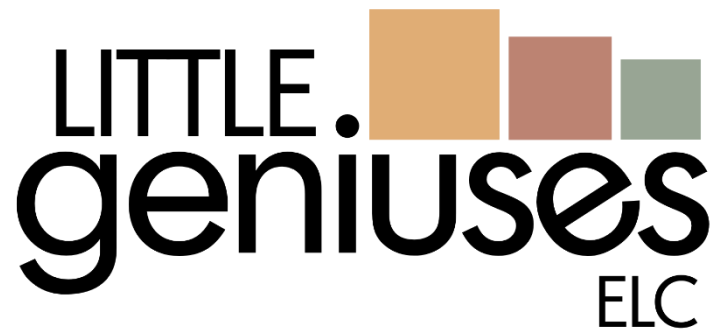




PARENT/GUARDIAN HANDBOOK

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

Telephone: Office (506) 453-7759
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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 parents/guardians 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 and Guest Presentations.
- A diverse range of equipment and activities.
- After-School transportation services.
- A nature inspired outdoor play area.

***Please Note:** Little Geniuses ELC. 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

Our goal is to provide a quality learning environment that focuses on individuality and inclusivity; recognizing that each child is a unique learner. All facets of growth are interrelated, and we seek to engage every aspect of our young learners. We strive to provide a welcoming environment where all individuals are supported and provided with rich and engaging opportunities.

We acknowledge the uniqueness of family dynamics and recognise the importance of collaboration when it comes to the care and education of your child. Our community values diversity and acceptance regardless of race, religion, gender, sexual orientation, age, disability, or socio-economic status. By fostering strong relationships in a nurturing atmosphere, we hope to facilitate a love of learning that will last a lifetime. (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 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 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 ELC 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 minimum, all staff will be certified with Emergency First Aid and CPR C with

AED; undergo both a Social Development Record Check and Criminal Record Check with Vulnerable Sector Screening; and have completed or registered for the *Introduction 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 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.

Our Centre 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

Upon admission a *one-time, non-refundable* registration fee of \$50.00 is required 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*)

5.3 Fees

Registration Fee	Per Child		
	\$50.00		
Age Group	Weekly	Daily	Morning
Infant Room	\$95.00	\$19.00	
Junior Room	\$80.00	\$16.00	
Senior Room	\$80.00	\$16.00	
Preschool Room	\$80.00	\$16.00	\$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 or special events. 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 with 2 months written notification.

5.4 Fee Payment Schedule

Regular fees are to be paid preservice. Post-dated cheques, cash, or Interac e-Transfers on/before 5:30 PM on the payment date, will be accepted (For more information, please see the Fee Payment Schedule available on our website 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.

For the Hot Lunch Program, we ask that this fee be included 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. This fee is to be paid no later than 1 week after the invoice date.

For the Morning Preschool Program, an invoice will be issued the Friday previous to the payment due date.

For information on the *Parent Subsidy Program* or *Childcare Assistance Program*, please visit the following website:

[Childcare Financial Assistance](#)

*Please note: Tax Receipts will be provided annually.

5.5 Fees and Attendance

All fees are to be paid in *full* regardless of planned closure days (see section 6.3 Statutory Holidays and Scheduled Closure Days), 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.).

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 for 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.

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 2 weeks' written notice when removing a 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.

***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 New Brunswick's **Child Victims of Abuse and Neglect Protocols**.

6.0 Operations

6.1 Hours of Operation

Little Geniuses ELC operates from 7:30 A.M. to 5:30 P.M., Monday through Friday. If you wish to contact ELC staff, we ask that you do so only during operating 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

Children are to be dropped off *no earlier* than 7:30 A.M. and picked up *no later* than 5:30 P.M. (11:30 A.M. for the Morning Preschool Program).

If you are late picking up your child, or exiting the Centre, you 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). 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(ren) 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 where parental visitation restrictions are in place, the custodial parent/guardian must notify 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 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 Holidays and Scheduled Closure Days

Little Geniuses Day Care Centre Inc. will be closed on the following holidays: New Year's Eve, New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, New Brunswick Day, Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Eve, Christmas Day and Boxing Day. In addition, we will be closed to clients the Friday prior to the Labour Day weekend for Educators to prepare their classrooms for the coming school year. We also reserve the right to close for Professional Development Training when required.

***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 Closure Days

Little Geniuses will close when an unexpected incident occurs (e.g., fire, flood); a severe storm; 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). In all cases of delayed openings or closures, 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 meets 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.

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)
- Diarrhea
- Vomiting
- Respiratory difficulty.
- 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 or until proper treatment has occurred, unless otherwise stated by a physician. If there is an outbreak within the facility, additional exclusion may be required. In all cases children should *not* attend if the illness will prevent them participating comfortably in all scheduled activities.

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**). 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 to minimize 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.

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 whom it is intended for, name of physician, instructions, and period of use.

Other over-the-counter medications, homeopathic and herbal medications will only be given with consent and must be in the original container, with the original label, and have a child-protective cap on it. Labels must include the dosage, instructions, and 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, you will be required to provide a copy of your child(ren)'s Immunization Record (*with the exception of after-school aged children*). It is your responsibility to update your child(ren)'s Immunization Record and provide this to the Centre as changes occur. Those who do not provide a copy of their child(ren)'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 plans must be reviewed and updated annually.

7.2 Incidents

All incidents, reportable and non-reportable, will be recorded and then signed by parent(s)/guardian(s), and filed. However, reportable incidents will be recorded on a formal **Incident Report Form** and forwarded to the Early Learning and Childcare Licensing Staff within 24 hours. Families will be provided with a copy of the report. Upon admission, parent(s)/guardian(s) will be asked to sign a **Consent for Emergency Care and Transportation Form**.

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.), we will place the Centre in a partial or full lockdown. In a *partial lockdown*, the doors will be locked but parents/guardians will be permitted into the Centre 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 administration, 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.

8.0 Program

8.1 Programming

8.1.1 Program Plans

All programs are planned and executed to meet both the capabilities and interests of each age group, as well as their developmental needs.

Little Geniuses ELC. 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 daily schedule is carefully designed to provide:

- Transition times from one activity to the next.
- Alternating periods of active and quiet play.
- Time 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 with the windchill or above 33 °C with the humidity*).

8.1.3 Daily Program Schedule Sample–Full Day Programming

Time	Activity	
7: 30- 9:00	Arrival & Exploration	Open-ended play with purposefully created invitations for learning and informal group activities.
Flexible	Nutrition Break	Morning opportunity for children to eat and engage socially with one another.
Flexible	Outdoor Engagement	Exploratory outdoor play with opportunity for gross motor development, risk taking, and connecting with the natural world.
Flexible	Group Gathering	Interactive circle time with focus on activities such as reading, storytelling, poetry, music, and discussion.
Flexible	Guided Learning & Project Work	Small group and individual activities based on emerging interests.
11:30 – 12:15	Lunch Time	Family style dining to promote peer engagement.
Flexible	Rest Period	Quiet time for children to rest, nap or partake in calm activities, allowing them to recharge.
Flexible	Learning Centres	Opportunity for self-directed learning where children may engage in a variety of play, including, dramatic play, sensory play, small world play, mark making, science, literacy, and the arts.
Flexible	Nutrition Break	Afternoon opportunity for children to eat and engage socially with one another.
Flexible	Group Work	Flexible learning time where Educators facilitate group games and activities.
4:30-5:30	Outdoor Engagement & Dismissal	Additional opportunity to engage in outdoor activities.

Daily routines are designed to be flexible to accommodate the children's needs and interests. Activities are co-constructed with the children and support the four broad goals outlined in the *New Brunswick Curriculum Framework for Early Learning and Child Care- English*

Important to note: Although our times are flexible based on children's age and interest; nap times will never exceed two hours (with the exception of our Infants). In addition, weather permitting, children will engage in outdoor time for a minimum of two hours daily. We will end the day outside whenever possible, but during the winter months pick up will be inside and the children will go out at an alternate time.

***Please Note:** For current programming, please refer to 'Weekly Programming' on our website. Weekly newsletters will be posted outside of each classroom and on our website.

8.1.4 After-School Program and Summer Camps

Both our After-School Program and Summer Camps will be co-constructed by the Educators and children to offer a diverse range of activities and equipment providing an enriching contrast to the formal school program. 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 remain flexible enough to allow children to initiate their own learning, explore at their own pace, and follow their individual interests.

8.1.5 Daily After-School Program Schedule Sample

Time	Activity	Notes
2:30	Arrival & Exploration	Open-ended play with purposefully created invitations for learning and informal group activities.
Flexible	Nutrition Break	Opportunity for children to eat and engage socially with one another.
Flexible	Interest Based Activities, Free Exploration & Outdoor Time	May include flexible activity time where Educators facilitate group games and activities. Small group and individual activities based on emerging interests. Some children may be engaged in outdoor play during this time.
4:30-5:30	Table Activities & Dismissal	Children choose table games, toys, or activities to engage with as the day winds down toward dismissal time.

8.2 Celebrations

At Little Geniuses, 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 typically celebrate the standard holidays; However, if your child celebrates a holiday that we are not aware of, we would love to learn about that and celebrate it too.
- **Holiday Party:** Each December we invite families to enjoy activities and refreshments in their child's classroom.
- **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 12:00 pm and 2:00 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 and up.

8.4 Nutrition

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, you 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, 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 ELC. 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 cubby for personal storage space. We ask that *all* personal belongings be labeled with your child's name. We require parent(s)/guardian(s) to send:

- A water bottle.
- Change of clothes, and scuff free indoor shoes
- In the spring and summer: **cream-based** sunscreen (with an SPF of 30 or greater), splash pants or splash suit, rubber boots, and a sun-hat
- In the winter: snowsuit, boots, hat, and *extra* mittens and socks.
- A fitted sheet and blanket for children who nap.
- Diapering supplies (e.g., diapers, wipes, creams) for children in diapers.

Finally, each child has their own portfolio, which will include artwork, stories, documentation from Educators, etc. While families are welcome to access their child's portfolio at any time, portfolios will be given out at the end of each year.

***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 Special Activities

We will try to plan a special activity as often as possible. Upon registration, you will be asked to sign the **Consent for Walking Outings/Excursions Off the Premises** and the **Consent for Transportation Services** forms. If you do not wish for your child to participate, you will need to find alternate care.

8.7 Transportation

For children in our After-School Program at *local* Fredericton Northside Elementary Schools, transportation services (i.e., bussing or walking) will be provided. For all other children in our After-School Program, we would ask parent(s)/guardian(s) to make alternate transportation arrangements.

8.8 Child Guidance Practices

At Little Geniuses, positive child guidance practices are used to support and encourage children in learning independence and appropriate 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. For more information, please see **Appendix B Safe Learning and Working policy**.

8.9 Parent/Guardian Access and Involvement

Little Geniuses has an open-door policy which allows parent(s)/guardian(s) to access their child(ren) at any time.

***Please Note:** Educators are 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. While there are multiple sections on our website for you to review, please check the "Upcoming Events" section regularly for important information and the Parent Lounge for our interactive blog.

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 grievances occur, 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 Management Team.
3. If the problem still exists, you may wish to contact the **Early Learning and Childcare Licensing Staff** at the Department of Education and Early Childhood Development.

***Please Note:** For contact information on **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. **Inclusivity 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.

Appendix B

Safe Learning & Working Policy

Staff and children at Little Geniuses have the right to work and to learn in a safe, orderly, and productive environment.

Inclusive educational practices are supported and promoted. Children are responsible for their behaviour in accordance with what is developmentally appropriate for their age, and to the extent to which their behaviour is voluntary.

In alignment with the Department of Education and Early Childhood Development's Policy 703, the following protocols have been developed to manage instances of inappropriate behavior and misconduct. Behaviors that fall into this category include, but are not limited to:

1. **Physical Violence-** Use of force with the perceived intent to cause physical injury and/or lack of age-appropriate regulation resulting in physical harm to themselves or others.
2. **Destruction of Environment-** Actions resulting in the destruction or damage of property or classroom environment.
3. **Flight Risks-** Refusal to stay inside the facility/facility property, or with staff when at an offsite location.
4. **Disruption to Facility Operations-** Behavior which threatens the health and safety of any person including staff. Behavior that makes the environment no longer conducive to the adequate care and education of the other children.
5. **Any other behaviour** that, in the opinion of facility staff, would reasonably be considered serious misconduct.

In the event of extreme behavior, the child will be immediately distanced from the situation until it is determined that they can safely return and the event will be documented. If the problem persists, a meeting will be held with the parent(s)/guardian(s) to collaborate on risk reducing intervention. Ongoing modifications to their day may be implemented and if a child continues to be aggressive and safety is a concern, children may be sent home, and further provisions will need to be explored. 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.

Some children may behave in challenging ways that are beyond their control or understanding. Where this appears to be the case, the typical protocols may not be followed.

Staff will make parent(s)/guardian(s) aware of problems involving their children and will be encouraged to take part in the development of an intervention plan, as appropriate. Parents are then responsible for supporting the agreed upon plan.