been in care for a while, and your child may cry. Never try and sneak out without saying good bye as this can be heartbreaking for a child. When looking for reassurance after having a tough goodbye, give me a call, or send me a text after you have left.

No child will be allowed to leave the center with any person who is not authorized by you and stated on the contact information sheet. Should I be unfamiliar with an authorized person, they will be asked for photo identification. This is for the protection of your child, so please ask anyone you authorize to pick up, not to be offended by this policy.

Anyone picking up should not be under the influence of drugs or alcohol. By law, I am not allowed to hold your child here and refuse to release him/her, however I

will call 911 immediately to report the situation.

### **Late Pick Up**

I do charge late fees for not arriving by 11:45am.

**Late fees are 11:50-12:20 \$30, 12:21-12:50 \$45 and 12:51-1:20 \$60 and will be added automatically be charged to fees owing.** I will confirm these fees with you before payment for the upcoming week.

If you are going to be late for pickup, please let me know out of consideration for my time. I will attempt to be accommodating as I realize things out of our control occasionally affect your ability to arrive on time, but please do not take advantage of this. Being late for pick up due to an appointment that went beyond schedule, or spending longer than planned at a pit stop are not legitimate reasons to be late. Please be considerate to the fact that I also have my own family that I value quality time with along with appointments and recreational activities for my children that often need my attention.

### **Behaviour Management**

Various behaviour management methods shall be used, including but not limited to, positive reinforcement, setting fair and consistent limits, modeling and redirection to appropriate behaviour. I work toward anticipating child's needs, being firm but flexible and providing choices and explanations. Parental input is valued and welcomed at any time regarding the individual cases of their own children.

I shall incorporate various effective methods of encouraging acceptable behaviours by:

1. Providing a sufficient number of interesting activities
2. Providing opportunities for children to make valid choices
3. Setting clear and consistent limits of behaviour and consistently enforcing classroom rules
4. Speaking clearly to children, letting them know what behaviour was unacceptable in a positive way.
5. Giving advance warnings or transitions so children will know what happens next.
6. Using positive reinforcement
7. Using modelling and positive direction to show children what is acceptable

### **Toys From Home** (including iPod, cellphones and other handheld technology)

Toys from home are only permitted on show and share days. If the child is

having a hard time sharing, if I feel the toy could become damaged, or it's unsafe for the children in care, it will be put away in the child's back pack after the child has shown it for show and share.

The toys in the center belong to myself and therefore are not permitted to leave the center unless I agree to let him/her borrow it.

### **Items Needed Each Day**

Your children's clothes will get dirty! I use smocks for craft items, and all washable materials. Please send your child in play appropriate attire that is comfortable. We play outside every day in rain or shine, so please come fully prepared for the weather so your child can enjoy the time spent outside comfortably!

You will need to keep these items on hand in a back pack for your child.

- **At least one full changes of clothes, including socks.**
- Season appropriate attire. Winter – Snow pants, snow boots, hat, **water proof mittens**. Spring/Fall – Splash pants, rain boots, sunscreen/bug spray, sneakers. Each child is expected to wear indoor footwear in case of an emergency.

### **Illness and Injuries:**

In the case of a personal emergency for me or my children, you will be notified to come and pick up your child as soon as possible.

If I need to go to an appointment, or take my children to any appointment in which I cannot get anyone else to take them for me, and there is no evening appointments, I will give up to two days' notice and **No fees will be charged on days I lose due to appointments.**

Unfortunately we all get sick from time to time. If myself or my children are ill, or highly contagious I will notify you by 6:00am or earlier via text. There will be **no charge** for any of my sick days.

Every child must have on file a completed health questionnaire before admission into the program. The information on the health questionnaire is useful for me to understand your child and to help best meet her/his needs. All information will be kept in the strictest confidentiality. If your child is feeling under the weather please keep your child home.

Please **do not** bring your child if your child has vomited, has a fever (100F or higher), diarrhea, coughing, rash, head lice, pink eye, or other highly contagious

illness that can pose an immediate health issue. Prescription medications may be administered only when the medicine is in its original container showing: the child's name, date of prescription and dosage.

Parents must sign a note authorizing me to administer the noted medicine. **If I feel at drop off that he/she is too sick for care, based on my policies, your child will not be able to stay.**

Please let me know as soon as possible if your child will not be attending care that day, whether sick or having a day off at home, so I can plan activities and snack accordingly. If you keep your child home, **you do have to pay your regular daily rate.**

I will notify you of any illness or injury requiring first aid treatment. In case of serious injury or accident, if I am unable to reach either parent, I will call your emergency contacts (in the order given) and they will have to make the medical decisions for your child. If I feel the situation is life threatening I will call 911 to transport your child to the nearest medical facility and a parent/guardian will have to meet the child there.

I have adopted a "peanut safe" policy so that I may provide a safe and healthy environment for every child. In the event of peanut or other allergies requiring the use of an epi-pen, parents must provide a medication administration form signed that will be kept on file. Parents are responsible for renewing epi-pen prescription in a timely manner. Children will only be administered an epi-pen that has been prescribed to them and labeled appropriately by a pharmacy and that has not expired. Epi-pens that are not worn will be stored in a central, clearly labelled cupboard and taken with the teacher outside.

## **Sun Safety Plan**

Learning Bridge Academy believes that it is important that children be active and get fresh air. It is also essential to understand that there is negative health effects associated with overexposure to UV. Effects are largely preventable. I feel as a teacher my role is important and with sun safety plan in place our children will be protected from over exposure to UV.

**I am asking parents to provide/do the following to ensure their child is protected during the time outside:**

- A hat is required
- Water bottle
- Signed sunscreen permission

## **Head Lice**

Since care is provided in a center he/she may return as soon as he/she is **100%** free of nits. On the first day back at the Academy, I will screen him/her for lice and nits at drop off as a precaution before engaging in play with the group. If I find either lice, or nits, he/she will be turned away at the door, or will have to be picked up in a timely manner.

## **Accidents/Incidents**

I am trained in emergency first aid and CPR. Whenever an accident occurs I will act in a calm and soothing manner to the individual child. I will follow standard first aid measure for injuries and will also initiate the following procedure.

Minor injuries will be treated and the child will be comforted. An accident report will be filled out whenever first aid treatment is required (eg. Cuts and scrapes). Or when a mark is left on the child (bump/bruise). An accident report will be written and signed by myself.

Parents will be notified upon regular arrival about the incident and offered the report to read and sign. In any cases when a child is involved in an incident with another child that causes injury, a report will be presented to the child's parents, the injured and the aggressor. This is only a means of ensuring parents are notified when their child has hurt another so that I may monitor behaviour in case there is future need for intervention. Privacy in all reports will remain.

More serious injuries will also be treated on sight with emergency first aid and if necessary an ambulance will be called. In these cases a parent will be immediately contacted, should no parent be reached emergency contacts will be called. An accident report will be written and signed by myself and parent.

## **Storm Days & Power Outages**

The centre will **not** be open on storm days. The program follows the public school schedule for storm closures. On mornings the centre doesn't have power, I cannot provide care. I will contact everyone by 6:00am about the closure. If I am closed due to a snow storm or power outage **no fees will be charged.**

## **Withdrawal**

I hope all my students will stay in my care; however I understand that children will leave from time to time. If a parent plans to withdrawal children from my care, **a one month notice**, would be greatly appreciated.



## **Termination:**

If I feel that my policies are not being adhered to, that I am being taken advantage of, disrespected, if the child causes harm or does not adjust to the program after an allotted amount of time, I will speak with you directly at pick up or drop off to resolve the issue.

If changes do not occur promptly, I have the right to terminate your space. These policies and procedures are put in place for the safety and security of everyone and it is respectful to abide by them. Termination comes in the form of a "Letter of Termination" stating the date of your child's last day which can be anywhere from immediate up to two weeks. I have the right to terminate at will.

## **Damages**

I will repair or replace any broken equipment or toys due to regular wear and tear. However, should your child purposely damage or break equipment, toys or any items in the center, the item(s) will be repaired or replaced at a cost to the parents.

## **Child Abuse**

I have an up to date Criminal Record Check available for your viewing. We (the general public but especially those in child care) are required by law to report any suspected incidents of possible child abuse or neglect.

Abuse from a child to myself, or child to child, will not be tolerated. By abuse I am referring to all physical actions considered above typical developmental standards. All children will hit, kick, scratch, bite, push, etc., from time to time, whether on purpose or by mistake. If issues of any of the named above frequently happen and/or worsen over time, the issue will be discussed with the parent(s) when occurrence is observed. If the parent is unwilling to work with the child and myself to redirect the behaviour, immediate termination of care is possible.

## **Screen Time**

Television is not permitted in the program. There will however be an Ipad or laptop device from time to time for education videos/games.

## **Facebook**

I will have a secret Facebook group called Learning Bridge Academy where you have to be invited by myself to join. Only parents are allowed to join. It is the

only way to keep the information shared in the group private so no one else but group members can see any of the content. The posts I make will show up on your news feed, but be assured that you and the other parents are the only people seeing posts.

This group is intended as a place for me to share pictures and videos of activities that we are engaging in, and posts reminders of upcoming events and special theme days. It's also a good place for parents to get to know the other families in care. If you choose to save and then re-post a picture on the Facebook account, **please be mindful of the other children in the pictures and be sure that their faces aren't visible.**

### **Birthdays and Celebrations**

Each child's birthday is his/her special day! We will celebrate birthdays and other special occasions with activities, treats and decorations. You are welcome to bring things to help us celebrate or pop by and join us!

### **List of Holidays and Vacation Days**

**Learning Bridge Academy will still be paid for all Holidays that fall on a Tuesday or Thursday. Fees will not be charged if I am on vacation.**

I'm closed for Christmas Holidays, PD days, snow days, following the elementary school calendar, which changes year by year. If I plan to take a vacation other than Christmas and Easter break, vacation will be posted months in advance. I have provided a list of Holidays in which I will be closed. I am following the NLESB school board schedule.

- September 4<sup>th</sup> Labour Day
- October 9<sup>th</sup>- Thanksgiving
- November 13<sup>th</sup>- Remembrance Day
- December- Christmas Break
- April - Easter Break
- May- Victoria Day

### **A Final Note**

It is important that you feel comfortable with my policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of my policies, please express that to me before agreeing to put your child in my care. I am always open to suggestions and feel communication is an important part of quality child care.

If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled. Thank you for the opportunity to work with you and your family to provide the best care possible for your little one. I look forward to a future of growth, development and fun!

## **Daily Routines**

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each child and their various developmental levels. The schedule may be adjusted to accommodate special events and celebrations as well.

**8:45 – Drop off/morning tubs:** Students enter the classroom, put away their belongings, find their name card to sign in, and choose an activity in the tubs. The students self select a tub. The tubs include hands on activities such as puzzles, playdough, Lego, Duplo, potato head and more. They may work with friends if they choose.

**9:15 – Morning meeting:** Students will engage in read aloud, music and movement using songs, rhymes and finger plays. A morning message, calendar, sound of the week and other learning activities will be introduced and reviewed during this time.

**9:45 – Centers/snack:** Students will self select areas in the classroom they want to explore. Centers include art, blocks, dramatic play, listening and literacy, math, science, sensory, writing. An open snack will be available for any child who would like a snack at this time.

**10:45 – Clean up/Outdoor play:** Students will self select areas on the playground to explore. During this time students are exercising their gross motor skills by jumping, hopping, climbing and sliding.

**11:30 – Closing circle:** Students will gather together with the teacher to discuss and reflect on the day. Students will be invited to participate in closing songs and activity.

## **11:45- Dismissal**

Music and movement is integrated into all subjects on a daily basis.

## **Menu**

Provided is a four week snack plan that will be on a rotation. Each season the menu will change. Please look over the menu carefully and be sure to bring to my attention any allergies or sensitivities your child may have. Also be sure to note any foods your child has not yet had.

Meals will be eaten at the snack table over a half hour period during center play time. I cannot make your child eat anything he/she does not want to. However, I will encourage it and ask many times.

**Week 1:** Muffins/Apple Juice - - Cinnamon Rolls/Peaches & Pears/Apple Juice

**Week 2:** Oatmeal Raisin Cookies/Apple Juice --- Animal Crackers/Cheese Cubes/Water

**Week 3:** English Muffins/Jam/Milk --- Graham Crackers/Bananas/Water

**Week 4:** Animal Crackers/Apples/Apple Juice --- Yogurt Tubes/Fruit Salad/Water