



Parent/Guardian Handbook

Early Learning and Childcare Centre and After-School Program Location
#1

41 Royal Parkway Fredericton, New Brunswick E3G 0J9

After-School Program Location #2

25 Main Street Fredericton, New Brunswick E3A 1B7

Contact Information

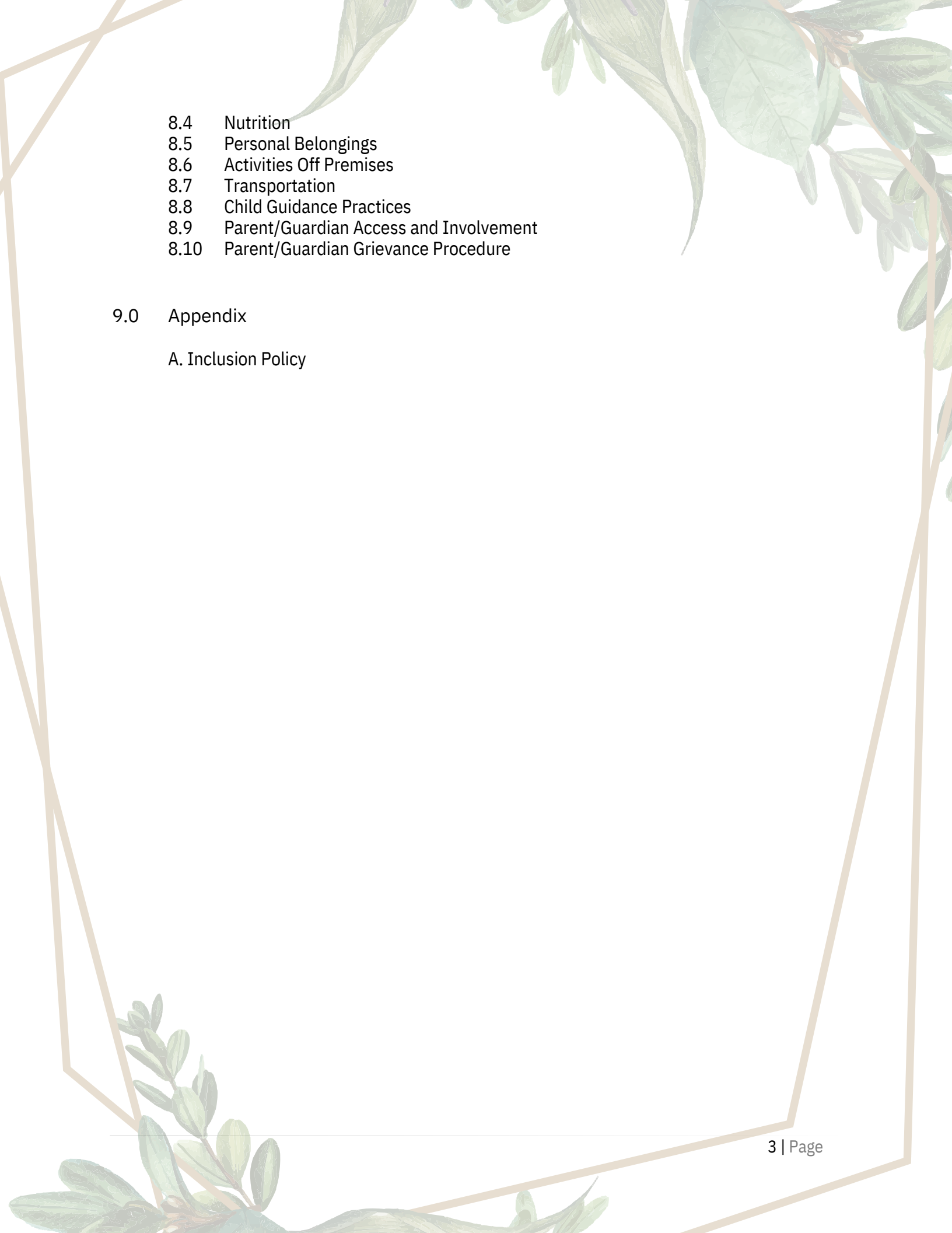
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A. Inclusion Policy

1.0 Introduction

Welcome to Little Geniuses Day Care Centre Inc. (2012-present)! We are a designated Early Learning and Childcare Centre that offers full and part-time spaces to parent(s)/guardian(s) in Fredericton, New Brunswick. Specifically, we offer:

Location	Classroom (Age)	# of Spaces	# of Educators
Royal Parkway	Infant Room (6 Months to 2 Years)	3	1
Royal Parkway	Junior Room (2 Years)	10	2
Royal Parkway	Senior Room (3 Years)	13	2
Royal Parkway	Preschool Room (4 Years)	18	2
Royal Parkway	Morning Preschool Room (3 and 4 Years)	15	2
Royal Parkway	After-School Room (5 to 12 Years)	15	1
Main Street	After-School Room (5 to 12 Years)	30	2

Program highlights include the following:

- Early learning goals based on contemporary research and theory.
- Optional Hot Lunch Program.
- Highly Qualified Educators
- Extended hours (availability based on volume)
- Outings.
- A diverse range of equipment and activities.
- After-School transportation services.
- A newly renovated outdoor play area.

*Please Note: Little Geniuses Day Care Centre Inc. will always remain flexible enough to respond to the needs of the community in which we serve. Therefore, depending on the demand, our services may be amended to further meet your needs.

2.0 Philosophy

The overall goal of Little Geniuses Day Care Centre Inc. is to provide children with an environment that will promote their optimum development. Therefore, the following tenets underlie our philosophy:

- **Individuality:** Each child is an individual with their own style of learning and growing, their own unique patterns or approaches to situations, and their own innate capacities. Every child is provided with the same learning opportunities, adapted to meet their developmental needs.
- **Holistic Development:** All facets of growth are interrelated, and we seek to engage all aspects of our young learners, focusing on the development of intellectual, physical, emotional, social and cognitive abilities. As such, in program planning we consider the child as a whole, not just one aspect of his/her development.

- **Family-Centered:** We acknowledge the uniqueness of all family dynamics and recognise that parent(s)/guardian(s) understand their children best. As such, it is important that they be active participants in their child’s learning. As a corollary we seek to work in collaboration with families when it comes to the care and education of their children.
- **Inclusion:** All individuals are treated equally regardless of race, national or ethnic origin, religion, gender, sexual orientation, age, language, mental or physical disability, or social and economic status. All individuals, including those with unique needs, are welcome, supported, valued, and provided with the opportunity to participate in every activity, and learning experience (For more information on the inclusion of individuals with exceptional needs, please see Appendix A Inclusion Policy).

3.0 License to Operate

Little Geniuses Day Care Centre Inc. is licensed at both locations by the New Brunswick Department of Education and Early Childhood Development. As such, we operate in full compliance with the Early Childhood Services Act and the Licensing Regulation - Early Childhood Services Act.

4.0 The Organizational Structure

4.1 The Owner/Director

Little Geniuses Day Care Centre Inc. is a corporation run by its Owner, Melissa McCallum. Melissa has been the Director of Little Geniuses since the doors first opened in 2012 and purchased the business in 2022. Melissa is responsible for planning and overseeing all of the daily operations and management of personnel. Melissa attended St. Thomas University, Fredericton, NB, and has her Early Childhood Education Diploma. Her employment history includes working as an after-school co-ordinator at Royal Road Elementary School and teaching Preschool at the UNB Early Childhood Centre. As a lifelong resident of New Brunswick, Melissa has a keen understanding of the needs of families in our region. In addition to facilitating Programs of Professional Learning, her work has been featured in the Early Childhood Care & Education New Brunswick’s (ECCENB) “Growing Together” journal, as well as in the article “Celebrating Inclusion in the Early Years - Behavioural Interventions in a Child Care Context,” published by Autism Learning Partnership. Melissa has been interviewed several times on topics surrounding the childcare industry.

4.2 The Assistant Director

Little Geniuses Day Care Centre Inc. is proud to have Christine Brown as our Assistant Director! As a highly qualified Early Childhood Educator, Christine is responsible for planning and overseeing the Early Childhood Education Programs and management of the facility. Christine attended Mount Saint Vincent University as well as completed the Early Childhood Education Program at NBCC Saint John, graduating with honours. A dedicated member of the centre since 2012, Christine is always in pursuit of new professional development opportunities.

4.3 Staff

At Little Geniuses Day Care Centre Inc., we believe that staffing is the most significant aspect in operating a successful early learning centre. Therefore, we strive to recruit and employ only qualified Educators who hold an Early Childhood Education Certificate or degree/training that is equivalent. At the minimum, all staff will be certified with Standard First Aid and CPR; undergo both a Social Development Record Check and Criminal Record Check; and, have completed the Introduction to Early Childhood Education course, as well as the Orientation to Early Childhood Education course (For more information on our current staff, please visit the link “Meet Our Teachers,” located on the homepage of our website).

5.0 Registration and Admission

5.1 Enrolment Procedure

Admission to Little Geniuses Day Care Centre Inc. is on a first come, first serve basis.

Although priority is given to siblings of children already attending our Centre, we cannot guarantee a space.

Little Geniuses Day Care Centre Inc. offers both full and part-time childcare services. However, we only offer a limited number of part-time spaces. Part-time services are only offered to children over the age of two.

*Please note: Two children attending part-time in the same class (i.e., on alternating days) are permitted to occupy 1 full-time space on a permanent basis.

5.2 Registration

Little Geniuses Day Care Centre Inc. requires a *one-time, non-refundable* registration fee of \$50.00 as well as a two-week deposit that will be applied to your first 2 weeks of enrolment at our Centre. Enrolment will only be guaranteed once these fees are paid.

At the time of acceptance, you will be asked to accept the official Offer of Enrolment through the Parent Portal, read the Parent/Guardian Handbook as well as fill out the following forms:

- Little Geniuses Day Care Centre Inc. – Parent/Guardian Contract Form
- Child Profile (including an updated copy of your child’s Immunization Record, *with the exception of after-school aged children*)
- Consent Forms
- Denial of Access (*if applicable*)
- Extreme Allergy Management and Emergency Plan (*if applicable*)
- Essential Routine Services and Emergency Plan (*if applicable*)

Once all fees and forms are submitted, you and/or your child, are strongly encouraged to visit with us at least once before starting, to aid with the transition. While this can be done at anytime,

we do ask that parent(s)/guardian(s) notify us a few days prior to their visit. Regardless, all children will have the opportunity to experience transition days, before starting in a new classroom.

5.3 Fees

Registration Fee	Per Child		
	\$50.00		
Age Group	Weekly	Daily	Morning
Infant Room	\$105.00	\$21.00	
Junior Room	\$90.00	\$18.00	
Senior Room	\$90.00	\$18.00	
Preschool Room	\$90.00	\$18.00	\$7.00
After-School Room (w/ Free Pick-Up)	\$90.00	\$18.00	
School Closure Day: After-School Room		\$14.00 (Top Up)	
Summer Camp: 5 to 12 years	\$160.00	\$32.00	
Additional Services	Weekly	Daily	
Extended Hours		Variable	
Hot Lunch Program		\$5.00	

*Please note: Regular fees *do not* include outings away from the facility. Outings will typically not exceed \$5.00 and you will be given notice in advance. The fee is to help with the cost of the activity and/or transportation. All fees are subject to change upon the decision of the Owner and with 2 months written notification.

5.4 Fee Payment Schedule

All fees are to be paid *bi-weekly* with post-dated cheques, cash, or Interact e-Transfers on/before 5:30 PM the Friday previous to the weeks of care offered (For more information, please see the Fee Payment Schedule Calendar). Alternate payment arrangements may be discussed in advance with the Director. If payment is late, there will be a *late fee added of \$10.00 for each day late*. If fees go unpaid for 2 weeks without special permission from the Director, you will be issued a written notice of termination of services.

We ask that all cheques be made out to Little Geniuses Day Care Centre Inc. All cheques returned due to non-sufficient funds will be expected to be paid in cash the following day. In addition, a *\$20.00 fee* will be charged. If this occurs twice, cash one week in advance will be required for further payment of fees.

For outings, we ask that parent(s)/guardian(s) send their child's money no later than *1 day* prior to the outing in a clearly labeled envelope.

For the Hot Lunch Program, we ask that parent(s)/guardian(s) include this fee with their order form.

For extended hours services, and school closure days for after-school aged children (i.e., \$14.00/day), parent(s)/guardian(s) will be issued an invoice at the end of the month. Parent(s)/guardian(s) are to pay this fee, no later than *1 week* after the invoice date.

For the Morning Preschool Program, parent(s)/guardian(s) will be issued an invoice the Friday previous to when regular fees are due.

For all inquiries about the *Day Care Assistance Program*, please contact the Department of Social Development at the following:
General Information

1-833-733-7835

Fax : (506) 444-5158

Email : sd-ds@gnb.ca

<http://www.gnb.ca/socialdevelopment>

For all inquiries about *The Designated Centre – Parent Subsidy Program* please visit:
https://www2.gnb.ca/content/gnb/en/corporate/promo/improved_early_learning_and_child_care/dcs_info.html

*Please note: Tax Receipts will be provided annually.

5.5 Fees and Attendance

All fees are to be paid in *full* regardless of holidays (see section 6.3 Statutory and Other Holidays), illness, vacation, and brief periods of closure, occurring up to 2 weeks in duration (e.g., extended hours of power loss; severe storms; exclusion periods due to illness; government mandated closures, etc.). If fees are not paid, you will be issued a written notice of termination of services.

For the After-School Program, if you do not require childcare on school closure days and provide adequate notice (i.e., 1 week for planned school closure days, including PD Days; 1 month for Christmas Break, March Break, and Summer Camps), you will be permitted to pay the Regular After-School fee (i.e., \$18.00/day) to continue maintaining your child's spot. In addition, if you do not require childcare on unexpected storm days, and notify us by 9:00 a.m., you will not be invoiced the \$14.00/day top up. If you do require childcare, or do not provide adequate notice as defined above, you will be issued an invoice at the end of the month. Parent(s)/guardian(s) are to pay this fee, no later than 1 week after receiving the invoice.

For the Morning Preschool Program, childcare services are not provided on all school closure days (including the summer months). Therefore, you will not be expected to pay the regular fees for these days. In the event of an unexpected school closure day, it will be deducted from the next invoice.

*Please note: If you remove your child for any reason (including during the summer months), there is *no guarantee* that the position will be available if you wish to return.

5.6 Discharge Procedure

We require that parent(s)/guardian(s) give us 2 weeks written notice when removing their child from our Centre. This allows us time to fill the opening. If your child is discharged for any reason, we will provide you with a written notice of termination of services.

5.7 Confidentiality

All children and their personal records are regarded as confidential. Written consent of all those involved, including a child's parent(s)/guardian(s) is needed before releasing private and personal identifying information relating to an employee, a child attending the facility, or their family.

When taking videos/photographs of Centre events, we ask that parent(s)/guardian(s) be mindful that not all families have provided Consent for Videographing and Photographs. As such, we ask that parent(s)/guardian(s) do not post videos/pictures on social media (e.g., Facebook, Instagram, etc.) that contain other children, unless they have received direct consent from the parent(s)/guardian(s) of the children involved.

*Please note: All records are made available to authorized Departmental staff, upon their request. In addition, as in the case where abuse or neglect is suspected, we are ethically and

lawfully obligated to report such matters to the Department of Social Development. The reporting requirements are set out in the Child Victims of Abuse and Neglect Protocol of the Government of New Brunswick.

6.0 Operations

6.1 Hours of Operation

Little Geniuses Day Care Centre Inc. operates from 7:30 A.M. to 5:30 P.M., Monday through Friday. In addition, depending on enrolment, extended childcare services are offered from 7:00 to 7:30 A.M. If you wish to contact your child's Educator(s), the Assistant Director, the Director, we ask that you do so only during office hours (i.e., 7:30 A.M. to 5:30 P.M) by telephone (453-7759), by email at office@littlegeniusesdaycare.com, and/or in person.

6.2 Drop Off and Pick Up

Parent(s)/guardian(s) are to drop off their children *no earlier* than 7:30 A.M., and pick them up *no later* than 5:30 P.M. (*11:30 A.M. for the Morning Preschool Program*), unless they have pre-booked our extended hours services *1 day* in advance. However, extended hours are not guaranteed and are dependent on the volume of children that require care, and the availability of our staff.

Parent(s)/guardian(s) who are late picking up their child, or exiting the Centre, will be charged \$10 for each additional 15 minutes. Payment is due at the *time of pick-up (or the following day)*, and given directly to the Educator on duty.

Please make every effort to have your child at the Centre before 9:00 A.M. as we have planned activities. In the case of an outing, if you have not arrived by the departure time, you will need to stay with your child until the outing is complete and we have returned to the Centre. If your child will not be attending, please notify us before 9:00 A.M. as well as report the reason for the absence (e.g., illness, vacation) and any related symptoms due to illness. In all cases of drop off and pick up, please notify an Educator of your child's arrival or departure.

For the After-School Programs, if your child will not be attending and/or requiring transportation services, please notify us at least *one hour before dismissal time* via office@littlegeniusesdaycare.com. To reduce confusion, please do not notify us any other way than by email. Parent(s)/guardian(s) who do not notify us, will be issued a *\$5.00 failure to notify fee*. Given that we cannot leave a location without all children being accounted for, lack of notification results in late pick-ups at other schools and puts us in violation of their policies.

If for any reason, your child will be picked up by someone other than the individuals we have written permission for, please notify the Centre prior to the child being picked up. The alternate person must be prepared to show a photo I.D. before the child will be released to them.

In the event of parental separation and/or where visitation restrictions are in place, the custodial parent/guardian must notify the Owner or Director of the custody and access

arrangements. In addition, the custodial parent/guardian must provide a copy of the custody agreement or court orders (if applicable), as well as fill out a Denial of Access form. In all cases, the child will only be released with the consent of the custodial parent/guardian and in compliance with all legal custody arrangements.

*Please note: If you drop your child(ren) off *before* 8:00 A.M., please go to the Senior Room for upstairs classes, and the Preschool Room for downstairs classes.

6.3 Statutory and Other Holidays

Little Geniuses Day Care Centre Inc. will be closed on the following holidays: New Year's Eve closing at noon, New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, New Brunswick Day, Labor Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Eve closing at noon, Christmas Day and Boxing Day. In addition, we will be closed to clients the Friday prior to the Labor Day weekend for Educators to prepare their classrooms for the coming school year. *Please note: When a holiday falls on a weekend it will be observed on the first day of the following week.

6.4 Storm Days and Other School Closure Days

Little Geniuses Day Care Centre Inc. will remain open on storm and other school closure days. The only times the Centre. will close, is when an unexpected incident occurs (e.g., fire, flood); a severe storm; an exclusion periods due to illness; or, a government mandated closure. In addition, we will close if we experience extended hours of power loss (i.e., 2 or more hours). However, if we lose power from 3:30 P.M. on, your child will be permitted to finish out the day with us (i.e., 5:30 P.M.). In all cases of delayed openings or closure, you will either receive a call notifying you that we will be closing, or it will be announced on our website under "Parent Memos."

7.0 Health and Safety

Little Geniuses Day Care Centre Inc. meets both the health and safety licensing standards set forth by the New Brunswick Department of Education and Early Childhood Development, Fire Marshal's Office, and Health Protection Branch. As such, we conduct monthly health and safety checks, including conducting monthly fire drills.

7.1 Health

7.1.1 Child Illness and Outbreak Response

Hand washing significantly reduces the transmission of infections. Therefore, we would ask children to wash their hands *immediately* upon arrival at the Centre and throughout the day as requested by their Educator (e.g., after using the toilet; before and after eating meals and snacks; after outside play).

We would ask that you *not* bring your child if they are displaying any of the following symptoms of illness:

- Fever – temperature taken from the ear (37.9°C/100.2°F or greater), mouth (37.5°C/99.5°F or greater) or armpit (37.5°C/99.5°F or greater) accompanied by other symptoms such as fatigue.
- Diarrhea as defined by an increase in frequency of stools and/or change to unformed loose, watery stool. Fever, loss of appetite, nausea, vomiting, abdominal cramps, mucus or blood in stool may also occur. Diarrhea may indicate a bacterial or viral illness that is easily passed from one child to another.
- Vomiting (in excess of typical infant spit-ups).
- Mouth sores associated with an inability of the child to control his/her saliva.
- Rashes, severe itching and/or unusual skin color.
- Infections (e.g. infected eyes with discharge).
- Infestations (e.g. scabies, head lice, pinworm).

For more information, please see the Managing Illness in ELC Facilities - Parent's/Guardian's Role.

Children who are displaying such symptoms are *not* to attend until 24 hours after the symptoms have ceased, unless otherwise stated by a physician. In addition, children should *not* attend if the illness will prevent them participating comfortably in all scheduled activities. If your child will not be attending due to illness, please notify the Centre before 9 A.M., as well as report any related symptoms.

If your child develops symptoms or signs of illness while at the Centre, he/she will be isolated, and you will be notified and expected to pick him/her up within *1 hour*. In these cases, you will be required to read and sign a Potential Illness Report Form.

For some illnesses, there is a required time period where your child cannot attend our Centre (For more information, please see the Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare (ELC) Facilities as well as the New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities). These rules have been developed by health care professionals across Canada to make sure that your child is fully recovered and to prevent the spread of infectious diseases in childcare centres. If your child is diagnosed with any of these illnesses, you must follow the exclusion guidelines and complete the Return After Exclusion Form for your child to be re-admitted to our Centre.

If a child has or may be affected by a disease that is required to be reported under the Public Health Act, or if an outbreak occurs, the Director will contact the Minister and Health Protection Branch. At such time, a Public Health Inspector will be sent out for minimizing the spread of the illness, conduct an investigation, and be available to answer any questions or concerns. Closure of the Centre for a small period of time may result. In addition, enhanced cleaning/sanitizing of the Centre as well as contact tracing may be carried out.

In all cases of any reportable illnesses, employees and parent(s)/guardian(s) will be notified by a posted Notice of Illness form in the main foyer of the Centre. Information sheets will be made available to parent(s)/guardian(s) upon request.

7.1.2 Medication

If your child is required to take prescribed medication, it must be in the original container, with the original label, and have a child-protective cap on it. Labels must include the dosage and name of the child for who it is intended for, name of physician, instructions, and time period of use.

Other over-the-counter medications, homeopathic and herbal medications, will only be given with parent's/guardian's consent and also must be in original container, with the original label, and have a child-protective cap on it. Labels must include the dosage, instructions, and time period of use.

For each new medication, parent(s)/guardian(s) must *provide the medication* as well as fill out the Administration of Medication Consent and Record Form. In the case of routinely given medications, parent(s)/guardian(s) will be required to fill out the Administration of Medication Consent and Record Form – On-going Treatment. Upon enrolment, you will also be asked to sign the Administration of Acetaminophen Consent Form. However, acetaminophen will only be administered with parent(s)/guardian(s) oral consent first, when applicable.

7.1.3 Child Health Records

On the Child Profile Form, we would ask parent(s)/guardian(s) to clearly identify any dietary restrictions, food allergies, or medication allergies their child may have. In addition, parent(s)/guardian(s) are required to provide a copy of their child's Immunization Record (*with the exception of after-school aged children*). Parent(s)/guardian(s) are responsible to update their child's Immunization Record and provide this to the Centre as changes occur. Parent(s)/guardian(s) who do not provide a copy of their child's Immunization Record must either provide a medical exemption or a written statement of their reason(s) for objection, on a form provided by the Minister of Health. However, children who are not immunized may be excluded from the Centre in the event of an outbreak of a vaccine-preventable disease.

For children with anaphylaxis and other life-threatening allergies, parent(s)/guardian(s) will be required to complete an Allergy Management and Emergency Plan. For children with a medical condition, such as asthma or diabetes, that may require ongoing health-care, parent(s)/guardian(s) will be required to complete an Essential Routine Services and Emergency Plan. Both of these plans must be reviewed and updated annually.

7.2 Incidents

All incidents, reportable and non-reportable, will be recorded, signed by parent(s)/guardian(s) as they occur, and filed. However, reportable incidents will be recorded on

a formal Incident Report Form and forwarded to the Minister and Early Learning and Childcare Licensing Staff within 24 hours. Parent(s)/guardian(s) will be provided with a copy of the report. Upon acceptance, parent(s)/guardian(s) will be asked to sign a Consent for Emergency Care and Transportation Form.

*Please note: *Reportable incidents* involve unexpected illnesses where the child requires immediate transfer to a hospital, motor vehicle accidents, other injuries such as falls where the child requires emergency transfer to a hospital, etc. In contrast, *non-reportable incidents* do not require emergency medical attention for the child, but may require proper cleaning of cuts and application of ointments, band aids, etc.

7.3 Emergency Evacuation Plan

In the event of an emergency (e.g., fire, flood), we will walk to the Windsor Court Retirement Residence, located at 10 Barton Crescent. You will receive a call notifying you to pick up your child there within *1 hour*.

7.4 Lockdown Procedure

In the event of an imminent threat to the safety or well-being of the children and/or employees (e.g., an individual with a weapon, hazardous chemicals outside the building, etc.), the Owner or Director will place the Centre in a partial or full lockdown. In a *partial lockdown*, only legal parents/guardians (or approved emergency contacts) will be permitted into the Centre by an employee to remain with, or remove, a child. In a *full lockdown*, no one will be permitted to enter or exit the Centre, until the lockdown is lifted. In either case, you will receive a call notifying you of the lockdown status, and all children and employees will remain in safe areas until otherwise directed by the Owner, Director, and/or Law Enforcement Officer.

7.5 Non-Smoking Policy

In accordance with the New Brunswick Smoke-Free Places Act, smoking is prohibited at Little Geniuses Day Care Centre Inc. This includes in our building, play area, and vehicles that transport children. For individuals who do smoke, we ask that you do so out of sight from the children. We would also ask that you do not throw cigarettes or matches on the ground outside around our Centre.

8.0 Program

8.1 Programming

8.1.1 Program Plans

All programs are planned in advance to meet both the capabilities and interests of each age group, as well as their developmental needs: social, intellectual, creative, physical, and emotional.

Little Geniuses Day Care Centre Inc. follows the New Brunswick Curriculum Framework for Early Learning and Child Care (*English*), which emphasizes the following goals:

- Well-Being
 - Play and Playfulness
 - Communication and Literacies
 - Diversity and Social Responsibility

*Please Note: For more information on the New Brunswick’s Early Learning and Child Care Curriculum, please visit <http://www2.gnb.ca/content/gnb/en/departments/education/elcc/content/curriculum.html>

8.1.2 Program Scheduling

Little Geniuses Day Care Centre Inc.’s daily schedule is carefully designed to provide:

- Transition times from one activity to the next.
- Alternating periods of active and quiet play.
- Time for free choice of play for exploration and discovery.
- A balance of gross motor and fine motor activities.
- A balance of child-initiated and adult-directed activities.
- Choices of small group, large group, and individual activities.
- Opportunities to explore various forms of literacy, arts, and sciences; express creativity and interests; experience accomplishments and success; problem-solve; and, develop trusting, respectful, and supportive relationships with Educators and children.
- Indoor and outdoor play (*except when the temperature is below -20 °C or above 33 °C with the humidity*).

8.1.3 Daily Program Schedule Sample–Full Day Programming

Time	Activity
7:30 – 8:00 A.M.	Arrival
8:00 – 9:00 A.M.	Free Exploration/Learning Invitations
9:00 – 9:30 A.M.	Snack
9:30 – 10:00 A.M.	Circle (Story; Music; Poem; Discussion)
10:00 – 10:45 A.M.	Primary Projects and Alternatives
10:45 – 11:30 A.M.	Physical Education/Outdoor Play
11:30 – 12:15 P.M.	Lunch
12:15 – 2:15 P.M.	Nap/Activity Stations
2:15 – 3:15 P.M.	Free Exploration
3:15 – 3:45 P.M.	Snack
3:45 – 4:30 P.M.	Group Games and Activities
4:30 – 5:30 P.M.	Physical Education/Outdoor Play

*Please Note: For specific schedules, please refer to ‘Weekly Programming’ on our website.

In recognition that school-aged children have different abilities, Little Geniuses Day Care Centre Inc.'s employees may allow increased independence for some school-age children by permitting them to engage in various activities outside of direct supervision. Such activities may include (but are not limited to) allowing children to go inside to the restroom while playing outside in the play area; retrieving bagged lunches from the kitchen; engaging in small group play in the hallway or adjacent classroom; etc. When increased independence is granted to children, employees will ensure that they know where they are at all times and frequently check on them. However, in all cases, parent(s)/guardian(s) must sign the Consent for Increased Independence for School-Aged Children form.

Both our After-School and School's Out Summer Day Care Programs will have themes (co-constructed by the Educators and children) and offer a diverse range of activities and equipment to provide for an enriching contrast to the formal school program. While there is a period of time when the children are permitted to do their homework, it is intended to be used *only* on days when children are not able to complete their homework in the evening. Such time is optional and will not exceed one hour.

8.1.4 Weekly Program Schedule

For the most part, the daily schedule will remain the same in order to create a stable and predictable environment for the children. However, where programming is co-constructed by the Educators and children, activities will change according to the current topic of study as well as to remain flexible enough to allow children to initiate their own learning, explore at their own pace, and follow their individual interests. Weekly schedules will be posted outside of each classroom and on our website.

8.2 Celebrations

At Little Geniuses Day Care Centre Inc. we love to celebrate! Here are a few examples of events we will be celebrating:

- Birthdays: On your child's birthday, we will be sure to recognize their special day!
- Holidays: We will celebrate Christmas, New Year's, Valentine's Day, St. Patrick's Day, Easter, Mother's Day, Father's Day, Canada Day, New Brunswick Day, Halloween, Thanksgiving Day, Remembrance Day, etc. However, if your child celebrates a holiday that is not listed, we would love to learn about it and celebrate it too!
- Graduation: Each June we will have a graduation ceremony for our children who will be entering school the following September.

8.3 Rest Period

With the exception of infants who nap on demand, children 3 years and under are encouraged to nap between 12:15 pm and 2:15 pm. For most children, a nap helps to rejuvenate their mind and body. For children who do not nap, a quiet activity will be provided for them. A rest period with quiet activities is also provided for children 4 years old.

8.4 Nutrition

At Little Geniuses Day Care Centre Inc., all lunches will be prepared in accordance with

Canada's Food Guide (For more information, please visit: <https://food-guide.canada.ca/en/>). If your child is participating in the hot lunch program, we ask that you fill out a monthly order form and submit it with your payment.

We will encourage all children to try to eat what is being served unless a dietary restriction applies. However, children will never be forced to eat, and will decide when they are finished eating. If you do not purchase hot lunch, you are responsible for sending lunch. In addition, parent(s)/guardian(s) are required to send an adequate volume of snacks for both the morning and afternoon. We ask that food choices be healthy; that it requires no further preparation or refrigeration (e.g., heating or refrigeration); and, that you label it with your child's name.

Infants

Parent(s)/guardian(s) are expected to provide formula for infants. We ask that you send an adequate supply of pre-made bottles which are covered and labelled with your child's name. In addition, we would ask that an Infant Feeding Plan with written instructions regarding amount, type, and feeding schedule be made available. All infants will be fed on demand.

*Please note: Little Geniuses Day Care Centre Inc. is a *peanut-free zone*. However, if a child has a life-threatening allergy to a specific food, the item will not be served or permitted in the Centre.

8.5 Personal Belongings

All children will have their own hanger and cubicle for personal storage space. We ask that *all* personal belongings be labeled with your child's name. To help prevent the spread of communicable diseases and skin infections, we ask that children do *not* share personal belongings. We require parent(s)/guardian(s) to send:

- A water bottle.
- Change of clothes, and hard-soled indoor shoes/~~sneakers~~ for all children (preferably not with black soles).
- In the spring and summer, cream-based sunscreen (with an SPF of 15 or greater), splash pants, rubber boots, and a sun-hat for *all* children.
- In the winter, snowsuit, boots, hat, and *extra* mittens and socks for *all* children.
- A fitted sheet and blanket for children who nap.
- Diapering supplies (e.g., diapers, wipes, creams) for children in diapers. For those who are potty training, we will supply the potty/potty seat and assist the child in a manner that the parent deems appropriate.

Finally, each child has their own portfolio, which will include artwork, stories, souvenirs from outings, documentation from Educators, etc. While parent(s)/guardian(s) are welcome to

access their child's portfolio at any time, portfolios will be given out at the end of each year before their child transitions to a new class.

*Please note: Each Friday, parent(s)/guardian(s) are responsible for taking home and washing their child's sheet and blanket. We ask that you return these items on the following Monday.

8.6 Activities Off Premises

We will try to plan a scheduled outing as often as possible. Upon acceptance, you will be asked to sign the Consent for Walking Outings/Excursions Off the Premises and the Consent for Transportation Services forms. Important to note is that our fees do not include outings. However, outings will typically not exceed \$5.00 and you will be given notice in advance. The fee is to help with the cost of the activity and/or transportation. If you do not wish for your child to go on the outing, you will need to find alternate care. Please send your child's money for outings *1 day* prior to the outing in a clearly labeled envelope.

8.7 Transportation

For children in our After-School Program at *local* Fredericton Northside Elementary Schools, transportation services (i.e., 24 passenger bus or walking) will be provided by Little Geniuses Day Care Centre Inc. For all other children in our After-School Program, we would ask parent(s)/guardian(s) to make alternate transportation arrangements.

For all children in our Centre participating in outings, transportation services will be provided, and advance notice will be provided.

When transportation services are provided, children will be transported properly in safety belts, and the number of passengers will not exceed the vehicle manufacturer's recommendations. Only insured and licensed vehicles/drivers will be used to transport children. A first aid kit, cellular phone, fire extinguisher, and list of emergency contacts for all children will be in the vehicle during transportation.

8.8 Child Guidance Practices

At Little Geniuses Day Care Centre Inc., positive child guidance practices are used to support and encourage children in learning independence and appropriate acceptable behavior. These practices help to develop relationships that promote children's well-being and sense of belonging. Positive child guidance practices include (*but are not limited to*): setting reasonable limits and guidelines that make sense to the children; gentle reminders; offering choices and assisting children in decision-making; using positive reinforcement and encouragement rather than competition, comparison and criticism; redirecting negative energy; distracting children from potential problems; reflecting with children on incidents by helping them understand the consequences to their actions and words; ignoring behavior where appropriate; and, offering children the opportunity for a new activity.

In the event that a child is physically aggressive toward another child or employee, the child will be immediately removed from the situation until it is determined that they can safely return. If a child continues to be physically aggressive, a meeting will be held with the parent(s)/guardian(s) involved to try to resolve the behavior. If a child continues to be aggressive and safety becomes a concern, children may be sent home, and further provisions will need to be explored (e.g. applications for a support worker etc.) If all avenues have been exhausted and we are still not able to safely accommodate your child, a written notice of termination of services may be issued.

8.9 Parent/Guardian Access and Involvement

All parent(s)/guardian(s), and their children, are strongly encouraged to visit with us at least once before enrolment. However, upon enrolment, parent(s)/guardian(s) always have access to our Centre during hours of operation, unless restricted by a custody agreement or court order.

In addition, parent(s)/guardian(s) are welcome to participate by volunteering their time as well as by offering their input and suggestions. Suggestions can be offered anonymously in the "suggestion box" in our main foyer or can be discuss directly.

Further, Little Geniuses Day Care Centre Inc. has a Parent/Guardian Advisory Board. The goal of the board is to encourage engagement in children's learning and development. It will also help build relationships between parent(s)/guardian(s) and Educators, which will support a quality environment as well as create positive learning experiences for all children attending the centre. For those who are interested in joining the board, they are to contact the Director or Assistant Director.

*Please Note: The Little Geniuses Day Care Centre team is responsible for keeping parent(s)/guardian(s) well informed of outings, special events, policy/procedure changes, closure days, etc. Such information will be shared in a variety of ways.

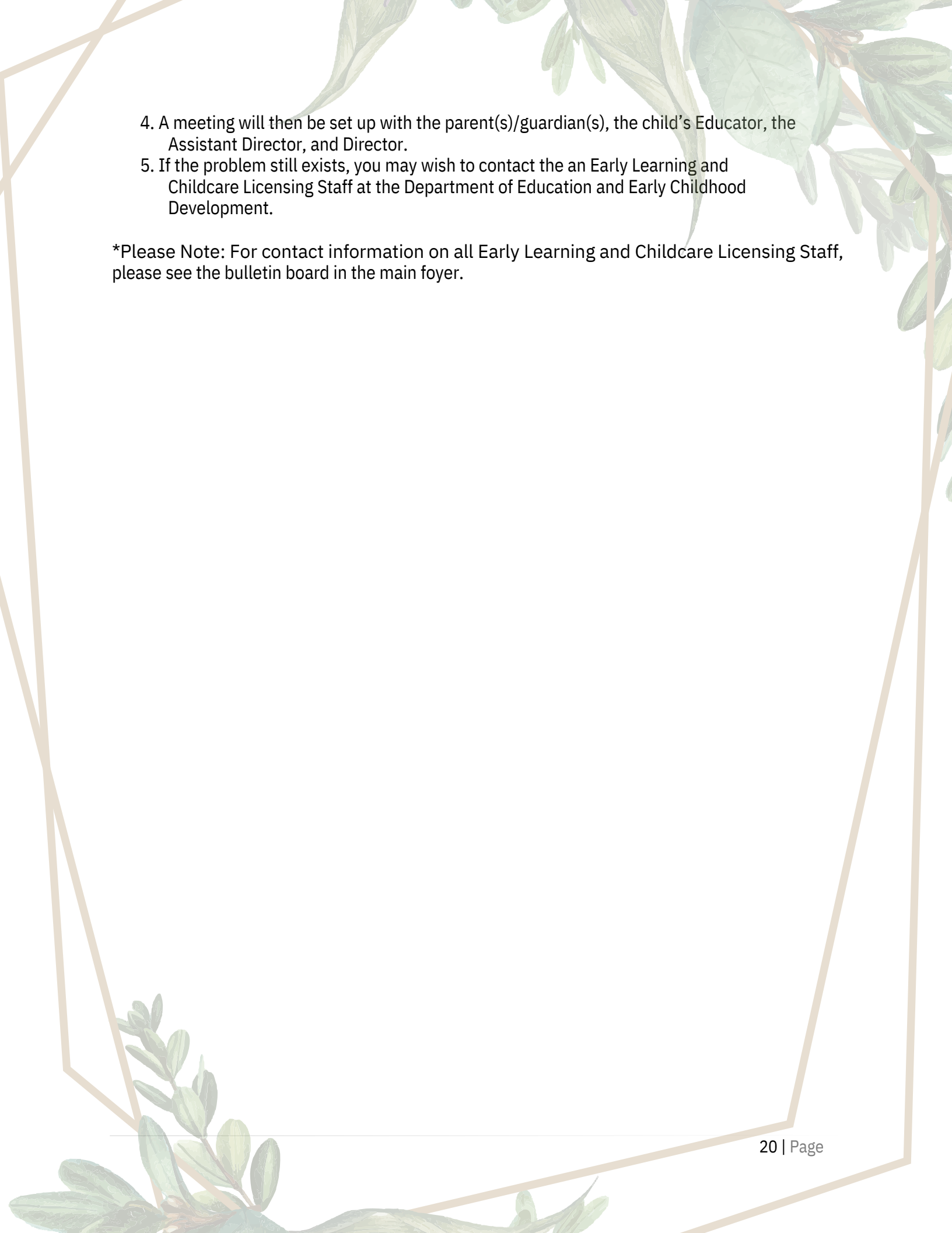
Our website: www.littlegeniusesdaycare.com is an invaluable resource for parent(s)/guardian(s) While there are multiple sections on our website for you to review, please check the "Upcoming Events" section regularly for important information.

In addition, program planning is updated weekly and be sure to check out the Parent Lounge where you will find an interactive blog which highlights the fun side of Little Geniuses!

8.10 Parent/Guardian Grievance Procedure

In all cases of grievances, we ask that parent(s)/guardian(s) schedule an appointment and talk to us directly, without your child (or another child in the Centre) present. When parent(s)/guardian(s) do have a grievance, we ask that you adhere to the following procedures:

1. When a parent/guardian has a grievance, he/she should discuss this with their child's Educator to seek resolution.
2. If the problem cannot be resolved with your child's Educator, then you may present the grievance to the Assistant Director.
3. If the problem still exists, you may bring the issue to the attention of the Director.

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4. A meeting will then be set up with the parent(s)/guardian(s), the child's Educator, the Assistant Director, and Director.
 5. If the problem still exists, you may wish to contact the an Early Learning and Childcare Licensing Staff at the Department of Education and Early Childhood Development.

*Please Note: For contact information on all Early Learning and Childcare Licensing Staff, please see the bulletin board in the main foyer.

Appendix A

Inclusion Policy

At Little Geniuses Day Care Centre Inc., we believe that all individuals have the right to attend a quality Early Learning and Childcare Centre regardless of any differing abilities or additional needs.

All children benefit from a mainstream environment in which natural proportions are being maintained. As an extension of this, our programs are made accessible to all families. We prioritize creating an inclusive early learning environment where every child feels welcomed and valued. Our goal is to provide quality programs that foster a sense of belonging and cultivate an atmosphere of acceptance and support.

Parent(s)/guardian(s) are encouraged to be active participants in their child's care and education. The staff of Little Geniuses Day Care Centre Inc. advocate on behalf of all children and through the use of observation, documentation and reflection, strive to help all children and families succeed and meet their personal goals. Feedback regarding children's progress will be communicated with parent(s)/guardian(s) by Educators on an ongoing basis and we encourage you to reach out to Educators or managerial staff with any concerns or input you may have. The following principles underlie our inclusion policy:

1. Inclusion and Accessibility- Every child is welcome, regardless of their level or type of disability. Every effort will be made to support children with additional needs, while ensuring the safety and care of the other students.
2. Holistic Development and Meaningful Participation- We take a comprehensive approach that encompasses all facets of children's development. Activities and routines are modified and adapted to include all children.
3. Child-Centered Approach- Following the New Brunswick Curriculum Framework for Early Learning and Childcare, our Centre utilizes a scaffolding approach to tailor children's learning experiences based on their interests. We acknowledge the uniqueness of every child, understanding that each brings their own capabilities, personalities, and circumstances. This allows us to establish a dynamic and meaningful learning environment that is adaptable to their needs.
4. Advocacy- Employees and parent(s)/guardian(s) promote inclusive and accessible childcare within the Centre as well as advocate on behalf of individual children so that funding for necessary supports will be provided. With custodial advocacy Little Geniuses has been able to previously partner with a variety of programs such as Viva Therapeutic Services, The Inclusion Support Program, Talk with Me, Occupational Therapists, etc.

*Please Note: For further information, please see Supporting All Children: Our Practices .