



BUILDING BLOCKS CHILDCARE CENTRES

LOVE | LAUGHTER | FRIENDSHIP | FAMILY

Parent Handbook

Created: January 2012; Amended April 2013; April 2014, September 2014;
March 2015; March 2016; December 2016; January 2018; June 2018; August 2018;
July 2019; October 2019; November 2019; August 2021; February 2023;
August 2023

Welcome to Building Blocks Childcare Centres

Building Blocks Childcare Centres is a family oriented early learning experience for children ages 12 months to 6 years old or before child enters grade 1. We pride ourselves on providing a safe, nurturing and accepting environment in which children are encouraged to develop social, emotional, physical, creative and intellectual skills through play and other structured activities. We are respectful of individual differences in all children and therefore strive to be flexible within a defined framework. We welcome all families equally.

Mission Statement

Building Blocks Childcare Centres mission statement is "Educating Through Love, Laughter, Friendship and Family." We exude and amplify this throughout our daily activities and interactions.

Philosophy

Building Blocks Childcare Centers encourages children to develop an "awareness of the world around me." This is the daycare's yearly theme and is tied together with the monthly themes and activities of the program. We believe that in order to provide a successful daycare program, children are recognized as unique individuals who have the right to develop creatively, intellectually, emotionally, spiritually, socially and physically to his or her own potential. Building Blocks Childcare Centers encourages the development by providing a playful, nurturing and safe environment.

At Building Blocks Childcare Centers we offer structured, unstructured and routine activities. We recognize that play is the work of children and is a requirement to a child's well being. Play stimulates a child to learn and is vital for his or her growth and development.

Building Blocks Childcare Centers provides each child with individual experiences in the following:

- Learning to relate to and respect other children and adults (negotiating, problem solving and co-operating)
- Exploring curiosity and understanding their own world.
- Introducing and encouraging creative skills
- Developing a feeling for positive self-image and confidence.
- Stimulating intellectual development.
- Interacting with other children in group situations
- Learning the concept of self discipline
- Functioning independently
- Promoting fine and gross motor skills
- Developing listening and language skills in various structured and unstructured activities.
- Initiating selecting and organizing their own play in unstructured activities

Inclusion and Valuing Diversity Policy

We will ensure that our service is fully inclusive in meeting the needs of all children. We encourage children to discuss and share different aspects of culture, race, religion, abilities, life style and background. We aim to make inclusion a thread that runs through all of the activities of the setting. We welcome the diversity of family lifestyles and work with all families. We encourage children to contribute stories of their everyday life to the setting. Staff is responsive to children's abilities and needs for assistance.

Enrollment Policy

Building Blocks Childcare Centers is designed for children ages 12 months - 6 years of age or before child enters grade 1. We require the following to be completed before your child enters the center:

Completed and signed registration package including all forms

\$25.00 (non-refundable) registration fee

Monthly fees

Proof of subsidy from the subsidy office if you qualify for funding from the government. This can be a screen shot emailed to us of the confirmation and amount or a copy of a letter from the subsidy office.

Licensing

Building Blocks Childcare Centers operates in compliance with:

All applicable Building, Health and Fire Regulations

The Early Learning and Childcare Act and Regulations which includes building policies and procedures based on the Principles and Matters to be Considered

These include the Principles of:

1. The safety, security, well-being and development of the child is supported and preserved.
2. The flexibility in child care supports choice and accessibility for families.
3. The engagement of parents, guardians and community members in the provision of child care supports the child's optimal development.

The Matters to be Considered include:

1. Children should be encouraged in having care and play experiences that support their development and learning.
2. The child is protected from all forms of physical punishment, physical and verbal abuse and emotional deprivation.
3. The diversity in the background and circumstances of children in the program and their families, including those who may be experiencing social or economic vulnerability.
4. The abilities of the children in the program are to be respected and valued.
5. The child's familial and Indigenous or other cultural, social, linguistic, and spiritual heritage are central to the child's well-being and development.
6. The care of the child must be appropriate to the child's mental, emotional, spiritual and physical needs and stage of development.
7. Involvement and engagement of parents and guardians supports accountability of child care program providers, monitoring of child care programs and maintenance of good quality child care programs.

Operational Days

Monday to Friday 9:00am – 2:00pm (Ross Glen)

Monday to Friday 9:00am – 2:00pm (Southlands)

Monday to Friday 7:30am – 5:30 pm (Southview Daycare)

Monday to Friday 7:30am – 5:30pm (Crescent Heights)

We operate year round, however we break the year up into the following:

September to June - Programmed and planned based on more learning time, with themes, letter, number, and color activities.

July- August - We base our programming on "Fun in the Sun" which is geared more towards being outside, and taking walks to local parks in our area. We still have a learning time programmed into the day, but it is not as academically intense as the Fall program.

Building Blocks Childcare Centers will be closed approximately two weeks for Christmas Break depending on where the holiday falls on the calendar.

Statutory Holidays

We will be closed for the following:

New Years Day and rest of Christmas Break
Family Day
Reading week for Ross Glen and Southlands
Two PD days in March
Good Friday
Easter Monday
Easter Break for Ross Glen and Southlands
Victoria Day and the Friday before
2 PD days in June
Canada Day
Civic Holiday
Last week in August
Labor Day
National Day of Truth and Reconciliation
Thanksgiving Day and the Friday before
Remembrance Day
Mental Health Awareness Day
Christmas Break (approximately 14 days)

We will also be partaking in a couple of workshops throughout the year as a group. All centres will be closed for these however the times will be announced ahead of time. Please refer to our School Closure Dates available on our website.

Fees Payment Policy

Building Blocks Childcare Centers offers full time preschool and full time daycare spots. Your fees are based on a monthly calendar basis (1 – 31). We do not pro-rate fees for parents wanting to start after the first of the month. For example, a child may start in the middle of the month however the parent will be assessed the fees based on what subsidy will not cover up to the full fee amount. The expectation then is that the parent will make another payment on the first business day of the month and resume into the normal fee rotation.

For fee prices, please refer to our website.

Sorry, there is no discount offered for more than one child enrolled.

There is also a \$25.00 (non refundable) registration fee to be paid once a year.

Parent fees are due on or before the first business day of every month. If any fees are not paid by the first business day of the month, a late fee of \$40 per child will be applied to total monthly fees. This needs to be paid by the third business of every month. If fees are not paid by this time, the child will not be allowed in daycare until all of the fees, including the late fee is cleared up. Should parents have any questions or concerns in regards to fees, please feel free to speak to Andrea.

Fees remain the same regardless of daycare closures, absences or illness.

Drop Off Time: The centers will not open before the scheduled time and the fees you pay ensures your child has a space however we ask that you please have your child here no later than 10am. If you are going to be later than 10am please phone the school prior to so we know your child is coming. If we do not receive a phone call by 10am we may not have room for your child as we let staff go home early based on how many children are at school at 10am. The latest you can drop your child for full time daycare is 11:00am. Full time preschool parents (9:00am – 2:00pm) do not need to call however the latest you can drop your child off is 9:30am.

Late pick up Fees

At Building Blocks Childcare Centers we understand that sometimes situations arise that are out of our control which do not allow you to pick up your child on time. Please note however, that it is very important to your child and to us that children are picked up on time, when programming ends. Your child may become anxious and upset thinking that someone forgot him/her. Also, it is government policy that we don't have children in care past our closing time. Therefore, there will be a \$1.00/minute/child charge on every minute passed after closing. I hope you can understand our situation and position in this matter and appreciate your cooperation very much. If you know a head of time that you will be a little late please let us know. These fees need to be cleared up the next time your child comes to daycare.

Child Left After Hours:

Any child that is left at the center after closing, the staff will start calling all phone numbers that we have on the registration form starting with Mom, Dad, Emergency Contact and then any other phone numbers. Staff are to check your child's registration form to ensure all phone numbers and contact info is being tried. If after trying to call all phone numbers and staff have no contact, staff will text the director to notify. The director will speak with staff and give further instructions such as try numbers again, checking registration forms were consulted, etc. If by 20 min after center closure, there has been no contact made, the director will return to the center and call the police and then the after hours critical incident line. Building Blocks will follow all directions given by police and social services after that.

NSF Fees

There will be a \$40 charge that will be applied for any cheques, for whatever reason, that is charged back to us. All fees need to be cleared up immediately before your child returns to daycare.

Wheelchair Accessible: Crescent Heights, Southview and Ross Glen: Building Blocks Childcare Centers is wheelchair accessible and has wheelchair accessible toilet facilities. When a child requires assistance with personal care, it will be done in a private and dignified manner. Where possible, we will adapt resources in our classrooms and will move furniture to create a positive safe environment, ensuring all areas are accessible for all children. At this time our Southlands location is not wheelchair accessible.

Curriculum Offered

Our program is based on the individual needs of the child. It is planned based on the individual needs of the kids and age groups in the room. Through play based activities, learning stories and provocations, we will focus on refining the skills they already have and develop and use newly acquired skills through exploration and discovery. These activities keep children challenged, stimulated, busy and happy. Learning occurs through playing and hands on activities. Children learn to be independent by making their own choices throughout their play experiences. We will focus on positive interactions with their peers and their teachers. In our daily planning we will incorporate a variety of activities that will allow them to use gross motor, fine motor, and cognitive skills. We will also incorporate 3 language units, letter recognition, as well as a theme, color and number for every month.

The program has employees that are certified in FLIGHT training and will be implemented as this curriculum recognizes, appreciates and values: the practice of relationships among educators, children and families. It also recognizes the unique nature of educators and allows for "in the moment curriculum decisions" along with a shared professional language. This will cause educators to pause and reflect in order to make values, principles and goals that frame practice in early learning and child care clear to ourselves and visible to others.

The program will also use child led and teacher supervised activities that promote positive mental, emotional, physical and spiritual health by focusing on the individual child's strengths and interests, asking

questions about their feelings and listen and show empathy for their feelings. This will help to develop nurturing relationships, provide a safe and positive environment and help to build children's confidence. The educators will consider the different brain/cognitive development of each child in their class which will allow for daily considerations within their daily programming. This nurtures children's dispositions to learn, provide opportunities for play and playfulness and create a sense of well-being and belonging.

Children are co-constructors within the program. This gives them the opportunities to develop thinking skills and language. This also allows for the safe exploration and experimenting with their ideas, culture, traditions and self-regulation skills. The environment and educators encourage and support the child's ability to adapt their behavior, attention, emotions and thoughts throughout the day, depending on what's going on in the classroom such as being able to follow direction ex. lining up to go outside, sitting still when appropriate. Educators support and encourage pro-social behavior with praise and words of encouragement when a child demonstrates pro-social behavior such as sharing and cooperation. The program uses learning provocations to allow the children to feel empowered and the Mighty Learners that they are. The staff are responsive to individual children by responding to and enhancing upon the provocations.

Educators engage in "serve and return" interactions. These back-and-forth exchanges are the building blocks of children's early brain development. They help children learn how to control their emotions, cope with stress, and learn skills that will serve as a foundation for later development such as awareness of peers, educators and community, empathy for peers and educators, kindness to peers and educators and the confidence to be assertive with their needs, thoughts and feelings. Educators also follow effective supervision at all times.

The program will demonstrate care, respect, honor, sharing and thoughtful listening to gain knowledge and appreciation of family, social and cultural practices and traditions. The program will seek opportunities to learn from elders and community learners as these can provide authentic and meaningful experiences that connect curriculum to living and life. These connections help to build appreciation for differences and nurture respect and social responsibilities within not only the family but the community as well.

What a typical Day will look like...Please note that this is an approximate schedule and estimate of times. Schedule will also vary depending on the age group.

Full Time Daycare (Southview)

7:30 - 8:00	Arrival of children/ free play activities set up throughout the class
8:00 - 9:00	Center time
9:00 - 9:30	Attendance and Circle time
9:30 - 10:00	Snack time and wash hands
10:00 - 10:35	Creative Experience and Pre-K
10:35 - 10:45	Transition time- sings clean up song
10:45 - 11:20	Outside time/gym time (gross motor activities)
11:20 - 11:30	Prep for lunch and wash hands
11:30 - 12:20	Lunch time- quiet reading and story when done lunch
12:20 - 12:40	Our learning circle
12:40 - 1:30	Center time
1:30 - 2:15	Science, Nature, Math and Sensory
2:15 - 2:40	Story time and wash for snack
2:40 - 3:00	Snack time and wash hands
3:00 - 3:30	Music time
3:30 - 4:15	Gym or other gross motor activity
4:15 - 5:30	Free play

Full Time Preschool

9:00 - 9:30	Arrival of children/free play activities set up throughout the class
9:30 – 10:00	Circle time
10:00 - 10:20	Snack
10:20 - 11:50	Centers, Creative Experience, Pre-K
11:50 – 12:00	Story
12:00 – 12:30	Lunch
12:30 – 1:30	Science, Nature. Math
1:30 – 2:00	Outside or Music and Movement

Center Time: During this time your child, depending on their age, may have the option to choose the center he or she wishes to participate in. For our younger children, the teacher will give more guidance as to choices for play. The centers are different from classroom to classroom to accommodate the age of the child. Toys are changed once every month to allow for a nice variety. Our centers may include but are not limited to Lego, kitchen, play dough, open ended art, dramatic play with the use of prop boxes, quiet reading center, blocks, cars, puzzles, manipulative and quiet table top toys. There is a nice variety of quiet activities as well as more active ones. This allows children ample space to explore and implement their play plan.

Creative Experience: Every day during our center and art time your child is exposed to various art experiences, which reflect your child's creativity. These experiences include but are not limited to painting, play dough, coloring, open-ended art center, as well as our sensory table and some more teacher directed experiences.

Music Time: This is a really fun part of our program in which we incorporate the use of different instruments into our monthly songs and songs which reflect multiculturalism. We will learn some songs from our 3 language units as well. We will also play games and sing songs during our transition periods throughout the day.

Story Time: Research cannot stress enough the value of reading to children every day, which is why we do just that. Different props will be used such as flannel board and puppets to incorporate more child involvement.

Gym Time: We strongly believe in the importance and value of daily physical activity. This helps develop gross motor skills, which are vital in your child's ability to play sports, utilize playground equipment, etc. We will always have gym time everyday unless the gym cannot be used due to a special event or function. Gym time will consist of activities geared for your child's age group. We will be utilizing basic gym equipment, playing counting games (great pre math skills), learning new dance moves, and sometimes just playing tag.

Outside Play: We like to play outside in all kinds of weather however we do need to be mindful of the type of protection your child needs from certain elements. During the summer months we require sunscreen, a hat and a water bottle for your child to mitigate all sun related illnesses. Please have sunscreen applied to your child in the morning and if we head outside in the afternoon, please have bring sunscreen for your child so we can reapply it in the afternoon (Crescent Heights and Southview). Should you forget your child's hat one day, we will have a hat at daycare for your child. Please provide a water bottle for your child daily as that will come outside as well as be in the classroom at all times to ensure hydration needs are being kept at all times. We will also be mindful of the temperature and either limit outside time or choose to do inside gross motor activities. We do not go outside when the temp is above 25 C or below -10C.

During winter months, it is very important to provide mitts, toque, ski pants, boots and a warm jacket. Building Blocks does not provide any of these items so please be sure to send your child to school with them. We will not take children outside if they do not have this protective gear.

Fine Motor and Seat Work: During this block of time your child will participate in activities geared towards working their fine motor muscles. This can be anything but not limited to scissoring, stacking, sorting, manipulating small objects, painting, coloring and printing. The following is done with your child based on age:

Our children under 3 will be doing activities which will all be adult guided and in the form of fun games for the children.

Our 3 year olds will participate in 5 worksheets per week that will be sent home with them in their backpacks. These worksheets will allow them to learn how to hold a pencil and give them the basic skills they will need to be able to learn to print.

Our 4 year olds, Pre-K Program, will receive 5 worksheets per week and will be based on the letter of the week and number of the month. The other one will be a cutting exercise. All sheets will be placed in a duo tang and sent home daily. We ask that this book comes with your child everyday to school so we know where he or she is needing some extra practice on certain skills. This is really great practice for following directions and being able to sit and focus on seat work as this will be expected in Kindergarten.

Our children in the Kindergarten Enhancement Program will be doing worksheets more geared towards printing basic words and numbers. Children in this program are typically going into kindergarten the following fall, or are already in Kindergarten. This helps to grow upon what they are learning in Kindergarten and maintaining exposure to an academically structured day while not in school.

Circle Time: This is the time when we will sing our welcome song, learn about the shape, number, color and theme of the month, the letter of the week, weather as well as calendar time (days of the week; how many and what are they, month, date, year, yesterday, today and tomorrow). It is also at this time the children will be taught our new words in the foreign language unit we are working on.

With the letter of the week, we combine Animated Literacy and a visual phonics program, "See the Sound". This combination allows for all types of learners as we really don't know yet whether your child will be an auditory, visual or kinesthetic learner. This really helps with phonemic awareness and gives more cues for your child to correlate the sound of the letter with the shape of the letter.

For our color of the month we have a color board that we ask children to bring something from home that we can either staple or pin to the board. Please label the item with your child's name so we can return it faster.

Show and Tell: We have this once a month which varies from month to month so always check the newsletter so you know when these days are. We ask that the child bring something from home that reflects either the letter, color or shape of the month or their culture to share with their friends.

Special Events:

Building Blocks Childcare Centres is pleased to be able to offer many special events such as:

Field trips: will be held approximately every other month. We will be visiting a variety of businesses in the community. All children must be three years of age or older to participate.

Halloween: These are celebrations where your child can dress in their costume, sing songs for their parents, and do some fun activities.

Christmas: These are celebrations when the children can enjoy doing some fun activities which include edible and non-edible crafts and snack.

Christmas Concert: This will be held in an evening in December. All children ages 3 and up will participate in this evening, treating parents and family members to some special Christmas songs. This is held in Southview upstairs.

Valentine's Day: These are celebrations where the children can bring valentines for their friends and sing songs, and do some fun activities with their parents.

Class pictures: At the end of September or beginning of October we will be having class photos. We will be having a photographer coming into the center. Blocks of time will be set aside for your child's class to go get their pictures taken. All the information on times for pictures will be put in the September newsletter so that you know when to have your child at school by.

End of the Year Wrap Up: This is held in June in the evening. This special event is only for children who are in Kindergarten and are aging out of the program. This is held in Southview upstairs. All parents, siblings and grandparents are encouraged to attend.

Arrival and Departures

The centers are not licensed to have children in care till opening so the doors will not be open until then. We ask that you take your children's things to their cubby and then bring them to their classroom. This is always a good time to touch base with your child's teacher with anything they might need to know for the day.

Please note that we will not accept any children after 10:00am unless you have notified the centre that your child will be a little bit later at which point your child would need to be at daycare by 11:00am. This pertains to Crescent Heights and Southview.

Please note that for full time preschool programming, your child needs to be at school by 9:30am. No phone call is necessary if your child will be after 9:00am however before 9:30am.

At times children will have difficulty separating from their parents. This is very typical when a child experiences something new. Usually, if the parent stays for a few minutes it helps the child to settle and the child will soon feel comfortable. However, there are times when this may just prolong the good bye and make it harder for the child to settle. You know your child best and together we will work through this adjustment period to make things more comfortable for you and your child.

The door to the centres will be locked during the day due to licensing regulations. If we are not outside when you come to pick up just ring the door bell and one of the staff will be up as quick as they can.

Lunch and Snacks

At Building Blocks Childcare Centers we require that you pack a healthy morning snack, lunch, and afternoon snack for your child daily for daycare children. For full time preschool children we require a morning snack and lunch. Please also send any utensils your child may require and label these things. You can leave them in their cubby for us to use daily if you wish. We do have access to a microwave so please feel free to pack heat ups. Only toddler rooms have fridges so please be sure you pack a cold pack in your child's lunch kit to keep items cool. There are some exceptions of snacks offered for party days and birthday snacks. Building Blocks Childcare Centers is a **nut free** facility so it is very important that you do not send anything made with nut products.

Birthday Snacks: We encourage all parents to bring in a special birthday snack and beverage for your child's class when it is your child's birthday. Please speak to your child's teacher if you would like to bring a special snack in for your child. Feel free to bring anything from cake to fruit or cheese and crackers. It definitely doesn't have to be cake we just ask that it is nut free.

Absences

We ask that you please contact the facility at 403-504-7544 if your child is sick or absent for the day. Fees will remain the same for the month regardless of the amount of times your child is sick or absent from care. If you are subsidized it is important that your child is in care for a min. of 100 hours a month so as to avoid being charged the difference that subsidy will not pay. Please call subsidy at 1-877-644-9992 if your child has an extended absence in one month for your subsidy to not be effected.

Sickness and Injury Policy

Building Blocks Childcare Centers takes precautions to provide a safe healthy environment for your child and follows AHS policies and procedures. Please help us keep your child home until he/she has had 2 days of being symptom free for the following:

- He/she had a fever in the last 48 hours
- He/she had diarrhea or vomiting in the last 48 hours
- He/she has a cold with heavy nasal discharge or discharge that is colored
- He/she has an unexplained cough
- He/she is irritable and generally not his/her self
- He/she has symptoms of a communicable disease
- Has an unexplained rash
- Has colored discharge in the corner of their eye

For example, if your child became sick on a Monday, Monday is considered ground zero, the first day your child had their symptom. Tuesday, if no symptoms, would be considered day 1. If your child still had no symptoms on Wednesday, then this would be considered day 2. Your child would then be allowed to return to school on Thursday. If your child had symptoms for two more days, the first day symptom free would start when your child had no symptoms. Your child needs to have two days in a row with no symptoms to be able to return to school.

If your child becomes sick while at our center we will contact you to come pick up your child. If you cannot be reached we will notify the emergency contact person. The child will be kept comfortable and closely monitored until your child is picked up. Please be sure to sign the illness/incident forms upon pick-up.

Please inform us if your child has been exposed to a contagious disease so that we can notify the other parents and be alert to the first sign of illness. If your child contracts a contagious disease please notify us and consult your doctor as to when your child can return to daycare.

Please note that it is Alberta Child and Family Service's policy that we require a doctor's note before your child can come back to school if you are called to come and pick up your child. This note needs to state that your child is not contagious and when your child can come back to daycare. **Please note that we reserve the right to enforce a longer time period of exclusion over and above the doctor's recommendation if we feel your child still poses a health risk.**

Please note that Building Blocks Childcare Centers excludes children for lice, bed bugs, pink eye, hand/foot and mouth and chicken pox. If your child is sent home with lice, the child will be excluded for 48 hours and must come to the office to be checked before returning to class. For chicken pox, hand/foot and mouth and bed bugs, a child may return to the center after there is no fluid present in any pox or bite and no new ones have formed. Pink eye: a child may not return to daycare for at least 48 hours after there is no eye discharge present.

Please note that Building Blocks Childcare Centres has received government issued digital contactless thermometers and will adhere to the reading of these thermometers. We follow fever protocols as governed by Alberta Health Services which are currently temperature is taken under the arm and any reading over 37.4 C is considered a fever and your child will be sent home.

Building Blocks Childcare Centres realizes that sometimes children will present with symptoms such as diarrhea and fever during teething and after immunizations however we still must treat these symptoms as being potentially contagious therefore your child will be still be excluded according to above mentioned sick policy.

If your child sustains an injury, first aid will be applied and then, in case of a minor injury, the parents will be notified at time of pick up and will need to sign our "incident report form".

If the injury is major, necessary first aide will be applied and then the parent will be notified of the injury and type of treatment required. The teacher will supervise the injured child until the parent can assume responsibility of the child.

Medications

Building Blocks Childcare Centers does administer some medications for children. We will however only administer medications that are issued from a doctor and is in the original bottle labeled from a pharmacy. The bottle must have the following information on the label: child's name, name of medication, dosage of medication and instructions to dispense medication. Please note: staff can only follow instructions on the label. They cannot administer medication over and above the instructions on the label. You are required to fill out a medication form when you drop your child off. This form must be completed before any medication will be administered. A teacher who has a first aid certificate will administer all medication and document when the medication was given and where it will be kept. No over the counter medications such as Tylenol, Benadryl will be administered without a pharmacy label indicating the above criteria. If your child has an emergency med such as an inhaler or epi-pen, the parent must write up a medication plan which includes symptoms to watch for and when to administer. This plan must be signed and agreed upon by both the parent and the license holder, Andrea Coulombe, before the child either starts childcare or comes back to school after being prescribed an emergency med.

Termination Policy

Building Blocks Childcare Centers requires 30 days written notice at the beginning of the month if your child will no longer be using care. Unfortunately, we are unable to adjust the monthly fee for any missed days. Your monthly fees ensure that your child has a reserved spot in daycare.

Building Blocks Childcare Centers has the right to immediately terminate services if a parent shows abusive behavior towards any staff. We also reserve the right to immediately terminate services for children who pose a severe safety risk to the other children and staff. No fees will be reimbursed in either case.

Releasing of Children

Building Blocks Childcare Centers is not authorized to release your child to anyone that is not listed on the registration form. We have the right to ask for photo identification to confirm the identity of any person wanting to pick up a child. If someone other than the authorized people on the registration form are picking up we must have your permission in writing. In the case of an emergency or last minute change of who is picking up especially if they are not on the list, we require a phone call to let us know that this is permissible by you otherwise we will not be able to release your child.

Custody Agreements

In the case that a custody agreement is in place the parent who has primary residency will be the parent that will fill out the registration form. Please provide copies of court documents. Also note that Building Blocks does not have the legal right to withhold children from their parents without legal documentation.

Things to Bring to From Home

The following items listed below are needed for every child coming to daycare as these are not supplied. Please ensure that everything you bring is clearly labeled as it makes it easier to ensure the right belongings are going home with the right kids.

A backpack

Change of clothes including socks and underwear

Diapers if your child is not potty trained (feel free to buy a bag and leave it in their cubby)

Wipes (feel free to buy extra and leave it in their cubby)

Hat, sunscreen and bug spray in the summer as we do not supply this

Morning and Afternoon Snacks **NO NUTS**

Lunch **NO NUTS**

Water bottle

Toque, mittens, snow pants, boots in the winter

Inside shoes

Blanket and crib sheet for children under 3 years of age (These will be sent home every Friday or before if soiled so you can wash them. Please return these on Monday)

Please Note: The center does not provide diapers, wipes or pull ups for your child. When your child is running low on diapers, wipes or pull ups the teacher will give you a note or write it in your child's communication book. Please be sure that you bring some diapers or pull ups the following day. **It is the daycare's policy that we cannot accept children into care without having at least 6 diapers or pull ups to change them with for the day. Diapers and pull ups are checked and changed if necessary every 2 hours to ensure a clean and dry diaper area. These checks and changes are documented in your child's diaper changing chart.**

Confidentiality Policy

All staff that are employed with Building Blocks Childcare Centers has signed our confidentiality policy.

In the confidentiality agreement the following is stated:

All documents pertaining to children will be kept in a secure place.

Anything that is discussed regarding any child will not be taken outside of the center

Posting pictures, or comments regarding children past or present on social networking sites is prohibited

Emergency Procedures:

Building Blocks Childcare Centers has a list of emergency phone numbers posted beside every phone:

Emergency medical services

Ambulance

Fire

Police

Poison control

Hospital

Child abuse hotline

Child protective services

Health Unit

Whenever the children are not in their classroom staff will have a backpack that contains portable records for every child, a first aid kit and a radio.

Fire Drills:

We conduct practice drills so that the children know where to go in case there is an emergency. Please understand the nature of the fire drill is to get these children out of the school as fast as we can so we do not have time to put shoes or coats on. This is why we stress inside shoes (not slippers or dress up shoes) and being dressed appropriately for the weather because if it is a real fire and we need to evacuate the building we would be walking to our muster point. If it were cold it would be a very cold walk if kids are not dressed for the weather.

In case of an evacuation the teachers are informed in orientation what calls to make first, and to ensure the safety of all children in the facility. It is very important that you inform us of any changes to phone numbers or emergency contacts.

If there is a need to evacuate:

1. Each childcare staff is responsible to collect the general attendance sheet
2. Immediately remove children and occupants in a calm and orderly manner.
3. The Program Supervisor, or acting program supervisor, is responsible to search all activity areas and bathrooms to be sure that all children have been evacuated.
4. The Administrative Director/Program Supervisor will call 9-1-1 to report the details of the emergency including location name and address:

BUILDING BLOCKS CHILDCARE CENTRES #1 2366 SOUTHVIEW DRIVE S.E.

BUILDING BLOCKS CHILDCARE CENTRES #2 6 SOMERSET WAY S.E.

BUILDING BLOCKS CHILDCARE CENTRES #3 36 ROSS GLEN RD SE

BUILDING BLOCKS CHILDCARE CENTERS #4 599 12 ST NW

5. All teachers are sure to grab backpacks, turn lights off, and the attendance sheet for the day.
6. The Administrative Director/ Program Supervisor will grab the staff sign in and out sheet.
7. All staff and children will meet in front of the garage (Southview), the corner of Southlands Drive and Somerset Way (Southlands), the front of Ross Glen School's main entrance (Ross Glen) or the far end of the parking lot located on 12 St (Crescent Heights). All of these locations have been approved by the Fire Department.
8. Parents will be notified if necessary.

Lockdown Procedure and Natural Disaster Policy:

Should there be an imminent threat to the daycare the following procedure will be followed. The Director/Program supervisor will call all classrooms to inform of an official lockdown event.

Inside: Staff will ensure children are in a safe and locked area and preferably away from windows and doors. Choose an inner wall to gather the children. Staff will offer quiet activities until threat is deemed to be gone. Director/Program supervisor will call 911 immediately. Building Blocks will take direction from the police and will only provide an all clear when the police ok the facility.

Parents will then receive a call once the threat is deemed to be gone.

Outside: Staff will gather to our meeting place as listed above and will phone parents to come and pick up their children. Staff will check in with the Director/Program Supervisor via text to let them know they are ok, they have all of their children and they will be calling parents to pick up. Staff will stay at the meeting place till Director/Program Supervisor text an all clear or otherwise notified by police.

Behavior Management Policy:

All employees of Building Blocks Childcare Centers and adults who work in the classroom daily will consistently adhere to the following:

We will provide all children with a safe and healthy environment

We will be consistent and firm, yet kind and loving in our guidance and interactions with all children

We will establish expectations and ensure each child knows and understands these expectations. We will also provide symbols and signs as reminders of these expectations

We will be flexible and considerate of the child's age and development level

We will provide enough interesting experiences for the children to encourage positive behaviour

We will endeavour to redirect possible negative behaviour before it happens

We will provide more attention to appropriate behaviour and less to inappropriate behaviour "Catch them being good"

We will remain calm and model appropriate positive interactions with others

We will explain to the child about appropriate empathy for those he/she has wronged and to encourage the child to reconstruct any damage done

We will ensure that any necessary disciplinary action is both age-appropriate and reasonable in the circumstances

We will not display favoritism

We will not use guilt as a form of guidance

We will not withhold food, restrain or isolate a child

We will refrain from physical punishment, verbal abuse, social abuse, humiliation and any other action which could be detrimental to the self-esteem of a child

We will allow children to express their feelings of anger but they will not be allowed to hurt themselves, others or property.

If a child seems to have repeated difficulties we will discuss it with the parent. Together we will come up with a solution. Please feel free to talk to the child's teacher, Administrative Director/Program Supervisor or the Director at any time should you have any further questions.

Children ages 12 months to 2 years will often be redirected. We find this method very suitable to this age group. Offer the child another toy or start painting and crisis is averted! Two year olds will be given the words though to tell their friends, "No Thank You" or "Stop" if someone is doing something that is upsetting them.

Children ages 3 – 6 will be asked to use or given the words to problem solve or talk about their feelings. That will again avert the crisis. After the child has calmed, we can then talk about feelings. If the issues still continue, the teacher will call the parent and have the parent talk to the child. That usually seems to do the trick. If issues still continue, then staff will call the parents for the child to be picked up. Building Blocks will always act within the safety of the children and if a child is not safe to be at school due to aggression, running out of the classroom or destroying property, the parent could be asked to seek another solution for their child care needs.

Communication

We offer many forms of communication. We have a software program that allows us to send emails such as reminders and receipts. We have a monthly newsletter that is available on our website for viewing and printing, a parent board that is a great resource for up coming events both in the center as well as in the community, and a communication book. The communication book serves as a dual purpose. Each child will receive one upon coming to daycare. It should be kept in your child's backpack and brought to school daily. We use this to write little notes about your child's day, who they played with or what centers they had the most fun in. As well we will be writing in reminders of upcoming events or things that your child may need to bring to daycare (i.e. wipes, hat, etc.). Feel free to write comments or notes to the teachers regarding your child at anytime. Please initial the book this way we know that it was read.

We will hold parent teacher interviews twice a year. This is a time when parents and teachers can talk openly about any concerns you may have as well as your child's progress in the program. Please refer to the monthly newsletters in regards to days and times for your child's class.

Parent Volunteers:

Building Blocks Childcare Centers provides the opportunity for parents to participate in the classroom as parent volunteers. This involvement allows you to see what your child does while at daycare. Children love to share his/her day at school with Mom or Dad. Please note that it is our policy that children are with us for at least one month before you come in to volunteer because we want to give your child time to adjust. We find the adjustment period goes a lot faster if they are used to staying on their own. Thank you for your understanding and cooperation.

Duties of parent Volunteer could include:

Greet children and help with good byes

Sit with the children during circle time

Assist with free play centers

Assist with snack

Assist with cleaning up

There are other ways to show interest in your child's school if coming into the classroom is not possible for you. These include:

Discussing any problems or worries with us

Reading the monthly newsletter and parent board

Collecting the junk materials

Teaching us greetings in the language that you speak at home

Bringing things from your culture to school so your child can share it with her classmates.

If volunteering to go on a class field trip the following will be asked of you:

Provide supervision of the children. Volunteers will be paired up with a group of 2 or 3 children.

Encourage children's participation, enthusiasm and good behavior by acting as an enthusiastic role model.

Be cognizant of possible unsafe areas, equipment, and or material and direct children away from these hazards.

Staff Qualifications:

All staff employed with Building Blocks Childcare Centers hold a minimum of a level 1 in Early Childhood Education. We have also received various training in behavior management techniques and disorders (FASD, Autism, Aspergers, ADD) through workshops and professional development conferences. Staff also hold current criminal record checks, including a vulnerable sector check and a minimum of half of the staff hold a valid First Aide and CPR.

Program Planning:

All classroom teachers are required to develop a program plan of activities which meets the individual and developmental needs of the children assigned to their care. To ensure teachers are incorporating and are aware of individual children's interest, an observation sheet must be performed on each child once per month. Themes for the various class/group areas may be incorporated into the staffs' activity plan.

Children Evaluations and Referrals:

If staff/parents feel that a child may need an assessment to evaluate any developmental areas, the staff member would notify the program supervisor/director. The program supervisor/director would then go observe the child and speak with the parents about possibly having someone from a school district come in and do a formal evaluation. The program supervisor/director will contact the specific school board to notify the community preschool teacher about concerns and the possibility of a formal assessment being completed. The community preschool teacher would come into the school, observe the child and recommend follow up evaluations. All children attending Building Blocks Childcare Centres will have a bi-annual development checklist done with the consent of the parents. These will include but may not be limited to the Ages and Stages Developmental Checklist. Only staff trained in these programs will be administering the assessments.

Program Evaluations:

Yearly surveys will be handed out to parents as well as staff. Ideas and information gathered within these surveys are used to make important changes to the program where needed. These surveys as well as all policies and procedures will be reviewed at our annual orientation staff meeting held at the end of August. This will give all staff the opportunity to provide ideas and input as to possible changes. Any changes that need to be made will be reviewed and put into effect by October to ensure follow through of said changes. Parents and staff are advised of possible changes or additions of policies through newsletters, staff minutes and memos at least one month in advance before new policies take effect.

Visual Media Policies (VCR/DVD/TV USAGE):

Children are able to watch a show (30 min in length) every Friday. These shows are always will be of age appropriate content. Children under the age of 3 will not be watching any TV.

Pictures: Teachers like to take pictures of your children during various activities in and out of the classroom. All pictures taken of your child are for BBPS purposes only. No pictures of your child will be used for any other reason without prior consent from you.

Parent Concerns:

Should you have a concern, please feel free to speak to your child's teacher as she is the one who is with your child every day. The program supervisor or director are also available at any time to discuss any issues further.

Social Boundaries and Stranger Danger

Unfortunately, the world we live in dictates, for the child's safety, that we set boundaries for personal space which includes hugs. Staff will be teaching your child about personal space and appropriate boundaries such as creating awareness that some people have "bigger personal bubbles" than others and some people get startled when a hug is given without asking for one. This includes not only children but adults as well. We have many adults come into the building every day from parents and family or authorized pick up people to support agencies, custodians, music teacher, educational assistants and primary staff. At Building Blocks we feel that it is extremely important to role model these boundaries and stranger danger. We will be doing this by having the people who are not in charge of day to day care (support agencies, custodian, music teacher and even other parents), respect the child's space and offer other forms of emotional support such

as a high five, a fist bump, etc however there will be no hugging, picking up the child, in other words physical contact because these people are not hired or responsible for day to day care. This does not mean that Grandma or Uncle cannot hug the child at drop off or pick up. What this means is if the person is not on your child's authorized pick up list, that person, unless staff who are in charge of day to day care, should not be hugging your child. I know some parents get friendly with other parents and play dates happen, etc however if you are not on that child's authorized pick up list, please respect the parent and the child and these boundaries we are trying to set up to keep children safe. Safety of the children has always been a priority for Building Blocks and this is one more thing we can do to ensure that.

Code of Ethics:

The following is part of the code of ethics that the staff must adhere to:

Obligation to Children

Recognizing these responsibilities, as a facilitator and an educator of young children, in the stage of their greatest vulnerability, I, to the best of my intention and ability, shall devote myself to the following commitments and act to support them.

I shall encourage all children to develop socially, emotionally, physically, intellectually and cognitively to his/her capability.

I shall accord the respect due to each child as an individual and give first priority to each child's individual needs.

I shall recognize the unique potential to be fulfilled within each child.

I accept the right for children to ask questions about unknowns that exist, and accept the responsibility to encourage and provide different views and opinions free from bias.

I undertake to treat all children equally without regard to race, sex, creed, social economic status, identified needs or appearance.

I agree to maintain confidentiality of information obtained in the course of professional dealings with children, according to the centre's privacy policies.

I will, to the best of my ability, know and observe the laws pertaining to child welfare.

I will refrain from physical punishment, verbal abuse, social abuse and any other action which could be detrimental to the self- esteem of the child.

Obligation to Client Families

I undertake to respect the dignity and rights of each child in a way which will enhance his/her opportunity to function as a contributing member of society.

I undertake to share with parents my knowledge and understanding of their child's learning and developmental process and, where possible, support positive growth of children in the family setting.

I undertake to respect the confidential nature of information obtained about children and their families.

I understand that I am legally obligated to return all client and client family information to the center. This information includes, but is not limited to: child history forms, registration forms, Individual Program Plans, Speech and Language goals and reports, Occupational Therapy goals and reports, session notes, assessments and any other documentation that contains sensitive material.

For a more detailed description of our program, please be sure to click on the Program Plan button located in our enrolment section. Please also be sure to familiarize yourself with the Early Learning and Childcare Acts and Regulations that came into effect on February 1, 2021. You can find these by googling Alberta Early Learning and Childcare Act.

We hope that you will enjoy your time with us and find that we are a holistic childcare center which honors and respects children, family and community.