

The Center Parent Binder will be located in the holder next to the bullinten board and will include the following:

- A copy of the Covid-19 policy and protocols
- A copy of the Act and these regulations.
- A copy of the parent handbook
- The license for the facility
- A copy of the report of the most recent inspection of the facility
- A copy of the licensee's behavior guidance policy
- A copy of the current menu
- A copy of the daily program plan and routine
- A list of the names of the current members of the parent committee
- A copy of the most recent minutes of the parent committee
- notification of funding provided by the Minister

any information required by the Minister

Covid-19 Policy

We are committed to maintaining and adhering to the Public health guidelines for COVID-19. Our top priority is the safety and well-being of the families that we serve and the children in our care. We have put numerous changes and protocols into place to help control the spread of COVID-19 in our center and community. We provide a caring, healthy and safe environment for families, children and staff. In addition to the development of our Pandemic Protocol Policy Plan, we will also be adhering to the COVID-19 Guidance for Child Care Settings and the Guidelines for Communicable Disease Prevention and Control for Child Care Settings. If you would like to read the Covid-19 Guide for Childcare Settings see link below. Please note that this is an Evergreen document which means it can change when needed.

<https://novascotia.ca/coronavirus/education>

once this opens click on Licensed Child Care

COVID-19 PROTOCOLS

- One person only for drop off and pick up and no adult beyond the stairs.
- When you arrive, drop off or pick up will be staggered. You will be asked a series of questions and asked to sign and date everyday. If you have answered NO to all questions a staff member will take your child down to get their hands washed and then into the classroom. This will be reversed for pick up.
- Each child should bring a back pack and in it should be a change of clothes (diapers/pull ups, wet ones if your child is not toilet trained), favorite blankie or toy these items are to be left at the center.
- Each child should have their own water bottle labeled
- If during class time your child shows signs of illness, your child will be isolated from the rest of the class and you will be called to come immediately to pick up your child and you should call 811.
- Physical distancing will be encouraged as much as possible during snacks/lunch

INTERVIEW FOR REGISTRATION

1. Call to make an appointment to come in and see the center and meet the teachers.
2. Parents are encouraged to bring their child as it provides a chance for the child to see the preschool and have some play time.
3. Parents are given a policy book and registration forms. This will be reviewed with the parent(s) or caregiver and answer questions they may have.
4. The parent/caregiver and child will be given a tour of the facility they can also see the facility on our website. www.makingfriendspreschool.net
5. If they enroll their child, we will gather some information and do the registration fee (\$25.00).

ORIENTATION TO THE CENTER

1. When the parent(s)/caregiver arrive at the center for the first day the child will hang up their coat and backpack on their hook. Parent(s)/caregiver are encouraged to stay if they can as the first day the child may have some apprehensions. While the child explores the room and feels comfortable the parent/caregiver is then asked to say good-bye ensuring the child that they will return to pick them up. Sneaking out is **NOT** recommended as this might enhance separation anxiety.
2. If the separation anxiety is extreme and the child is not or can't be calmed after a period of time which is agreed upon by the teacher and parent/caregiver, they will be called to come back to the center. If the parent/caregiver would like to remain with the child for the session, or if they would like to take the child home and try again the next day.

Welcome to Making Friends **Preschool**

Our preschool is located on the lower level of the Saint Andrews United Church building. Our Center serves children 18 months to 5 years of age. The program follows the staffing ratios established by the Department of Education and Early Childhood Development for toddlers and Pre-schoolers. The ratio is one trained staff person for every six children (mixed ages). The program at this time serves a maximum of 18 children. Our phone number is 895-5105. You are welcomed and encouraged to have a look at the facilities, but please call to arrange a time. A two-way mirror can be found above the coat hook area for discreet observation while classes are in session.

Administrative Structure and Personnel

We are committed to demonstrating best and current practices in Early Childhood Education. The program will be delivered by three trained staff who meet all training qualifications of the Department of Education and Early Childhood Development.

Contact Information

- **Ellen Butts; Center Director and Owner Level 2, Inclusion and Early Intervention Specialist**
- **Jessica Cameron; Assistant Director Level 1**
- **Kate Rushton; School Age**

Parental Involvement

We welcome and encourage parents to visit the center at any time. The center has an open-door policy and we hope that parents will involve themselves whenever possible.

Philosophy

Every child is a unique individual, full of potential, whose primary learning in the preschool years comes through play in a fully inclusive environment regardless of ability or disability.

Mission Statement

Our goal is to try in every way to help each child and their families reach their potential, through the excitement of discovery, all learning together, while recognizing distinctive needs. *We work as a team and on occasion we may consult specialists with whom they are involved; such as Speech and Language Pathologists, and Early Intervention EIBI.*

Program Goals

1. Provide a safe, caring, and nurturing environment
2. Foster a sense of self
3. Promote decision making and problem solving skills
4. Encourage independent and critical thought
5. Recognize and value special talents, interests and needs of all children
6. Foster self-regulation
7. Provide a variety of experiences in all areas of development in a manner that is holistic
8. Establish, maintain and encourage open communication between families and ECE's

First Day

The first day is especially important for you child, to help her/him adjust to our center we ask that you make yourself available to us if needed. The ability to contact families is of utmost importance on that first day as well as on a continual basis. Staff need to know how to contact families, so please ensure that the center is aware of telephone numbers and contact persons as these may change over time.

General Expectations

- 1. Children must be accompanied by a parent or authorized persons to and from the “Center. In the event that a parent or authorized persons is unable to accompany a child please have alternate arrangements approved by the Center Director.**
- 2. Children cannot be left at the door of the Center or in the coat area. She/he should have outerwear removed, indoor footwear put on and then left in the care of a teacher.**
- 3. Parents are responsible for the transportation of their child to and from the Center**
- 4. Upon leaving the classroom with your child, she/he becomes your responsibility and we ask that you do not leave him/her alone on the premises.**

Clothing

- 1. All clothing should be labelled with children's names**
- 2. Outdoor clothing suitable for the time of year must accompany children to the Center.**
- 3. All children must have indoor sneakers or shoes. This is for fire regulation, safety and so each child can take part in gym activities.**
- 4. A change of clothing must be provided for each child so she/he can change to dry and comfortable clothes if required.**
- 5. The Center is not responsible for the laundering of soiled clothes.**
- 6. Parents must dress their children for play.**
- 7. During different seasons parents may be ask to bring in other items such and a hat, extra mittens, sunscreen etc.**
- 8. Parents must supply diapers and wet wipes for children if not toilet trained.**

Communication Policy

In order for our program to provide individualized quality care we want to encourage open communication between staff and families. We respect and value input from parents and encourage parents to communicate openly with all staff regarding ways we can work collaboratively to meet the needs of all children. One of our strengths is developing strong relationships with families. We use classdojo to communicate, send out reminders of parent meetings and any other news and share pictures of your child solely with you. Just download the free app and the director will send an invite with your email. Everything is private unless you want to share with the school using the class story.

PARENTS CAN HELP TO FACILITATE COMMUNICATION BY;

- Informing the center in advance should persons other than those on the authorized pick up list come to pick up the child. Children will never be released to anyone other than those authorized person on the pick up list.
- Notifying the center in writing, to indicate changes to any of the authorized parties to pick up a child or to any changes in health/medication.
- Notifying the program in writing, to indicate withdrawal from the program. Two weeks notice is required.

Staff will facilitate communication by;

- Staff will communicate with families on an informal daily basis at arrival and /or pick up time.
- Holding two formal Parent Committee meetings through the year. It is requirement that we have a parent Committee consisting of: three parents of children currently enrolled in the program, the director, and one staff person. The purpose of this committee is so that parents have input into the program as well a way to address issues should they arise. All families are welcome to attend the meetings.

Arrivals and Departures

The period of time your child is here should not exceed nine hours per day, with this in mind we ask your cooperation when making initial arrangements to have your child cared for at Making Friends Preschool adhere to the following requests:

- 1. When a parent knows in advance that her/his child will be absent on any given day(s) he/she must inform the center beforehand.**
- 2. Children should arrive no later than 9:30am or 1:30pm. This will allow all children the opportunity to take part in the daily activities. If a child is not going to be in attendance for the day, please use clasdojo to let us know.**

Withdrawals

The director requests that parents give one months notice prior to withdrawal of the child from the center. This allows us to offer our services to more children.

Discontinuation of Services

A child may be dismissed for various reasons. This is a sensitive issue and will be dealt with on an individual basis. Parents can be assured that staff will work diligently to develop a plan to meet the needs of the child and the center. Services may also be terminated due to consistent late payment or non-payment of fees.

Nutritional Information and Policy

The center serves a morning snack, a noon meal, and an afternoon snack.

We follow the standards and regulations regarding nutrition as established by the Department of Community Services. Should you have any questions or concerns regarding the nutrition provided, please discuss them with the director.

The entire building is a PEANUT/NUT FREE ENVIRONMENT!!

1. Children will have access to potable drinking water throughout the day, including when they are on off-site outings.
2. Regulated childcare settings welcome mothers to breastfeed anywhere in the facility. The entire building is breast feeding friendly. If a private area is needed we will happily accommodate this request.
3. Regulated childcare settings follow the guidelines for communicable disease prevention and control for childcare programs
4. When medical, religious, or cultural beliefs require a child to bring food from home, foods must be labeled with the child's name and refrigerated if necessary.
5. Childcare facilities that hold a Food Establishment Permit can only purchase or receive donations of food or beverages in accordance with the Department of Agriculture Food Safety Regulations.
6. Despite Sections 5.4 and 5.5, some foods may be donated to or purchased for regulated childcare settings under the following circumstances: the food is considered to be a low risk food by the Department of Agriculture, including whole fruits and vegetables that have not been cut except for the purpose of harvesting and dry non-potentially hazardous baked goods (i.e. those that do not contain cream, custard, cream cheese, meat or any other potentially hazardous food as a filling or topping; and (ii) the food brought into the program is acceptable to the licensee.
7. Foods that have been donated to or purchased for the facility must be labeled with the name of the source of the food, include a list of ingredients and any special preparation, storage or serving instructions; and be in accordance with standard 6 (special dietary considerations).
8. Parents may send home Treats/loot bags.
9. Special Dietary Considerations: There could be a variety of reasons for this, including life threatening food allergies and other medical conditions that require special dietary considerations to be implemented.
10. It is important that staff and care providers demonstrate openness and non-judgmental approach toward children's dietary requirements to ensure that all children receive the nourishment they need in a supportive environment.
11. Special dietary considerations are identified during enrollment process and documented on the child's file.
12. Food brought from home for a child with special dietary considerations must adhere to any policies and protocols related to special dietary considerations as per; Special dietary considerations, including allergy and anaphylaxis information is posted in the food preparation area and any other places necessary to ensure that those people who need to know this information are able to view it.
13. Any other protocols, anaphylaxis policies and general information related to special dietary considerations are posted in a clearly visible location in the childcare setting.
14. Staff and care providers are responsive to children's cues around hunger and provide snacks outside of the regular schedule as required.
15. Staff creates a relaxing and enjoyable snack/lunch environment (e.g. plan for transitions in routine from play to snack/lunch)
16. Staff encourages children to respond to hunger and feelings of fullness and children are not forced to finish food that has been served.
17. When working directly with children, staff model healthy eating practices that are consistent with these standards.

In accordance with the Nova Scotia Manual for Food and Nutrition in Regulated Child Care Settings.

Health Policy

- 1. Parents are requested to keep their children at home if your child is not feeling well enough to fully participate in the program. Children should be kept home if they show the following signs/symptoms; diarrhea, vomiting, persistent cough, breathing difficulty, or rash with a fever.**
- 2. If your child experiences diarrhea or vomiting (while at the center) once with no other symptoms parents will be informed but may not be required to pick up their child. If they experience either symptom twice parents will be required to pick up their child.**
- 3. Program staff will notify the parents should the child become ill during program time. The child will be isolated if necessary, until parents can pick up the child. While at the center children will be excluded if necessary, from activities if they exhibit any of the above symptoms.**
- 4. If a parent needs the center to administer any medication an authorization form must be completed and signed by the parent (we have forms on file). The medication must be in the original container. The center will not exceed the dosage on the bottle. If you do decide to send medication to the center it must be given to a staff member and not left in the child's bag**

Accidents

All staff are trained in emergency First Aid and CPR level C and will administer any necessary treatment as required, should a child have an accident during the program. Staff will follow the procedures below;

- 1. If the accident requires medical attention, the staff will contact the parent immediately for instruction.**
- 2. If the parent is unavailable the staff will contact the alternate emergency contact for instruction.**
- 3. If neither the parent nor the alternate emergency contact is available the staff will call for emergency transport as program staff may not transport any child in their personal vehicle.**
- 4. If the accident is identified as needing immediate assistance emergency transport will be called first and then the parent or alternate emergency contact will be called.**
- 5. If program staff may not be able to ride with a child in the emergency but will travel to the hospital in the event that the parent or emergency contact cannot be reached.**

Other health and safety Information

- Fire drills are practiced monthly**

Behavior Guidance Policy

Children in the program will be treated with respect and will be encouraged to make choices and decisions to promote problem solving. Positive reinforcement will be used. This encourages children to model the behavior and promotes positive self-esteem. This model includes the following:

1. Using positive messages and directions
2. Listening to a child during periods of upset behavior
3. Setting clear limits for the children
4. Redirection

Our model does not include:

1. Corporal punishment, harsh, humiliating, belittling or degrading acts
2. The use of food to reinforce positive behaviors
3. Food withheld as a consequence of inappropriate behavior or does not finish the main meal.
4. Food used as a reward for completing a task or finishing a meal.

Duty to Report Suspected Abuse Policy

In accordance with the Children and Family Services Act we have a legal responsibility to report suspected abuse.

Section 23 of the Children and Family Services Act States in part:

1. Every person who has information, whether or not it is confidential or privileged, indicating that a child is in need of protective services shall forthwith report that information to an agency.
2. No action lies against a person by reason of that person reporting information pursuant to subsection (1), unless the reporting of that information is done falsely and maliciously.
3. Every person who contravenes subsection (1) commits an offense.

Section 24 of the same Act states in part:

1. Notwithstanding any other Act, every person who performs professional or official duties with respect to a child, including (b) a teacher, school principal, social worker, family counsellor, member of the clergy, operator or employee of a day care facility; (d) operator or employee of a child-care facility or child-care service; who in the course of that person's professional or official duties, has reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse shall forthwith report the suspicion and the information upon which it is based to an agency. Under this Act, any licensee, childcare staff, or care provider who has reasonable grounds to suspect a child may be abused or neglected has to report the matter to the local child welfare agency.

For more information regarding the Reporting and Investigating Allegations of Abuse and Neglect in Regulated Child Care Setting please visit the Nova Scotia Government website at; <file:///C:/Users/janel/downloads/Reporting-Investigating-Abuse.pdf>

Admissions Statement

We welcome all children to Making Friends Preschool and will provide meaningful adaptations for as many children as our capacity permits. License capacity is 20 children per day, based on specific space and teacher-student ratios. With naturally occurring proportions of children with disabilities is roughly of that of their occurrence in the general population. All sessions are conducted by an experienced teacher

Registration

A \$25.00 nonrefundable registration deposit is required for each child.

To enroll in any preschool program a child must be 18 months of age.

All registration and inquiries are conducted through Making Friends Preschool.

Prior to beginning the program, the following forms must be completed and returned:

- 1. Registration Form**
- 2. Child's Health Questionnaire with Immunization Record**
- 3. Emergency Medical Consent Form**
- 4. Permission Form**
- 5. Consent Form**
- 6. Sunscreen Form**

These are all legal requirements under the preschool act. These must be returned by the first day of preschool!

Fee Structure

- The fee for a child attending the Making Friends Preschool is \$34/day. If a family wishes to enroll a child for ½ day the fee will be \$17.00 without lunch and the child must be picked up at 11:30 or \$20.00 for ½ day and lunch included and the child must be picked up at 1:00.
- If a family wishes to enroll a child for the afternoons; times are 12:00pm lunch included \$20.00 without lunch 1:00pm \$17.00.

Portable subsidies are available for more information call 1-844-804-2084 or

accessing information on the following website;

<https://www.ednet.ns.ca/earlyyears/families/childcaresubsidy.shtml>

- Fees are payable one month in advance.
- Bills are sent out approximately one week before the beginning of the month and payment is due in full the first day of the month.
- Parents are required to pay for all sick, unforeseen closure (extreme weather) absent, holiday/vacation days
- All cheques are made payable to MAKING FRIENDS PRESCHOOL, other payment options are cash, debit, credit card and e-transfer.
- If you are wishing to do e-transfers you can send them to ***mfps@ns.sympatico.ca***
- Any account that has cheques returned NSF will be charged \$20.00 administration fee. This fee is due at the beginning of the next month.

Expenses for the program are incurred even if a child is absent for a day. If your child withdraws from the program we require a months' notice.

- Children cannot continue to attend the program if all fees are not paid in full.
- The center closes at 5:15 daily. We understand that occasionally there may be events beyond parents' control which may cause them to be late. There is, however, a late fee of \$5.00 for the first ten minutes of lateness and \$1.00 for each additional minute. We are not unsympathetic to the many demands facing parents; however, our program closes at 5:15. If you have any questions about this policy please feel free to contact the Director. Chronic late pick-up may lead to a child being dismissed from the program.

Hours of Operation and Closures

The preschool will operate Monday through Friday, 7:45am – 5:15 pm. The Preschool will be closed on the following:

Closures:

Labour Day
Thanksgiving
Remembrance Day
Christmas Holidays (based on parent survey results)
Boxing Day
New Year's Day
Heritage Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Civic Holiday
School Storm Days (if schools in this area are closed then we are as well)

Making Friends Preschool Daily Schedule

7:45- Center Opens (Covid-19 Protocol)

Free play

9:15ish – Morning Snack

- **Gym**
- **12:00-1:00 – Lunch**
- **Rest Time for nappers and quiet time for the rest**
- **Afternoon snack**
- **Outside (weather permitting)**
- **Free play/Gym**
- **5:15 Center Closes**

Gym activities are offered daily. Outdoor activities are also offered daily, weather permitting.

Throughout the day the children may explore topics of interest

- **Snack both morning and afternoon will follow the children's cues**
- **Please note that the schedule may change if we are going on an outing.**

DAILY PLAN

7:45 – 9:30 Arrive/free play

9:55 wash hands

10:05 morning snack

10:25 gym/ 30 minutes of outdoor play (weather permitting)

11:05 sanitize hands from being outside or in the gym

11:10 Story

11:20 craft

11:50 wash hands for lunch

12:00-1:00 lunch

1:00-2:00 nap time for nappers and quiet time for everyone else

2:05 wash hands

2:20 afternoon snack

2:40 – 30 minutes of outside play weather permitting/gym

3:10 story

3:20 craft

3:35 free play

5:15 home

MAKING FRIENDS PRESCHOOL REGISTRATION QUESTIONNAIRE

Child's Name: _____ Birth Date _____

Address: _____

Postal Code _____ cell Phone # _____

E-Mail Address _____

Mother's Name:	Employer	Home #	Work#
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Father's Name	Employer	Home#	Work
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Other children in the Family:	Age	Birth Date
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1.....
2.....
3.....
4.....

Name, address and phone number of persons to contact in emergency, (if parents are unavailable)

1st. _____
Phone Number- _____

2nd _____
Phone Number- _____

Phone number and Name(s) of persons allowed to pick up your child:

Has your child been in child care arrangement before Y or N

If your child has been cared for by family members or others please describe the child's experience:

If you child has had play experience describe how often your child attended, how long and your child' s experience

What School your child most likely attend in Primary?_____

If you have any special talents of such you would like to share with the class or any other comments please list

How did you hear about us: TV.....

News Paper ad:.....

Friend.....

Sibling Attended before.....

Other.....

MAKING FRIENDS PRESCHOOL - HEALTH QUESTIONNAIRE

CHILD'S NAME: _____

FAMILY DOCTOR:..... ADDRESS:.....

TELEPHONE:

HEALTH CARD # EXPIRY DATE:

IMMUNIZATION RECORD GIVE DATES						
	(yy/mm/dd)					
	1st	2nd	3rd		4th	5th
DTP						
HIB						
MMR						
Other						

HAS YOUR CHILD BEEN IN CONTACT WITH ANY COMMUNICABLE DISEASES? Y or N

IF SO, WHAT/WHEN? _____

DOES YOUR CHILD HAVE ANY ALLERGIES TO FOODS, MEDICATIONS OR CONTACT ALLERGIES? Y or N

IF YES, PLEASE LIST . _____

IS THE ALLERGY SEVERE ENOUGH TO REQUIRE MEDICATION OR EMERGENCY TREATMENT? Y or N

IS YOUR CHILD ON ANY MEDICATION(S)? Y or N IF YES, PLEASE ASK STAFF FOR MEDICATION FORM TO BE FILLED OUT.

HAS YOUR CHILD EVER EATEN PEANUT BUTTER? Y or N

PLEASE LIST ANY SPECIAL DIET RESTRICTIONS OR CONCERNS (CULTURAL OR RELIGIOUS) OR EATING

HABITS YOUR CHILD MAY HAVE _____

HEALTH & DEVELOPMENT HISTORY

DESCRIBE ANY DIFFICULTIES OR SERIOUS ILLNESSES AT BIRTH, IF ANY:

DESCRIBE YOUR CHILD'S EMOTIONAL, PHYSICAL, AND SOCIAL GROWTH & DEVELOPMENT TO THIS POINT _____

DESCRIBE YOUR CHILD'S GENERAL HEALTH (eg: RECURRENT COLDS, EAR INFECTIONS, STOMACH ACHES, etc.). _____

ARE THERE PRESENTLY ANY SERIOUS MEDICAL PROBLEMS? Y or N

DESCRIBE HOW YOUR CHILD COMMUNICATES. _____ DESCRIBE YOUR CHILD'S PARTICULAR ATTACHMENTS (eg•. BLANKET, PETS, PERSON) ANNY PARTICULAR HABITS (eg: THUMB-SUCKING, ROCKING). _____

DESCRIBE ANY PARTICULAR FEARS YOUR CHILD HAS SHOWN (eg: ANIMALS, STRANGERS, NOISES)

HOW DOES YOUR CHILD USUALLY REACT TO NEW SITUATIONS .

HAS YOUR CHILD EVER EXPERIENCED SEPARATION ANXIETY? Y or N

IS THERE ANYTHING ELSE YOU WOULD LIKE TO TELL US ABOUT YOUR CHILD?

Is your child involved with any of the following and if so may we contact them?

Early Intervention **Y** N

Who are they seeing? _____

2.EIBI Y N

Who are they seeing? _____

3.Speech Y N

Who are they seeing? _____

4 Physio Y N

Who are they seeing? _____

5. OT Y N

Who are they seeing? _____

6.Hearing (APSEA) Y N

Who are they seeing? _____

7.Other

I hereby give my permission **Y** N to contact the following

Do you require your child to have a nap? Y N

Date_____

(Signature of Parent/Guardian)

PERMISSION SLIP FOR MAKING FRIENDS PRESCHOOL TRAVEL

I hereby give permission for my son/daughter/ward

_____ (child's name)

to accompany any class trips organized by the MAKING FRIENDS PRESCHOOL STAFF and supervised by preschool personnel and on occasion other selected adults for the students in his/her class.

This permission is for the whole of the _____ preschool year. In signing this form I understand that I am to be notified prior to such trips in sufficient time to withdraw permission if deemed advisable, and further understand that permission may be withdrawn at any time, by me, in writing.

Date _____

_____ (Signature of Parent/Guardian)

PERMISSION FOR MAKING FRIENDS PRESCHOOL

EMERGENCY MEDICAL ATTENTION

I hereby give permission for my son/daughter/ward

_____ (child's name)

Health Card# _____

Other medical plan info. _____

to receive emergency medical attention as deemed necessary while in the care of the Making Friends Preschool.

Date _____

_____ (Signature of Parent/Guardian)

MAKING FRIENDS PRESCHOOL REGISTRATION QUESTIONNAIRE

Dear Parent(s):

I also give my permission to share my e-mail and number with others for play dates, birthdays, etc.

Please Circle;

YES

NO

I have received the Making Friends Preschool information booklet which had the registration forms attached.

Date:

Signature: _____

PLEASE RETURN THESE FORMS ON THE FIRST DAY OF PRESCHOOL