



# 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/ Emergency Cell (506) 476-2459

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## 1.0 Introduction

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

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

Program highlights include the following:

- Early learning goals based on contemporary research and theory.
- Advanced learning programs (e.g., computer literacy).
- Lunches.
- Extended hours (i.e., 7:00 to 7:30 A.M.).
- Outings.
- A diverse range of equipment and activities.
- Transportation services.
- A newly renovated outdoor play area.

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

## 2.0 Philosophy

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

- **Individuality:** Each child is an individual with their own style of learning and growing, their own unique patterns or approaches to situations, and their own innate capacities. Every child needs opportunities adapted to their individual needs with respect for individuality.
- **Holistic Development:** All aspects of growth are interrelated: physical, social, intellectual, creative, and emotional. As such, in planning a program we consider the child as a whole, not just one aspect of his/her development.

- **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:** All individuals are treated equally regardless of race, national or ethnic origin, religion, gender, sexual orientation, age, language, mental or physical disability, or social and economic status. All individuals, including those with additional needs, are welcome, supported, valued, and provided with the opportunity to participate in every activity, routine, and learning experience (For more information on the inclusion of individuals with additional 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

Little Geniuses Day Care Centre Inc. is a corporation run by its Owner, Sara Thornton. In 2002, Sara graduated from the New Brunswick Community College, Fredericton, NB, with the highest academic standing in Human Services. From here, she went on to work as a youth counsellor for both Fredericton Residential Youth Services, Fredericton, NB, and Youth in Transition, Marysville, NB. After giving birth to her daughter in 2003, Sara relocated to Durham Bridge, NB, where she owned and operated Little Geniuses Community Day Care Home (2004-2007), licensed by Family and Community Services. While her small day care was exceptionally successful, Sara closed the operation to further pursue her education at the University of New Brunswick (UNB). While at UNB, Sara maintained a 4.1 GPA and won numerous awards including the prestigious President's Sir Howard Douglas Scholar Award for academic excellence and active participation in extracurricular activities. In 2010, Sara graduated from UNB with a Bachelor of Arts, Psychology (First Class Honours). Her Thesis (2010), on "Parent-Child Sexual Health Communication," won The Canadian Psychology Association Certificate of Academic Excellence. In 2010, Sara was accepted to UNB's PhD Program in Clinical Psychology and awarded the Joseph-Armand Bombardier Canada Graduate Scholarship by the Social Sciences and Humanities Research Council of Canada. Despite this achievement, in 2011 she decided to return to her primary passion: early childhood learning. Currently, Sara has completed the New Brunswick Early Learning and Child Care Curriculum Framework training and continues to attend professional development workshops. 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.

## 4.2 The Director

Little Geniuses Day Care Centre Inc. is proud to have Melissa McCallum as our Director! As a highly qualified Early Childhood Educator, Melissa is responsible for planning and overseeing all the Early Childhood Education Programs 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. Currently, Melissa has completed the New Brunswick Early Learning and Child Care Curriculum Framework training and continues to attend professional development workshops. 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. In 2018, Melissa was interviewed by CTV News for a report on technology and physical literacy in the early years.

## 4.3 Staff

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

## 5.0 Registration and Admission

### 5.1 Enrolment Procedure

Admission to Little Geniuses Day Care Centre Inc. is on a first come, first serve basis. Although priority is given to siblings of children already attending our Centre, we cannot guarantee a space.

Little Geniuses Day Care Centre Inc. offers both full and part-time childcare services. However, we only offer a limited number of part-time spaces. In the event a full-time space is open, it will be made available for part-time attendance on a *temporary* basis until it can be filled full-time. Parent(s)/guardian(s) who have their children enrolled on a part-time temporary basis will be given the option of enrolling their child full-time *before* being issued a 4 week written notice of termination of services.

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

## 5.2 Registration

Little Geniuses Day Care Centre Inc. requires a *one-time, non-refundable* registration fee of \$50.00. In addition, we require a *deposit of 2 weeks payment* that will be applied to your first 2 weeks of enrolment at our Centre. The 2 weeks payment will only be refunded with a 4 week written notice of the withdrawal of your child. Both fees are due at the *time of acceptance*. Enrolment will only be guaranteed once these fees are paid.

At the time of acceptance, you will be asked to read the **Parent/Guardian Handbook** as well as fill out the following forms:

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

Once all fees and forms are submitted, parent(s)/guardian(s), and their child, are strongly encouraged to visit with us at least once before starting, to aid with the transition. While this can be done at anytime, we do ask that parent(s)/guardian(s) notify us a few days prior to their visit. Regardless, all children will have the opportunity to experience transition days, before starting in a new classroom.

### 5.3 Fees

<b>Registration Fee</b>	<b>Per Child</b>		
	\$50.00		
<b>Age Group</b>	<b>Weekly</b>	<b>Daily</b>	<b>Morning</b>
Infant Room	\$200.00	\$40.00	
Junior Room	\$165.00	\$33.00	
Senior Room	\$160.00	\$32.00	
Preschool Room	\$155.00	\$31.00	\$16.00
After-School Room (w/ <b>Free Pick-Up</b> )	\$80.00	\$16.00	
School Closure Day: After-School Room		\$13.00 ( <b>Extra</b> )	
Summer Camp: 5 to 12 years	\$145.00	\$29.00	
<b>Additional Services</b>	<b>Weekly</b>	<b>Daily</b>	
Extended Hours (i.e., 7:00 to 7:30 A.M.)		\$5.00	
Morning Drop-Off School Transportation Services		\$5.00	
Lunches	\$10.00	\$2.00	
After-School Bagged Lunch Program		\$5.00	

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



## 5.4 Fee Payment Schedule

All fees are to be paid *bi-weekly* with post-dated cheques, cash, or Interact e-Transfers on/before the Friday previous to the weeks of care offered during office hours (For more information, please see the **Fee Payment Schedule Calendar**). Alternate payment arrangements may be discussed in advance with the Director. If payment is late, there will be a *late fee added of \$10.00 for each day late*. However, to avoid late fees, we offer Interact e-Transfer Requests. For parent(s)/guardian(s) who would prefer this option, please send an email to [sara@littlegeniusesdaycare.com](mailto:sara@littlegeniusesdaycare.com) with the email address and cell number you would prefer the request be sent to. Important to note, is that the funds are only withdrawn once you accept the request. Therefore, if the request is not accepted by the payment due date and time, it will be cancelled, and late charges will start to incur. If fees go unpaid for 2 weeks without special permission from the Director, you will be issued a written notice of termination of services.

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

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

For lunches at our Royal Parkway location, we ask that parent(s)/guardian(s) include this fee with their bi-weekly payments. For the After-School Bagged Lunch Program at our Royal Parkway and Main Street locations, we ask that parent(s)/guardian(s) include this fee with their order form.

For extended hours services (i.e., \$5.00/day), morning drop-off school transportation services (i.e., \$5.00/day), and school closure days for after-school aged children (i.e., \$13.00/day), parent(s)/guardian(s) will be issued an invoice at the end of the month. Parent(s)/guardian(s) are to pay this fee to the Director, no later than 1 week after the invoice date.

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

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

### **General Information**

1-866-444-8838

Fax : (506) 444-5158

Email : [sd-ds@gnb.ca](mailto:sd-ds@gnb.ca)

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

For all inquiries about *The Designated Centre – Parent Subsidy Program* please visit: [https://www2.gnb.ca/content/gnb/en/corporate/promo/improved\\_early\\_learning\\_and\\_child\\_care/dcs\\_info.html](https://www2.gnb.ca/content/gnb/en/corporate/promo/improved_early_learning_and_child_care/dcs_info.html)

**\*Please note:** Tax Receipts will be provided annually.

## 5.5 Fees and Attendance

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

For the After-School Program and school closure days, if you do not require childcare (i.e., \$13.00 extra/day), 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 fee (i.e., \$16.00/day for school closure days and \$80.00/week for Christmas Break, March Break, and Summer Camps) to continue maintaining your child's spot. In addition, if you do not require childcare on unexpected storm days, and notify us by 9:00 a.m., you will not be invoiced the additional \$13.00/day. If you do require childcare, or do not provide adequate notice as defined above, you will be issued an invoice at the end of the month. Parent(s)/guardian(s) are to pay this fee, no later than 1 week after receiving the invoice.

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

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

## 5.6 Discharge Procedure

We require that parent(s)/guardian(s) give us 4 weeks written notice when removing their child from our Centre. This allows us time to fill the opening. If your child is discharged for any reason, we will provide you with a written notice of termination of services.

## 5.7 Confidentiality

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

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

**\*Please note:** All records are made available to authorized Departmental staff, upon their request. In addition, as in the case where abuse or neglect is suspected, we are ethically and lawfully obligated to report such matters to the Department of Social Development. The reporting requirements are set out in the **Child Victims of Abuse and Neglect Protocols of the Government of New Brunswick**.

## 6.0 Operations

### 6.1 Hours of Operation

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

### 6.2 Drop Off and Pick Up

Parent(s)/guardian(s) are to drop off their children *no earlier* than 7:30 A.M., and pick them up *no later* than 5:30 P.M (*11:30 A.M. for the Morning Preschool Program*), unless they have pre-booked our extended hours services (i.e., 7:00 to 7:30 A.M.) *1 day* in advance. However, in accordance with the Fire Prevention Act, only 12 children are permitted to attend extended hours. Thus, spacing is limited.

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

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

For the After-School Programs, if your child will not be attending and/or requiring transportation services, please notify us at least *one hour before dismissal time* via [sara@littlegeniusesdaycare.com](mailto:sara@littlegeniusesdaycare.com). To reduce confusion, please do not notify us any other way

than by email. In all cases of emergency, please use the cellular number: (506) 476-2459. Parent(s)/guardian(s) who do not notify us, will be issued a \$5.00 *failure to notify fee*. Given that we cannot leave a location without all children being accounted for, lack of notification results in late pick-ups at other schools and puts us in violation of their policies.

If for any reason, your child will be picked up by someone other than the individuals we 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.

In the event of parental separation and/or where visitation restrictions are in place, the custodial parent/guardian must notify the Owner or Director of the custody and access arrangements. In addition, the custodial parent/guardian must provide a copy of the custody agreement or court orders (if applicable), as well as fill out a **Denial of Access** form. In all cases, the child will only be released with the consent of the custodial parent/guardian and in compliance with all legal custody arrangements.

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

### 6.3 Statutory and Other Holidays

Little Geniuses Day Care Centre Inc. will be closed on the following holidays: New Year's Eve closing at noon, New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, New Brunswick Day, Labor Day, Thanksgiving Day, Remembrance Day, Christmas Eve closing at noon, Christmas Day and Boxing Day.

**\*Please note:** When a holiday falls on a weekend it will be observed on the following Monday.

### 6.4 Storm Days and Other School Closure Days

Little Geniuses Day Care Centre Inc. will remain open on storm and other school closure days. The only times the Centre. will close, is when an unexpected incident occurs (e.g., fire, flood); a severe storm; an exclusion periods due to illness; or, a government mandated closure. In addition, we will close if we experience extended hours of power loss (i.e., 2 or more hours). However, if we lose power from 3:00 P.M. on, your child will be permitted to finish out the day with us (i.e., 5:30 P.M.). In all cases of delayed openings or closure, you will either receive a call notifying you that we will be closing, or it will be announced on our website under "Parent Memos."

## 7.0 Health and Safety

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

## 7.1 Health

### 7.1.1 Child Illness and Outbreak Response

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

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

- Fever – temperature taken from the ear (38.3°C/100.4°F or greater), mouth (37.5°C/99.5°F or greater) or armpit (37.3°C/99.1°F or greater) accompanied by other symptoms such as fatigue.
- Diarrhea as defined by an increase in frequency of stools and/or change to unformed loose, watery stool. Fever, loss of appetite, nausea, vomiting, abdominal cramps, mucus or blood in stool may also occur. Diarrhea may indicate a bacterial or viral illness that is easily passed from one child to another.
- Vomiting (in excess of typical infant spit-ups).
- Mouth sores associated with an inability of the child to control his/her saliva.
- Rashes, severe itching and/or unusual skin color.
- Infections (e.g. infected eyes with discharge).
- Infestations (e.g. scabies, head lice, pinworm).

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

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

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

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

exclusion guidelines and complete the **Return After Exclusion Form** for your child to be re-admitted to our Centre.

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

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

### 7.1.2 Medication

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

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

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

### 7.1.3 Child Health Records

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

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

## 7.2 Incidents

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

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

## 7.3 Emergency Evacuation Plan

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

## 7.4 Lockdown Procedure

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

## 7.5 Non-Smoking Policy

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

## 8.0 Program

### 8.1 Programming

#### 8.1.1 Program Plans

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

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

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

**\*Please Note:** For more information on the New Brunswick’s Early Learning and Child Care Curriculum, please visit

<http://www2.gnb.ca/content/gnb/en/departments/education/elcc/content/curriculum.html>

#### 8.1.2 Program Scheduling

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

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



### 8.1.3 Daily Program Schedule Sample–Junior, Senior, and Preschool Room

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

### 8.1.4 Daily Program Schedule – Morning Preschool Program (September to June)

<b>Time</b>	<b>Activity</b>
7:30 – 8:00 A.M.	Arrival
8:00 – 9:00 A.M.	Free Exploration/Computer Literacy
9:00 – 9:30 A.M.	Snack
9:30 – 10:00 A.M.	Circle (Story; Music; Poem; Discussion)
10:00 – 10:45 A.M.	Primary Projects and Alternatives
10:45 – 11:30 A.M.	Physical Education/Outdoor Play
11:30 A.M.	Pick Up

**\*Please Note:** Little Geniuses Day Care Centre Inc. offers a computer literacy program for children in both of our Preschool Programs. The goal of this program is for children to develop lifelong skills, such as the use of computer software; learn computer concepts; and, increase self-confidence using technology.

8.1.5 Daily Program Schedule Sample – After-School Program  
(September to June)

Time	Activity
<b>Wednesday</b>	
11:30- 12:30 P.M.	Arrival/Lunch
12:30 – 2:15 P.M.	Activity Centers
<b>Monday - Friday</b>	
2:15 – 3:15 P.M.	Arrival (K-2)/ Free Exploration
3:15 – 3:45 P.M.	Arrival (3-5)/Snack
3:45 – 4:30 P.M.	Primary Activity and Alternatives
4:30 – 5:30 P.M.	Physical Education/Outdoor Play

8.1.6 Daily Program Schedule Sample– School’s Out Summer Day  
Care Program (June to August)

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

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

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

### 8.1.7 Little Leaders Program

Little Leaders is a project-based program that is designed for children in grades 5 and 6, who are seeking to challenge themselves, and to enhance their childcare experience. The goal of this program is to prepare children for leaving after-school care, and to foster independence, confidence, goal setting, decision making, and leadership skills. To enroll in the Little Leaders Program, students must express an interest to the Owner and/or Director, and parent(s)/guardian(s) must sign both the **Consent for Increased Independence for School-Aged Children** and the **Consent for Little Leaders Program for School-Aged Children in Grades 5 and 6** forms. Once enrolled, students will be issued a free Little Leaders shirt, and will be required to participate in an orientation session as well as monthly meetings with the Owner and/or Director and/or Assistant Director. During the duration of the program, students will have the opportunity to assist Educators in various classroom activities, including student lead learning, outings, games, and projects. At the end of the Little Leaders Program, students will be issued a Certificate of Completion. This is a great opportunity for students to gain a variety of experiences working with children ages 6 months to 5 years, and to potentially obtain a reference! Important to note, is that at no time will Little Leaders be left alone with children, or be able to perform many of the duties of our trained Educators (e.g., changing diapers, First Aid, etc.). As this is a consensual program, and still deemed as after-school childcare, students can participate in their regularly scheduled After-School Program at any time. There are no reductions in fees; however, all costs related to activities associated with this program will be covered by Little Geniuses Day Care Centre Inc.

### 8.1.8 Weekly Program Schedule

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

**\*Please note:** Each month we will rotate classroom equipment to give the children a greater variety of materials to explore and play with.

## 8.2 Celebrations

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

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

## 8.3 Rest Period

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

## 8.4 Nutrition

At Little Geniuses Day Care Centre Inc., all lunches will be prepared in accordance with Canada's Food Guide (For more information, please visit: <https://food-guide.canada.ca/en/>). All menus will be prepared 4 weeks in advance. Menus at our Royal Parkway location will be posted at the beginning of each month in the main foyer and on our website. For both our Royal Parkway and Main Street After-School Programs, a catered bagged lunch service (which includes snacks and a beverage) is offered on all *pre-planned* school closure days (e.g., Wednesdays, PD Days, Christmas and March Break, Summer Camps, etc.) for an additional fee of *\$5.00/day*. If your child is participating in the bagged lunch program, we ask that you fill out a monthly order form and submit it with your payment.

We will encourage all children to try to eat what is being served, unless restricted by allergies, special diets, or specific directions from parent(s)/guardian(s). However, children will never be forced to eat, and will decide when they are finished eating. If you do not purchase lunches, or if your child will not eat what is being served, you are responsible for sending alternate lunches. In addition, for children attending less than 3 hours, parent(s)/guardian(s) are responsible for sending 1 snack. For children attending at least 6 hours, parent(s)/guardian(s) are responsible for sending 2 snacks. If a child is attending during extended hours, parent(s)/guardian(s) are responsible for sending an additional snack or meal (e.g., breakfast), if required. In all cases where parent(s)/guardian(s) send food, we ask that it be healthy; that it requires no further preparation (e.g., thermoses are used for hot foods) or refrigeration (i.e., ice packs are used for cold foods); and, that you label it with your child's name.

## Infants

Parent(s)/guardian(s) are expected to provide all lunches (except if purchased), snacks, 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 labelled with your child's name. In addition, we would ask that parent(s)/guardian(s) provide an **Infant Feeding Plan** with written instructions regarding amount, type, and feeding schedule. All infants will be fed on demand.

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

## 8.5 Personal Belongings

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

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

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). 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.

Finally, each child has their own portfolio, which will include artwork, stories, souvenirs from outings, documentation from Educators, etc. While parent(s)/guardian(s) are welcome to access their child's portfolio at any time, portfolios will be given out at the end of each year before their child transitions to a new class.

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

## 8.6 Activities Off Premises

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

**\*Please Note:** Parent(s)/guardian(s) are always welcome to participate in outings by volunteering their time.

## 8.7 Transportation

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

For all children in our Centre participating in outings, transportation services will be provided by Little Geniuses Day Care Centre Inc., and advance notice will be provided.

When transportation services are provided, children will be transported properly in safety belts, and the number of passengers will not exceed the vehicle manufacturer's recommendations (i.e., 24 passengers). Only insured and licensed vehicles/drivers will be used to transport children. A first aid kit, cellular phone, fire extinguisher, and list of emergency contacts for all children will be in the vehicle during transportation.

## 8.8 Child Guidance Practices

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

In the event that a child is physically aggressive toward another child or employee, the child will be immediately removed from the situation until it is determined that he/she 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, parent(s)/guardian(s) may be issued a written notice of termination of services.

## 8.9 Parent/Guardian Access and Involvement

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

In addition, parent(s)/guardian(s) are welcome to participate by volunteering their time as well as by offering their input and suggestions. Parent(s)/guardian(s) can offer their input anonymously in the "suggestion box" in our main foyer, or can discuss their suggestions with their child's Educator, the Assistant Director, the Director, or the Owner, during office hours (i.e., 7:30 A.M. to 5:30 P.M) by telephone (453-7759), by email at [sara@littlegeniusesdaycare.com](mailto:sara@littlegeniusesdaycare.com), and/or in person.

Further, Little Geniuses Day Care Centre Inc. has a **Parent/Guardian Advisory Board**. The goal of the board is to encourage parent/guardian's engagement in their children's learning and development. It will also help build relationships between parent(s)/guardian(s) and Educators, which will support a quality environment as well as create positive learning experiences for all children attending the centre. For parent(s)/guardian(s) who are interested in joining the board, they are to contact the Owner or Director. While the main decisions regarding the daily operations will be made by the management team, the board will meet on occasion with the Owner, Director, and/or Assistant Director to offer input and suggestions on policies and procedures (e.g., developing annual quality improvement plans), as well as aid in planning group Centre activities.

**\*Please Note:** The Little Geniuses Day Care Centre team is responsible for keeping parent(s)/guardian(s) well informed of outings, special events, policy/procedure changes, closure days, etc. Such information will be shared in the following ways: in person; by telephone; by slideshow in the main foyer; by documentation (outside of the classroom and main bulletin board); by email; and/or on our website: [www.littlegeniusesdaycare.com](http://www.littlegeniusesdaycare.com). While there are multiple aspects on our website for you to review (e.g., Parent Handbook, Menu, Weekly Programming, Calendar, Photo Gallery, etc.), please check the "Parent Memos" section weekly for important information.

## 8.10 Parent/Guardian Grievance Procedure

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

1. When a parent/guardian has a grievance, he/she should discuss this with their child's Educator to seek resolution.
2. If the problem cannot be resolved with your child's Educator, then you may present the grievance to the Assistant Director.
3. If the problem still exists, you may bring the issue to the attention of the Director.
4. A meeting will then be set up with the parent(s)/guardian(s), the child's Educator, the Assistant Director, and Director.
5. If the problem still exists, you may wish to contact the Owner and/or an **Early Learning and Childcare Licensing Staff** at the Department of Education and Early Childhood Development.

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

## 8.11 Donations

Given that we are frequently updating or replacing materials and equipment, we welcome all donations.!



## 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, all families are able to enroll in any of our programs in order to select an option that meets their needs.

Our classrooms have been purposefully designed so that all children can have access to the equipment and materials within them. All children are encouraged to participate in any classroom activities and routines that are taking place. Such activities may be modified to meet children at whatever developmental level they are at.

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.

The following principles underlie our inclusion policy:

1. **Zero Reject-** Every child is welcome, regardless of their level or type of disability.
2. **Natural Proportions-** The proportion of children with disabilities accepted into the Centre is approximately that which occurs in the surrounding community.
3. **Same Range of Program Options-** All children and parent(s)/guardian(s) have the same enrollment options with regard to days and hours of attendance.
4. **Full Participation-** All activities and routines are modified and adapted to include all children.
5. **Parent/Guardian Participation-** All parent(s)/guardian(s) are encouraged to participate in the care and development of their child.
6. **Advocacy-** Employees and parent(s)/guardian(s) promote inclusive and accessible childcare within the Centre as well as advocate on behalf of individual children and their families so that funding for necessary supports will be provided.

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

## Appendix B

### Little Geniuses Day Care Centre Inc. – Parent/Guardian Contract Form

Little Geniuses Day Care Centre Inc. agrees to:

- Reserve a space for (child's name) \_\_\_\_\_

Parent/Guardian:

I (parent/guardian) \_\_\_\_\_

- Hereby acknowledge that I have read and understand the **Little Geniuses Day Care Centre Inc. Parent/Guardian Handbook**.
- Agree to all written statement of services within the Parent/Guardian Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Administrator Signature

\_\_\_\_\_  
Date