



## **Parent Handbook**

Owner: Katie Blaney

200 Crocks Point Road  
Keswick Ridge, NB  
506-363-5537

18 Route 616  
Keswick Ridge, NB  
506-209-2337

## **DESCRIPTION OF DAYCARE & STATEMENT OF SERVICE**

Here at Katie Bee's we follow the New Brunswick Curriculum frame work. The center will provide childcare for children ages 15months – 12 years of age. The centers visions and goals are to provide a loving, safe and exciting facility offering qualified, nurturing staff, age appropriate, educational programming and a "home away from home" atmosphere. Our programming is communicated in the English language. Be assured your child will be in a stimulating and structured yet flexible learning environment and continuously treated with respect and kindness. To learn more about the New Brunswick Curriculum frame work and supporting documents view online at <http://www.gnb.ca/0000/ECHDPE/ELCCCurriculum.asp> .

## **DESIGNATION**

We are pleased to say that we are a designated New Brunswick Early Learning Centre! Designation is a provincial initiative in the early learning and child care sector that is given to licensed centres that meet eligibility criteria and commit to ongoing requirements. New Brunswick Early Learning Centres will work with the Department of Education and Early Childhood Development to ensure families benefit from affordable, accessible, inclusive and high-quality early learning and child care services. Parents/Guardians of children attending a designated New Brunswick Early Learning Centre may benefit from a Designated Centre - Parent Subsidy. The Designated Centre – Parent Subsidy program assists families with financial support to help pay for the costs of early learning and child care. The New Brunswick Early Learning Centre Parent Subsidy results in two outcomes: 1. No family in New Brunswick will pay more than 20% of their gross annual family income to cover child care costs while their child is attending a New Brunswick Early Learning Centre. This subsidy increases supports for families with multiple children under five years of age. 2. Free child care for preschool aged children for families with a gross annual income under \$37,500 attending a New Brunswick Early Learning Centre, regardless of the location and fee charged by the operator. Please visit [www.gnb.ca/earlyNB](http://www.gnb.ca/earlyNB) for more information on the Early Learning and Childcare Action Plan, as well as the Early Childhood Services Portal. You can access the Designated Centre – Parent Subsidy Estimator to see if you may be eligible.

## **Inclusion Policy:**

Here at our center we insure that all individuals are able to access a welcoming, inclusive learning environment regardless of individual abilities, culture, socioeconomic differences & race. Diversity, relationship, meaningful participation & support are of utmost importance when building an inclusive environment. Our educators are trained and highly qualified in creating a safe, warm, welcoming inclusive environment. Our centers are developmentally appropriate and assessable for all individuals. For more information on inclusion, please refer to the supporting all children document.

## **HOURS**

Katie Bee's Children's Center (200 Crocks point road) is opened from Monday-Friday; 7:30 a.m.-5:30p.m.

Katie Bee's Children's Center 11 (18 route 616) is opened Monday – Friday, 7:30 a.m. to 5:30 p.m.

**COVID-19 HOURS 7:30 A.M. TO 5:30 P.M. \*\*BOTH CENTERS.**

## **PROGRAMS**

Katie Bee's Children Center: (200 Crocks point road location) offers full day childcare for children ages 15 months to 5 years of age. The daily programs include age appropriate programming, preschool programming, outdoor play, sensory play and they follow the NB curriculum framework. Monthly schedules will be sent home with parents to keep them informed.

Katie Bee's Children's Center 11: (18 route 616 location) offers a morning preschool and afterschool program.

Morning preschool is offered to children ages 3 & 4. This program operates for 39 weeks of the year, the same time frame as the public school system. Payment for the program is \$15/day. Payment is not required during scheduled closed periods, but will not be reduced due to weather closure, power outages, etc. If Anglophone west school district is closed, so is preschool. These classes will operate from 8:30am to 11:30am Monday, Tuesday & Thursday mornings. This program will close for 2 weeks at Christmas, March Break and the summer months as the after school program needs the space. Your child will be provided with educational programming, NB curriculum framework, stimulating activities, outdoor play, outings and much more. We also ask that your child be potty trained before starting this program.

Afterschool care is offered to children ages 5 to 12. This program is offered 52 weeks of the year. We are open for fulltime services whenever the public school program is closed i.e. storm days, Christmas holidays, March break & summer holidays. (Summer camp information available).

### **LATE PICK-UP**

Having families of our own with evening activities and outings just about every night, we ask for your cooperation with timely pick-ups. Knowing emergencies arise however, if you cannot be here by 5:30 p.m. pick up your child, you should make alternate arrangements. If your child is picked up later than 5:30 p.m. you will be charged \$5.00 for every 15 minutes late and that will be due with your next payment.

### **RELEASE OF CHILDREN**

If for any reason, your child will be picked up by someone other than a parent or guardian, please call and notify the center. The center will need to know who and what time so we can try to have your child ready.

### **PERSONAL BELONGINGS**

Cubbies will be provided for each child so that their things can be stored in their personal space. Please try to have clothing labeled as it is easy to mix things up. Also, your children can bring toys and other things from home; however, we are not responsible if it gets lost or broken. Please check your child's cubby every day at pick up for their craft and other things that need to be sent home (ex: notices).

### **EMERGENCY PROCEDURES**

Be reassured that government standards have us complete a monthly fire drill and ensure that all smoke detectors are in working order and have things on hand in case of any emergency. In case of a fire, the center will evacuate to the lower play area or parking lot and parents will be notified. Please take note that the facility will close if there is a power outage and you will have to find alternate care for your child. There will be no reduction in fees if this happens as it is out of our control.

### **ENROLLMENT**

Space at the facility is limited. Before any agreement is made, a meeting is required to ask any questions and interview each other to make sure we can meet your needs as your childcare provider and that the atmosphere here is one you want for your child and will meet everyone's expectations. Your child is the most important part of your life so you need to feel fully confident in your decision.

If you choose to bring your child, we need completed:

- A signed parent handbook
- A copy of the daycare notes
- Allergy alert page
- Medical & Outing Permission Slips
- Government forms and documents
- Postdated checks for payment

### **RATES**

Rates are \$200.00/week for full time ages 15 months to 23 months, \$165.00/week for full time ages 2 years to 4 years and \$85.00/week for ages 5 years to 12 years after school. Please note that the after-school rate will increase to \$165.00/week when they need to be at the facility all day (storm days, school breaks, parent teacher, and summer time). Part time \$3day. -school programs have separate rates and registration. Pre-school rates are \$15.00.per day. It is a 39 week program not running during Christmas break, March break, or summer break. Please see admin for detailed information.

Payment is to be made bi-weekly with E-transfer, post dated cheques or cash in advance. If payment is late, there will be a late fee added of \$5.00 for each day late including the weekend. Two weeks late will be considered excessive and your child's spot will be terminated unless payment is made in full. We need to have payment on time to keep operating. Just as your household bills have due dates, so do ours and we would ask that you show the same consideration in paying your childcare bill as your employer does paying your salary. We are unable to "hold" childcare spaces without charge as there are other families requiring childcare on our waiting list. Receipts will be provided annually.

### **NSF CHECKS**

A \$20.00 fee will be charged on NSF checks. If it happens twice, your payment will need to be made in cash or money order thereafter.

### **WRITTEN NOTICE**

Two weeks written notice is needed if you wish to terminate your child's spot. The center will also give two weeks' notice if the termination is given from us or any rule of the handbook is changed or updated.

### **VACATION**

Everybody needs a vacation, even here at your child care facility. Any vacation time taken by the staff or administration will be covered with your child having quality care. As you know, our lives get stressful and the same is true in the childcare profession, so we need a break to come back raring to go with your children. The center operates 52 weeks of the year so even when your child is absent; you are still required to pay for his or her spot. Please note that if you remove your child for any reason, there is no guarantee that the position will be available if you wish to return.

### **HOLIDAYS**

The childcare facility will be closed for the following days:

New Year's Eve closing at noon, New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, New Brunswick Day, Labor Day, Thanksgiving Day, Remembrance Day, Christmas Eve closing at noon, Christmas Day and Boxing Day. There will be no reduction in fees for these days. When a holiday falls on a weekend, it will be observed on the following Monday or previous Friday. Other closures may arise for emergencies, in which case we will try to provide as much notice as possible and have a speedy solution.

### **ILLNESS**

With having several children in our care at once, we would ask that you not bring your child if they are experiencing any illness that involves: vomiting, diarrhea, fever exceeding 100 degrees, or any other contagious outbreak. Please refer to the government regulations. If your child becomes ill while at the facility, you will be contacted and expected to pick up your child within one hour. If your child needs to have medical attention, is put on any medication, or is sent home from the facility with any of the above mentioned illnesses, you will need to keep them home for a 24 hour period to try to prevent it from spreading further. If your child is ill, there is no reduction in fee, as it would be near impossible to fill a spot every time a child went home sick for a day or two. Again, if there are any concerns regarding this issue, the staff is instructed to follow the government regulations. The same rules are practiced with staff.

For Guidelines for the prevention and control of communicable diseases in early learning childcare facilities

please refer to the link below or search on the parent portal.

[https://www.nbed.nb.ca/ParentPortal/Content/Covid-19/Guidelines%20for%20the%20Prevention%20and%20Control%20of%20Communicable%20Diseases%20in%20Early%20Learning%20and%20Childcare%20\(ELC\)%20Facilities.pdf](https://www.nbed.nb.ca/ParentPortal/Content/Covid-19/Guidelines%20for%20the%20Prevention%20and%20Control%20of%20Communicable%20Diseases%20in%20Early%20Learning%20and%20Childcare%20(ELC)%20Facilities.pdf)

## **INJURY**

Please try to remember to notify us if your child obtains any noticeable injury while at home so we know it did not happen at daycare. According to government regulations, we must notify you if your child obtains any injury here. We all know that accidents happen and we will do our best to protect them at all cost but sometimes they still occur. If the injury is severe, forms must be filled out in advance allowing us to administer emergency care or call for needed help.

## **ABUSE AND NEGLECT**

Child abuse and neglect are something that is taken very seriously at the center. If child abuse or neglect is suspected, it will be reported immediately to the proper authorities. And actions will be taken.

## **NUTRITION**

The center will not be providing lunches. You are required to provide a healthy lunch from home daily (include ice packs if needed). Healthy snacks must also be provided from home daily. The center again, follows strict government guidelines when it comes to healthy eating and would ask that you try to give your child healthy choices for lunches and snacks. An allergy alert form will be posted at the center. There will be space provided if you chose to send snacks on a weekly basis for example: box of granola bars, canned fruit, anything that is non-perishable.

## **BIRTHDAYS**

We will celebrate birthdays once a month and have a cake and party for any child whose birthday fell in that month. As you can imagine, some weeks we could have a birthday every other day. If you wish to make birthday arrangements for your child, please call ahead to arrange.

## **DRESS**

Remember your child is primarily here to play so keep them comfy. We're not here for a beauty pageant! Also send at least one spare outfit in case we get dirty. Notices will go home for other clothing to be brought (rubber boots, snow suit time, mittens, etc.).

## **TRANSPORTATION**

We do go on outings throughout the year. We will be looking for parent volunteers who have the proper insurance to cover driving with other children in their vehicle, to drive to some of these outings. If you do not wish for your child to go on the outings, you will need to find alternate care. Notice will be given when outings are going to occur and it doesn't usually exceed \$5.00. Please send your child's money in a clearly labeled baggie so we can keep things organized. If parents and staff do not have the appropriate insurance each parent will be responsible for transporting their own child (we will require a copy of the insurance policy if you are transporting).

## **CHILD GUIDANCE**

The staff at Katie Bee's will all handle child guidance in the same manor. We always try to problem solve in the most positive and respectful way, without making the children feel disrespected. We try to be on top of the situation so that we do not have to use time outs. All guidance that is unable to be redirected is handled by using time out. Time out will be given after two verbal warnings. We will show respect to the children and in turn expect them to respect each other. If a child's actions are posing a threat to another child or staff member, a meeting will be held with the parents involved to try to come to a resolution. If none can be made or the behavior continues, the child's spot will be terminated with two weeks' notice. If the child is causing harm to

other children or staff, termination will be immediate. Here at the facility, we like to call it a “hands off, feet off” policy and if you could help with this at home, it would be appreciated.

### **MEDICATION**

We are only allowed legally to administer medication if it remains in the original container and is clearly labeled with the child’s name, amount of dosage and date of prescription. Other medications, such as pain reliever or cough syrup, will only be given with parental consent and also must be in the original container.

### **OPEN DOOR POLICY**

The center offers an “open door” policy and parents are encouraged to come and visit the facility whenever you feel it is necessary. I would only ask that you respect our nap/quiet time which is generally from 12:30p.m.2:30p.m. If you need to pick up early, let us know so arrangements can be made without disrupting all the children.

### **PARENT GRIEVANCES AND SUGGESTIONS**

Here at the center, our staff will gladly listen to any advice or suggestions you may have that would improve our facility. Please feel free to speak to us at any time concerning the facility, your child, or any other concern you may have. We would only ask that our discussions be held at a more convenient time than pick up and drop off as this time can be very busy.

The center provides a smoke free environment. Smoking is prohibited on our property. Employees and parents are asked not to smoke on the daycare property.

### **ITEMS FROM HOME**

Most items will be supplied by the center; however you will need to supply the following items from home:

- Diapers
- Wipes
- Creams, lotions, bug spray, sunscreen and medications
- Indoor shoes
- Meals/snacks

Additional items may be required and notice will be given at that time.

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PLEASE SIGN AND RETURN A COPY ON YOUR CHILDS FIRST DAY OF CHILDCARE, ALONG WITH ALL DOCUMENTS AND PAYMENS.

I \_\_\_\_\_ HAVE READ AND FULLY UNDERSTAND THE PARENT HANDBOOK AND BY SIGNING THIS FORM, AM AGREEING TO ABIDE BY THE TERMS AND CONDITIONS WRITTEN PREVIOUSLY.

DATE \_\_\_\_\_

PLEASE CIRCLE THE APPROPRIATE CARE REQUIRED

Katie Bee's Children's Center (200 Crocks point road location)

**FULL TIME SPOT @ \$200.00/WEEK (15 months to 24 months)**

**FULL TIME SPOT @ \$165.00/WEEK (2-4 yrs.)**

**Katie Bee's Children's Center 11 (18 route 616 location)**

**AFTER SCHOOL CARE @ \$85.00/WEEK (5-12yrs.) \$165.00/WEEK full day**

**MORNING PRESCHOOL @ \$15.00/DAY (3&4 yrs.)**

**SUMMER CAMPS @ \$165.00/WEEK**

Thank you for choosing Katie Bee's Children's Center for your childcare needs.