

Little Harvard

Parent / Guardian Handbook

Little Harvard Early Learning Centre
531 Dunn Avenue

Little Harvard After School – Havelock Campus
576 Havelock Street



Revised and Effective April 1, 2017

Dear Parents and Guardians,

Welcome to the Little Harvard Family!

It is our aim to provide quality child care services to families in and around Saint John and the surrounding areas. The goals of the programs we offer are to provide safe and fun environments for children to develop socially, emotionally, physically, and intellectually, all within a warm and caring atmosphere.

The purpose of this handbook is to provide you with pertinent information in regards to the policies and procedures of our programs. Our policies and procedures help us maintain the highest level of quality care and in doing so, meet the Standards for Daycares as set forth by the Social Development Department of New Brunswick. We ask that you read through this handbook and ask for your full cooperation in following our policies and procedures. This will help facilitate the day to day operations and administration of our Centres.

I am the Director of the Centres and am in charge of all functions relating to their operations. Jessica Eagles (B.Ed.) is my Administrator. She is your direct first point of contact and, in my absence, is in charge of our Centres. You may also see my husband and co-owner Keith around.

If you have any questions or need additional information, please feel free to talk with either Jessica or myself. If you don't see us at the Centres, we can be reached at (506)632-1300 or through email by writing littleharvard2012@gmail.com.

Best regards and warmest welcomes,

Angela MacCallum BA, CYCW
Director

Our Philosophy

The overall goal of Little Harvard 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 rate and style of learning and growing, their own unique patterns or approaches to situations, and their own innate capacities. Every child needs opportunities adapted to their individual needs with respect for individuality.
- **Family-Centered:** Parent(s)/guardian(s) are an essential source of expertise with respect to their own child, and hence, must be actively involved in planning for the development of their children. As such, it is imperative that we work in partnership to gain a better understanding of each other’s needs, as well as to better serve your child.
- **Inclusion:** We offer integrated facilities. This means that we do not discriminate on the grounds of race, ancestry, ethnicity, religion, gender, sexual orientation, ability, language, or social and economic status. Rather, we embrace diversity! All children are welcome, supported, and valued and provided with the opportunity to participate in every activity, routine, and learning opportunity.

License to Operate

Our Little Harvard Centres are licensed by the NB Department of Education and Early Childhood Development. As such, we operate in full compliance with the Child Day Care Facilities Operators Standards and Day Care Regulation 83-85 under the Family Service Act.

***Please Note:** For more information, please visit <http://www2.gnb.ca/content/dam/gnb/Departments/sd-ds/pdf/Standards/DayCareFacilities-e.pdf>

The Organizational Structure



The Director

Our Little Harvard Centres are corporations run by their owner/operator, Angela MacCallum. Angela is responsible for the administration, marketing, and management of all personnel. Angela has a BA Degree in Psychology and a Diploma in Child and Youth Care. She is mother to a pair of very active girls. She is approachable and strives to raise the level of caring and professionalism for our family of Little Harvard Centres.

Administrator

Our administrator is Jessica Eagles. Jessica holds a Bachelor's Degree in Education. She is the first point of contact for parents and staff. In the Directors absence, Jessica is in charge of our Little Harvard Centres.

Staff

Within our Little Harvard Centres, we believe that staffing is the most significant aspect in operating a successful business. Therefore, we will strive to recruit and employ *only* qualified Early Childhood Educators. At the minimum, all staff will be certified with Standard First Aid and CPR and undergo both a Social Development Record Check and Criminal Record Check.

Abuse

Little Harvard does not tolerate child abuse. If any abuse is suspected at any time, the proper authorities will be notified. This is to ensure that the safety and well-being of the children comes first and foremost.

Registration and Admission

Enrolment Procedure

Admission to our Little Harvard Centres is on a first come, first serve basis. Although priority is given to siblings of children already attending our Centres, we cannot guarantee a space.

Little Harvard does offer both full and part-time childcare services. However, we only offer a limited number of part-time spaces and, this is only when space is available.

Registration Fee

Little Harvard requires a *one-time, non-refundable* registration fee of \$25.00. In addition, we require a deposit of 2 weeks payment that will be applied to your first 2 weeks of enrolment at our Centres. The 2 weeks payment will only be refundable with a 2 week written notice of the withdrawal of your child. *Failure to provide this 2 week written notice of withdrawal forfeits the return of this deposit.* Both fees are due at the time of acceptance. Enrolment will only be guaranteed once these fees are paid.

Infant Registration and Fees

To register and hold an infant spot, a full, NON-REFUNDABLE two weeks pre-payment, as well as the \$25.00 registration fee (non-refundable), will be required at registration signing. This will hold your infant spot as wait lists can exceed many months.

ALL FEES TO HOLD INFANT SPOTS ARE NON-REFUNDABLE

At the time of acceptance, you will be asked to fill out the following forms:

- **Little Harvard–Parent/Guardian Contract Form**
- **Child Profile (including an updated copy of your child’s immunization record)**
- **Parental Consent for Emergency Care and Transportation**
- **Consent for Outings, Excursions, Activities off the Premises of the Learning Facility**
- **Consent for Administration of Acetaminophen/Ibuprofen**
- **Consent For Application of Sun Screen and Bug Spray**

Fees (Effective March 14, 2016)

Registration Fee	Per Child
All Centres:	\$25.00 (non-refundable)

Early Learning Centres

Full Time

Age Group	Weekly
0 to 24 months	\$200.00
2 years	\$175.00
3 years	\$165.00
4 years and up	\$155.00

Part Time

Age Group	Daily
2 years	\$35.00
3 years	\$33.00
4 years and up	\$31.00

After School Centres

All age groups during School (included is early morning drop off)	\$95.00/week
Attending full day during School closure (PD, storm days) add	\$10.00/day
Full day during non-School days (summer, Christmas, March Break)	\$135.00/week

With our afterschool programs, we offer full day care for Christmas, March and summer breaks. We also offer full day service for snow days, PD days, or any days which the schools will close.

PLEASE NOTE:

If, *for any reason*, the Centres close (fire, severe weather, lack of water, to name but a few) payment will still be due as usual. Also, *please note*: if your child is absent from the Centres for any reason (sick, Doctor, vacation), payment will still be due as usual for any days missed.

A 5% discount will be given if you have 2 or more children enrolled in the Centres on a full time bases. They can be in either the same or different Centres to receive this discount.

Each **full time child is allotted 10 vacation days** per calendar year. The vacation days will be prorated, based on how many weeks (on a 5 day week) your child has been at the Centre. This works out to approximately 0.2 days earned per week (1 full day every 5 weeks) in attendance. **A two week notice** will have to be submitted in writing to the Operator/Administrator in order to receive vacation days. The vacation days do not have to be taken all at once. This will reset per calendar year. **Part time children will be offered 5 vacation days** per calendar year based on 0.2 days earned for every 5 days in attendance. You must be enrolled 3 months to get vacation days.

Please note: All fees *include* snacks and meals. However, 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.

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.

****All fees are subject to change upon the decision of the Director and with 2 weeks written notification.**

Fee Payment Schedule

All fees are to be paid before the services have been given and must be paid with *cheque, cash, or e-transfer*. If fees go unpaid for 2 weeks without speaking to the Operator (Angela), your services will be immediately suspended until your account is brought up to date.

We ask that all cheques be made out to *Little Harvard Early Learning Centre* or *Little Harvard After School* depending on which Centre you attend.

All cheques returned due to non-sufficient funds will be expected to be paid in cash the following day. In addition, a \$20.00 fine will be charged. If this occurs twice, cash in a week advance will be required for further payment of fees.

Assistance

Please contact the Department of Social Development with regard to all inquiries about families who qualify under the Day Care Assistance Program.

General Information

Toll Free: 1-866-444-8838

Fax: (506) 444-5158

Email: sd-ds@gnb.ca <http://www.gnb.ca/socialdevelopment>

***Please note:** Tax receipts will be provided annually upon full payment of any outstanding invoice

Attendance

We typically start our days (go for walks, go to the park, et al) at 9:30am. We ask that you drop your child off by this time so that they may participate in the activities of their class.

IMPORTANT If your child will be late or not attending, please call or email the Centre and tell us. For Afterschool, if your child WILL NOT need to be picked up at the school, PLEASE contact us at the Centre! Basically, if anything interrupts or changes in your child's typical day at the Centres, please inform us as we will need to know to offer the best protection and service for your child. **Please call or email by 9:30am**

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

Discharge Procedure

We ask that you give us 2 weeks written notice when removing your child from our Centres. This allows us time to fill the opening. In return, if your child is discharged for any reason, we will provide you with a 2 week written notice of termination of services. Nonpayment of outstanding invoices will result in immediate suspension of services. This could lead to termination of your service in which you will receive a 2 week written notice.

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 the Child Victims of Abuse Protocols of the Province of New Brunswick.

Operations

Hours of Operation

All Little Harvard Early Centres will operate from 6:30 A.M. to 6:00 P.M., Monday to Friday.

****Parent(s)/guardian(s)** who are late picking up their child will be charged \$2 for each additional *15 minutes*. Payment is due at the *time of pick-up*.

If for any reason, your child will be picked up by someone other than the individuals we already have written permission for, please call and 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 his/her care. When dealing with a custody matter, the child will only be released with the consent of the custodial parent and in compliance with all legal custody arrangements.

Statutory and Other Holidays

All Little Harvard Centres will be closed on the following holidays: New Year's Eve closing at 2:00pm, New Year's Day, Good Friday, Victoria Day, Canada Day, New Brunswick Day, Labor Day, Thanksgiving Day, Remembrance Day, Christmas Eve closing at 2pm, Christmas Day and Boxing Day.

There will be *no reduction in fees* for these days. In addition, when a holiday falls on a weekend it will be observed on the following Monday.

Storm Days, School Cancellation Days, Closures

All Little Harvard Centres will remain open on these days. The only times Little Harvard will close is when an unexpected incident occurs (e.g., fire, flood) or in extreme weather. In addition, we will close if we experience extended hours of power loss (2 or more hours). However, if we lose power from 3:00pm on, your child will be permitted to finish out the day with us (to 6:00pm). In all cases of closure, we will send a group email as well as update our Facebook. If emergency agencies request that vehicles stay off roads or busses are pulled, we may close. You will *still be responsible to pay as normal* for any closures we may experience.

Health and Safety

Health

Child Illness

Hand washing significantly reduces the transmission of infections. Therefore, we would ask children to wash their hands *immediately* upon arrival at our Centres 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 into the Centres if they are displaying any of the following symptoms of illness:

- Fever (oral temperature 38.5° C or greater; rectal temperature 39° C or greater, armpit temperature 38° C or greater accompanied by behaviour changes or other signs of illness).
- 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.

- Vomiting illness with two or more episodes of vomiting in the previous 24 hours (in excess of typical infant spit-ups).
- Mouth sores associated with an inability of the child to control his/her saliva.
- Rash with fever or behaviour changes.
- Infections (e.g. infected eyes with discharge) until 24 hours after treatment started by physician. (Physician note will be required)
- Infestations (e.g. scabies, head lice, pinworm) until after first treatment with a medicated product (For more information, please see **Managing Illness in Child Day Care Facilities Parent's Role**).

Children who are displaying such symptoms are *not* to attend until 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, please notify the Centres before 9:30am.

For some illnesses, there is a required time period where your child cannot attend our Centre (For more information, please see **New Brunswick Child Day Care Facility Exclusion Reference Guide**). 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.

****Should your child become ill while at one of our Centres, they will be required to be picked up within one hour.**

Medication

If your child is required to take 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 medications such as pain reliever or cough syrup will only be given with parent/guardian's consent and also must be in original container.

For each new medication, either over the counter or prescribed, a parent/guardian is required to fill out a **Child Day Care Facilities/Administration of Medication Record (Part A)**. Upon enrolment, you will also be asked to sign a **Consent Form/Administration Of Acetaminophen Form (Part B)**.

Child Health Record

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 **asked to provide** a copy of their child's immunization record. Parent(s)/guardian(s) are responsible to update their child's immunization record and provide this to the Centre as changes occur. Furthermore, parent(s)/guardian(s) are asked to indicate any special conditions (e.g., asthma, diabetes, epilepsy, etc.) that their child has.

Incidents

All incidents, reportable and non-reportable, are recorded and kept in the child's personal file. *Reportable* incidents will be recorded on a formal **Incident Report Form** and forwarded to the Coordinator within twenty-four (24) hours. Copies will also be provided to parent(s)/guardian(s). All *non-reportable* incidents will be filed in a daily log, and signed by parent(s)/guardian(s) as they occur. Upon acceptance, parents 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, and 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.

Safety

Little Harvard meets the safety licensing standards set forth by the Department of Social Development. As such, we:

- Conduct weekly checks of smoke alarms; annual checks of fire extinguishers; monthly fire drills; monthly checks of indoor and outdoor play equipment; and, monthly checks of First Aid Kit supplies.
- Post emergency evacuation plans and emergency telephone numbers.
- Keep all medications and toxic products stored in a locked area inaccessible to children and separate from food, and each other.
- Ensure children are supervised at all times, both inside and outside the Centre as well as on outings away from the Centre.

Emergency Evacuation Plan

In the event of an emergency requiring us to leave a Centre we will walk from either the Early Learning Centre located at 531 Dunn Ave. to the After School Centre located at 576 Havelock St. or Vice Versa. You will receive an immediate call notifying you to pick up your child at the appropriate Centre within *1 hour*.

Non-Smoking Policy

In accordance with the New Brunswick Smoke Free Places Act, **smoking is prohibited at all Little Harvard Centres**. This includes in our buildings, play area, properties, 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, matches or packaging on the ground outside of or around our Centres.

Program

Programming

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

Little Harvard follows the New Brunswick Curriculum Frame for Early Learning and Child Care, which emphasizes the following goals:

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

***Please Note:** For more information on the New Brunswick Curriculum Frame for Early Learning and Child Care, visit http://www.eccenb.sepenb.com/curriculum_elcc.

Program Scheduling

Little Harvard Centre's daily schedule is carefully designed to provide:

- Transition times from one activity to the next
- Alternating periods of active and quiet play
- 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
- Indoor and outdoor play (weather permitting)

Daily Program Schedule– Two & Three Year Olds

Time	Activity
6:30 – 9:00A.M.	Arrival Free Exploration
9:00 – 9:30 A.M.	Snack
9:30 – 11:30A.M.	Group Activity Indoor/Outdoor Play Physical Education
11:30 – 12:15 P.M.	Lunch
12:15 – 2:15 P.M.	Nap/Quiet Activities
2:15 – 3:15 P.M.	Free Exploration
3:15 – 3:45 P.M.	Snack
3:45 – 6:00 P.M.	Project Time Indoor/Outdoor Play

Daily Program Schedule – Four & Five Year Olds

Time	Activity
6:30 – 9:00 A.M.	Arrival Free Exploration
9:00 – 9:30 A.M.	Snack
9:30 – 11:30A.M.	Project Time Indoor/Outdoor Play Physical Exploration
11:30 – 12:15 P.M.	Lunch
12:15 – 3:15 P.M.	Free Exploration Indoor/Outdoor Play Physical Education
3:15 – 3:45 P.M.	Snack
3:45 – 6:00 P.M.	Activity Centers /Computer Indoor/Outdoor Play Physical Education

Daily Program Schedule – After Schoolers

Summer Schedule	School Day Schedule
Arrival/Free Exploration	Arrival/Free Exploration
Morning Meeting Time	Wash Up/Open Snack
Wash Up/Open Snack	Indoor/Outdoor Play
Indoor/Outdoor Play	Quiet Time/Reading Time
Wash Up/Lunch	Free Play/Art Time
Relax/Easy Time	Club/Activity Time
Club/Activity Time	Clean Up/Cool Down Time
Wash Up/Open Snack	Indoor/Outdoor Play
Clean Up/Cool Down Time	Pick Up
Indoor/Outdoor Play	
Pick Up	

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, the activities planned can change according to topics and outings. Changes to schedules will be posted outside of each classroom. Parent(s)/guardian(s) can also be provided with these schedules at their request.

Nutrition

At Little Harvard Early Learning Centre Inc., all meals and snacks will be prepared in accordance with Canada's Food Guide to Healthy Eating. All menus will be prepared 4 weeks in advance and posted at the beginning of each week in the entrances of the Centres.

Servings

Children who are in attendance for:

- Less than 3 hours will be served 1 snack.
- At least 3 but less than 6 hours, will be served 1 snack and 1 meal.
- For the full day will be served 2 snacks and 1 meal.

We will encourage all children to try to eat what is being served, unless restricted by allergies, special diets, or specific directions from you. However, if your child will not eat what is being served, you are responsible for sending alternate snacks and meals. If you do, it must follow the New Brunswick Food Guide and that you label it with your child's name.

Infants

Parent(s)/guardian(s) are expected to provide all snacks, meals, and formula for infants. We ask that parent(s)/guardian(s) with infants send an adequate supply of pre-made bottles which are covered and labeled with your child's name. In addition, we would ask that parent(s)/guardian(s) provide written instructions regarding amount and feeding schedule. Further, we would ask that all snacks/meals be healthy, and that you label it with your child's name. All infants will be fed on demand. If you feel your infants can eat our set menu than we will provide the 2 snacks and meal.

***Please note:** All Little Harvard Centres are *nut-free*.

Personal Belongings

All children will have their own 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:

- Hard-soled indoor shoes/sneakers for *all* children (preferably not with black soles)
- In the spring and summer; bug spray, sunscreen, splash pants, rubber boots, and a sun-hat for *all* children
- In the winter; snowsuit, boots, hat, and *extra* mittens for *all* children and an *extra set* of clothes to change into (top to bottom-pants, underwear, shirt, socks)
- Diapering supplies (diapers, wipes, creams) for children in diapers. For those who are potty training, extra bottoms are required. Please check white boards for supplies.

We ask that parent(s)/guardian(s) do not send toys from home with their children, unless it is an item for “show and tell” purposes or an item that can be shared with the group (e.g., book, CD). However, if your child has a favorite comfort item (e.g., a blanket, teddy bear, pacifier), we encourage parents to send it. These transitional items are of great importance to children. If you do send an item from home with your child, we ask that it be age appropriate and properly labeled with your child’s name.

Finally, each child has their own portfolio, which will include artwork, stories, souvenirs from outings, documentation from Educators, etc. Please take a moment to read these!

Activities Off Premises

We will try to plan a scheduled outing as often as possible. Upon acceptance, you will be asked to sign a **Consent for Outings, Excursions, Activities Off Premises of the Day Care Facility**. 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 (i.e., chartered bus). 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 at least *1 day* prior to the outing in a clearly labeled envelope.

Child Guidance Practices

By helping to eliminate problems before they arise, we believe in taking a proactive and preventative approach to undesirable behaviours. We do so by using encouragement and positive reinforcements. The rules are posted, and will be administered in a consistent manner. Children will be frequently reminded of the rules.

When disciplining a child, we shall use warnings, verbal/non-verbal cues, and reminders first. If unsuccessful, a child will be issued a *time out*, appropriate to the child’s age and developmental level. A time out is not used as punishment, but rather, as a tool to help children to independently regain control of themselves.

In the event that a child is physically aggressive toward another, the child will be immediately removed from the situation until he/she can safely return. If a child is physically aggressive a second time, a meeting will be held with the parent(s)/guardian(s) involved to try to resolve the behaviour. If a child continues to be aggressive and safety becomes a concern, you may be issued a 2 week written notice of termination of services.

After School Program

We here at Little Harvard are pleased to offer an After School Program for our children once they have entered Kindergarten. This exciting and dynamic Program will allow you drop off service in the morning and afternoon pick-up. We will walk with the children to the school in the morning, and then meet them at dismissal time in the afternoon to walk them back to our facility.

As with our Preschool Program, we would like you to call us if you are meeting your child at school in the afternoon. If we do not hear from you, we will be looking for your child at the Elementary School in the afternoon. Our number here at Little Harvard is: 632-1300.

We will offer full day care for snow/storm days and Teacher Development days. Also, we will provide care during March Break and Christmas Break and during the summer months.

As with our regular Preschool Program, all fees are to be Pre-Paid in full regardless of illness, vacations, holidays or days you choose to keep your child home, or, in case of severe weather or emergency, days the Centres may be closed for any reason. For storm days, additional costs will be billed on the following invoice.

Contact Us

If you wish to contact us, there are different venues to do so.

Our website address is: www.littleharvardearlylearningcentre.com

Our email address is: littleharvard2012@gmail.com

Or, follow us on Facebook by searching: Little Harvard Early Learning Centre

Our phone number is: (506) 632-1300

If you wish to mail us, or just want to stop by in person, our addresses are:

Little Harvard Early Learning Centre Inc.
531 Dunn Avenue
Saint John, NB
E2M 2W6

Little Harvard After School Havelock Inc.
576 Havelock Street
Saint John, NB
E2M 2Y2

**Thank you for choosing the Little Harvard
to be part of you and your child's life!**

Appendix A

Little Harvard

Parent/Guardian Contract Form

- Little Harvard Early Learning Centre Inc.
Or
- Little Harvard After School-Havelock Campus Inc.
(Choose One)

Agrees to:

- Reserve a space for (child's name)_____

Parent/Guardian:

I, (parent/guardian-please print)_____

- Hereby acknowledge that I have read, understand, and been provided with a copy of the **Little Harvard Parent/Guardian Handbook** or **at read it online at www.littleharvardearlylearningcentre.com**
- Agree to all written statement of services within the Parent/Guardian Handbook.

Parent/Guardian Signature

Date

Operator /Administrator Signature

Date