

PARENT HANDBOOK

YMCA Purdy's Wharf Child Care Centre





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YMCA Mission Statement

The YMCA is a charity dedicated to the growth of all persons in spirit, mind and body and to their sense of responsibility to each other and the global community.

YMCA Child Care Values

YMCA Child Care is available to everyone regardless of ability, race, sex, religion or economic circumstances. We welcome and actively promote inclusive practices and diversity within our setting. Our aim is to make our Centers accessible to all families who wish to use them. We work in partnership with parents and other agencies, where appropriate, to support children and families.

Parents have the right to pursue work or education with peace of mind, and children have the right to a secure, safe and developmentally appropriate program.

Every family will get access to a range of services that will improve the lives of both the children and parents, meeting their needs and stretching their aspirations. Access includes support and arrangements that enable children and parent/care givers to be included, as well as physical adjustments of buildings.

The priority of all services is to achieve the best outcomes for all children. Staff will plan for, work with and support all children to meet their needs and take account of any additional needs a child may have. YMCA Child Care aims to provide an environment that enables children to be happy, healthy and safe. Our goal is to create an atmosphere that celebrates the abilities and uniqueness of all children.

Statement of Inclusion

YMCA Purdy's Wharf Child Care Centre welcomes children of all abilities. We are a family centered, biased free environment and believe in full participation of all families.

YMCA Purdy's Wharf Child Care Centre strives to provide an age appropriate environment using programming based on current research.

How we support our policy:

Family-centered: We recognize that you know your child best. Our inclusion coordinator will schedule meetings with parents as needed in order to ensure that we are meeting the needs of your family. When required, a routine-based plan will be developed and implemented within the framework of your child's team.



Bias-free: We recognize, respect, and strive to meet the different needs of all families. Your family will make up a unique part of our system. We work with families, outside agencies, and outside groups to meet the needs of your child.

Full participation: All families and children are provided the same opportunities within our Centre.

An important goal of our staff members is to improve on their present knowledge and to make every effort to utilize their expertise to respond to the needs of each child. Each playroom will be provided with all the information needed to make every child successful in the program. YMCA Purdy's Wharf Child Care Centre provides a full-time inclusion coordinator. Our full-time coordinator attends all team meetings, as well as maintains strong ties with the all team players. Staff are to acquire specific competencies to work with diverse children as the need arises.

YMCA Purdy's Wharf Child Care Centre encourages staff to train beyond the minimum training. During monthly staff meetings members share their expertise with their co-workers. Our support staff uses a rating scale to ensure that our playrooms reflect our inclusion policy.

Adopted June 15, 2016

YMCA Playing to Learn Curriculum

YMCA Playing to Learn is a research-based early childhood education curriculum that focuses on play and its importance in child development. It emphasizes the importance of relationships, the importance of planning learning opportunities based on the child's interest and the importance of detailed documentation of the child's progress. It mandates that programs provide stimulating yet home-like environments that are full of natural light and living things. It requires that children be guided through a flexible schedule, always moving through the day in small groups. The curriculum demands professional integrity and responsibility.

The YMCA Playing to Learn Curriculum

- Is based on the science of play (supported by the research literature) and our experience with the first edition of YMCA Playing to Learn, as well as current YMCA policies and procedures.
- Promotes a clearly defined philosophy and a framework of values concerning play in the lives of children.
- Reflects best practices in play.
- Contains quotes from an extensive literature review, including a full bibliography.
- Presents the voices of children, teachers, and others, each with their own perspective on play.
- Contains photographs, diagrams, and examples that offer explanation in visual form as well as text material.
- Explains the role of early learning educators in the lives of children.
- Outlines what early learning educators need to know.



- Highlights what early learning educators need to do.
- Discusses who early learning educators need to be.

Enrollment

YMCA Child Care encourage parents and their child/children to meet the teachers and take a tour of the centre before starting, as some children can settle in a couple days and others take a little longer to adjust to a new environment. It is important that parents keep the centre informed of any changes to phone, address, emergency contacts, immunizations, and child's state of health. A child is considered enrolled and will be permitted to start in our program once all forms are completed and submitted and the registration fee and deposit has been received.

Subsidy

Eligibility

Subsidies are available if your child is 12 years or under and applying for child care at a licensed facility or family home day care that offers full-day care. Eligibility is based on your family's income, finances and social need. You must be eligible in all areas to qualify.

Eligibility for child care subsidy **will be reviewed annually** or more often if determined by your caseworker . If you are receiving a subsidy, you are required to notify your caseworker of any changes in your financial circumstances within seven days of the change. If you fail to notify your caseworker, you may lose your subsidy and/or have to repay the subsidy you've already received.

How to Apply

You can apply for Child Care Subsidy using one of the following methods:

1. Contact a Child Care Subsidy Caseworker at one of the office locations listed online at <http://www.ednet.ns.ca/earlyyears/families/childcaresubsidy.shtml>.
2. Download and print an application form (see Forms at <http://www.ednet.ns.ca/earlyyears/families/childcaresubsidy.shtml>) and mail it to the Department of Education and Early Childhood Development.

Applications are reviewed by a Child Care Subsidy Caseworker. You'll have to provide proof of your income (i.e. CRA Income Tax Notice of Assessment and/or a current pay stub) with your application. In some cases, an interview may be scheduled with a Caseworker.



It is your responsibility to find a child care centre or family home day care for your child. You will need to let your Child Care Subsidy Caseworker know when your child will be starting and the program's daily fees.

If approved for Subsidy, your Caseworker will let you know how much the Department will contribute towards your child care costs. Your child care centre or family home day care agency will bill the department directly. Be sure to keep copies of all forms related to your application.

More information can be found at the Nova Scotia Education and Early Childhood Development Website (<http://www.ednet.ns.ca/earlyyears/families/childcaresubsidy.shtml>).

Arrival and Departure

To ensure the constant safety of the children, all parents must accompany them to their child care classrooms upon arrival. It is strictly forbidden for parents to leave children alone in foyers, hallways or classrooms. Please inform anyone involved in transporting your child of these procedures.

We ask that each child and parent greet the teacher upon arrival, and say goodbye when leaving.

Absent Children: Parents are asked to call and leave a message for the YMCA staff in the event that their child will not be in attendance. Please do so prior to 9:30am when possible.

Arrival Time: Arrival should be punctual (between opening and 9:30am) for maximum play opportunities for your child. At YMCA Child Care we consider timely arrival a valuable opportunity for your child to transition from your care to school as it provides them with the time to make choices, socialize with others and settle into their day before getting ready for morning activities or outings.

Departure Time: If anyone other than a parent or guardian will be picking up your child please inform the centre and ensure the person is on the pick-up list. We will not release your child to anyone else without proper authorization (verbal or written to director). Teachers and the director should know the custodial arrangements as it pertains to your family. Photo I.D. is required when parents send an unauthorized person to pick up their child. (i.e. in an emergency or unknown to staff)

If you are late picking up your child, a \$5 late fee per staff per 15 minutes period outside program hours. If child remains at the Centre past 5:30 pm, parents are considered late.

Steps staff will take in response to a late child:





- After 15 minutes, the teacher will try to contact the parent/guardian.
- After one-half hour, and no response from the late parent, the emergency contact person will be contacted.
- After one hour and no response from the parent or the emergency contact person, the YMCA will contact Family Children's Services and follow their instruction.

Please Note: This could entail Children's Aid taking the child into protective custody until a parent or guardian can be contacted.

Custody Arrangements

Parents are asked to explain custodial arrangements when enrolling their children in YMCA child care programs. When special circumstances apply such as denial of access to one parent, the YMCA staff requires written documentation of custody and access schedules issued by the court. When parents are in the process of determining custody in courts, we are unable to deny access to either parent, until we receive court documentation indicating the permanent arrangements.

Drugs/Alcohol

Children will not be released from YMCA child care programs to accompany a parent or guardian who is under the influence of drugs or alcohol.

In such circumstances, YMCA staff will call the other parent/guardian, or emergency contact person, and request that he/she come to pick up the child. The police will be contacted if the child is taken from the YMCA program despite staff concern.

Communication

Parents are responsible for monitoring the "Parent Information Boards" in the main entrance of the centre and in individual classrooms. Posted in these areas, for your viewing are:

- A copy of the Nova Scotia Day Care Act and Regulations, a copy of the parent handbook, the license for the facility, a copy of the report of the most recent inspection of the facility, a copy of the licensee's behaviour guidance policy, a copy of the current menu, a copy of the daily program plan and routine, a list of the names of the current members of the parent committee, a copy of the most recent minutes of the parent committee, notification of funding provided by the Minister;



- Notices regarding special events or other important occurrences can also be found in this area. Individualized notes may often be found in your child's cubby, so please check it daily. Each Friday your child's cubby should be cleaned out or staff will be disposing of all items left.
- The YMCA believes that parent-teacher communication is important for the creation of a healthy child care environment. **Please make an effort to read any information sent home, journals or the documentation posted on the bulletin board in the child care rooms.** It is also important that you communicate to us any relevant information regarding the child's experience outside of our YMCA Child Care Program.
- YMCA Child Care send out monthly emails to keep parents informed of centre activities, upcoming events, etc.
- The YMCA strives to support the parent's involvement. Parent meetings and family social events are held over the course of the year. Information on the topic, time and place will be announced as events are confirmed.

Parent Committee

The parent committee is made up of parents, staff and the director. The committee meets at least 2 times a year to discuss the safety, care and well-being of the children, the status of facility's or agency's license; the programs provided by the licensee; the equipment and materials available to children; staffing patterns and staff qualifications. Parents are given a two week notice regarding the date of the meeting as well as agenda involving the topics being discussed.

Behaviour Management

Child Guidance

The goal of YMCA Child Care is to develop partnerships with families while providing consistent quality child care. We want children in our care to understand and accept responsibility for their actions. Children must be able to recognize behavior which conflicts with the YMCA Character Values of respect, responsibility, caring and honesty. Children will be encouraged to make appropriate choices.

For those occasions when children make choices that are not acceptable, a guidance process has been developed.

Methods for Behavior Management:

- Redirection: guiding a child into acceptable options when engaged in an unacceptable activity.
- Logical and Natural Consequences: staff will ensure children are aware of the results of their actions or choices.



- Limit Setting: boundaries are developed within the classroom for the class as a group and for individual children according to each situation.
- Modeling: demonstration of appropriate ways of interacting
- Providing Choices: appropriate choices are outlined and children are encouraged to make decisions for themselves
- Setting up for Success: planning and preparing the environment
- Emphasizing positive behavior: giving inappropriate behavior less attention
- Positive Reinforcement: use of encouragement

YMCA Child Care emphasizes the provision of well-planned programs which meet the needs of individual children, thereby generally eliminating most obvious opportunities for inappropriate behavior.

YMCA Child Care teachers regularly incorporate many effective methods of encouraging acceptable behavior by:

- Providing a sufficient number of interesting activities
- Providing an opportunity for the children to make valid choices.
- Setting clear limits on behavior and consistently enforcing classroom rules
- Giving advance warning about transition times so the child will know what happens next.
- Positive reinforcement
- Positive direction to show him/her what they can do.

Under certain circumstances, staff members may be required to use physical contact to guide behavior. An adult touch during a frustrating situation may have a calming effect on the child, thereby extinguishing disruptive behavior.

We do not permit:

- Corporal punishments (i.e. spanking, striking with objects, shoving, or any other aggressive physical contact)
- Harsh, humiliating, belittling or degrading responses of any form – verbal, emotional or physical.
- Leaving a child alone and unsupervised in a room or hallway.
- Withholding food as punishment
- Excluding children from activities as punishment
- Offering food for reward for positive behavior or for completing a task.

In some cases where a child's team (parents, staff, professionals from outside agencies) has determined that food is the most appropriate and natural way to reinforce desired behaviors and support the child's development, then a Routine Based Plan is developed for the child. The RBP would include a plan for replacing and or reducing the use of food as a motivator.





We Emphasize Positive Behaviour!

The YMCA realizes the importance of parents and teachers working together as partners in the child care process, in order to create a consistent and stable environment for children.

Teachers will inform parents of any behavioral concerns. If necessary, a meeting will be scheduled so parents and teachers can share information and form a consistent behavior management plan.

Parent Program Involvement

The YMCA encourages parents to become involved in our child care programs. A contribution of a parent's time and /or talent can greatly enhance our program, and is very much appreciated.

Staff –Parent Relationships

The YMCA of Greater Halifax/Dartmouth asks that you respect the professional work ethics of our staff and refrain from involving your child's teacher in your family life outside of the child care program (i.e. contractual babysitting, family social events, etc.) At the YMCA we feel that each and every child and family has equal importance and we seek at all times to communicate this to the children. Outside involvement can often work to undermine this principle in the eyes of the children and we ask for understanding on this issue.

Rest and Nap Period

The Nova Scotia Daycare Act and Regulations stipulates that children under the age of five must have a rest period in their educational programs.

The rest period lasts from 1.5 to 2 hours depending on the children's age. Many factors may influence a child's need to rest. On any given day their physical activity level, the quantity and quality of sleep they had the night before and the emotional needs of the child determines the length of his/her rest time.

The children are not required to sleep but are given the opportunity for some quiet time in their day, (i.e. lie down and look at books). The rest/nap period is meant as a rejuvenation time to prevent fatigue and the development of illness. Following this idea, if the children fall asleep within the first 30 minutes of rest time, we will not prevent them from sleeping. We will however try to limit the amount of sleep by attempting to wake them and get them engaged in quiet activity. If this cannot be accomplished after three attempts the child will be allowed to sleep through to the end of the rest period.



Health Policies

The promotion of healthy development is fundamental to YMCA programs. We know this is important to parents of young children, therefore, if your child is showing symptoms of illness please make alternate child care arrangements so as not to expose other children to illness. This will allow your child to rest and recover. In the event that your child becomes ill while in our care you or an emergency contact will be called to pick up your child as soon as possible. In the event of a potential contagious illness your child will be removed their classroom and kept away from the other children. We ask that your child be kept home until they are symptoms free. We may ask for a doctor's note before readmitting the child to our program.

Although some illness is inevitable in group care, YMCA staff tries to minimize this by practicing good hygiene, disinfecting toys regularly, and making daily health checks. All children in attendance must be able to participate in all areas of the program, including outdoor play and swimming when applicable. It is not always possible for us to provide alternative supervision or activities for children unable to participate in all areas of the program.

Our **"Common Childhood Diseases Chart"** has been created by **Nova Scotia Health Promotion and Protection** we ask you to adhere to the return (to child care) dates given if your child develops any of the symptoms/diseases listed.

Fever: is usually a sign of infection. The degree of the fever is not as important as the child's behavior (cranky, fussy, irritable, sleepy, and lethargic). Look for a rash or other signs of illness. If the fever exceeds, 39C or 102F, the child should see his/her physician.

It is necessary that parents develop back up plans for the care of their child in the event of illness.

Your Child cannot attend the Full-time Daycare Program if he/she:

- Has a temperature of 101 degrees Fahrenheit (38.4 degrees Centigrade) or over.
- Has not been fever free for 24 hours.
- Has vomited while at daycare or within the last 24 hours (vomiting is more severe than an infant's "spit up").
- Has diarrhea (abnormally loose, watery bowel movements that are much more frequent than usual). Children will be sent home from the program upon the second incident of diarrhea during the day.
- Has been on a prescribed medication for less than 24 hours for a condition requiring exclusion from the program according to the Communicable Disease Program. Your child must be symptom free and able to cope with all aspects of the program.
- Has a rash that has not been identified by a physician to be determined as not contagious or that seems to be worsening.



- Has a severe cold with fever, sneezing and heavy nasal drainage that affects their mood and ability to participate in the program.

Communicable Diseases

Disease	Symptoms	Return Date
Colds	Stuffy or runny noses, sneezing, Watery eyes.	When the child can actively Participate in all parts of the program.
Flu	Sore throats, muscular aches, fever; chills, vomiting and Diarrhea can be involved.	When the child can actively Participate in all parts of the program.
Diarrheal Diseases	Abnormal loose stool, cramps	Diarrhea can be infectious. Children should be kept home until diarrhea stops.
Strep Throat	Red and Painful throat. Fever, swollen neck glands, white patches on tonsils.	48 hours after antibiotic treatment
Impetigo	Spreading sores which can develop golden color crusty area. Little dot-like sores spread Around the original sores. Can Appear on the face, hands, legs, Feet, and buttocks.	48 hours after antibiotic treatment.
Chicken Pox	Very itchy rash starts with pink bumps. Watery discharge.	5-6 days after rash appears or When the chicken pox are all scabbed over.
Pertussis (Whooping Cough)	Intermittent spasms of coughing; leads to choking and/or vomiting causing reddening in the face	5 days after antibiotic Treatment.
Hepatitis	Viral infection of the intestinal tract. Cause fatigue and nausea, flu-like symptoms.	One week after illness Appears.
Mumps	Large swelling from the face to neck, jaw and in front of the ears. Often accompanied by cold like symptoms.	9 days after swelling Begins.
German Measles	Fever, cold-like symptoms followed by a fine rash, swollen glands behind the ears.	5 days after rash appears.



Meningitis	Fever, headache, neck pain, or stiffness, vomiting (quick onset). Flu-like symptoms.	When a physician gives a clear Medical report.
Red Measles	Fever, cold-like symptoms followed by a bright red rash, from the hairline down, reddened eyes, sensitive to light.	5 days after rash appears.

Medication

The YMCA Child Care Staff are authorized to dispense medication after the necessary forms are completed and signed by parents. It is preferable however that the children receive all medication at home, if at all possible.

Prescription Medication must be provided in the original container, with the prescription label on it indicating child's name, name of medication, dosage of medication and instruction for storage and administration.

A parent/guardian must complete the YMCA Medication Permission Form provided by the staff. This form must be initialed by staff at time of administering medication and by the parent/guardian at pick up time verifying their knowledge that the medication was given.

Non-Prescription Medication must be provided in the original container and may only be administered by YMCA staff once a parent fills out a YMCA Medication Permission Form. This form must be initialed by staff at time of administering medication and by the Parent/guardian at pick up time verifying their knowledge that the medication was given.

All medication must be taken home by the parent each night except in the case of medications required for life threatening situations (for example: asthma medication, Epi-pens, etc) or pain reliever (for example: Tylenol). These medications must be checked monthly for expiration dates.

The YMCA Child Care Staff will not administer cough medicine to any child without a doctor's note.

***Note: Please do not leave medication of any kind in your child's cubby or backpack.**

Anaphylaxis Policy (Nut Free Policy)

YMCA Child Care Centres have designated all of its locations as "Allergy Safe" and will not knowingly serve nut products. All YMCA staff are aware of children's allergies by the allergy list in the kitchen and individual classrooms. (Substitutes are shown which children have



allergies in the centre. Parents can meet with the child care staff regarding their child's allergies to discuss action plans regarding food substitutions, menus, etc.

Anaphylactic reactions to other substances (for example: eggs) will be dealt with on a case by case basis. As a result, no outside food will be allowed unless planned on your child's classroom schedule. In this case please do not send snacks that knowingly contain nuts or any other substance that may be identified by YMCA Staff as an allergen. Specific information will be provided to parents/guardians should there be a child with a life-threatening allergy at your centre.

Nutrition

Morning and afternoon snacks and hot lunches are provided in our full day child care programs. Our menus are posted on the parent board, and adhere to Canada's Food Guide. Please insure food being brought into the centre is labeled with the child's name and follows the Food and Nutrition Standards and Food and Beverage Criteria.

Please inform the Centre of any food allergies or diet restrictions your child may have.

Special Snack foods may be donated to or purchased for regulated child care settings under the following circumstances: the food is considered to be a low risk food by the Department of Agriculture, including whole fruits and vegetables that have not been cut except for the purpose of harvesting and dry non-potentially hazardous baked goods (i.e. those that do not contain cream, custard, cream cheese, meat or any other potentially hazardous food as a filling or a topping; and the food brought into the program is acceptable to the licensee.

Staff and care providers are to response to children's cues around hunger and provide snacks and meals outside of the regular schedule as required.

Staff and care providers will create a relaxing and enjoyable meal environment by planning a routine from play to meal/snack time.

Staff and care providers will encourage children to respond to their hunger and feelings of fullness. Children will not be forced to finish foods that they have been served.

Adapting the Menu for Infants

Upon enrolment, Infant Feeding Plans are created for children between the ages of birth to 17 months, at the request of the parents or when parents provide foods from home.

Infant Feeding Plans, when created, are used for ongoing communication between the infant's parent/guardian and the care provider or the staff, including the cook.



The Infant Feeding Plan is used to record and communicate the infant's progress during the transition to solid foods and indicates, when requested by the parent, how menu items are prepared to accommodate the infant's developmental stage.

Staff and care providers allow infants to explore their food, feed themselves and respond to hunger and fullness cues.

Unless otherwise identified on the Infant Feeding Plan, children who are six months of age or older receive daily meals and snacks that are based on the menu. (Parents may bring food from home during their child's transition to solid food; however, this is not required and must be identified on an Infant Feeding Plan.)

Honey and products containing honey are not served to children who are less than 12 months of age.

Breastfeeding

Breastfeeding is the best way to feed infants for optimal growth and development. It is recommended that infants be exclusively breastfed for the first six months of life, with the introduction of complementary foods at six months and continued breastfeeding up to two years and beyond.

YMCA Child Care welcomes mothers to breastfeed anywhere in the facility and will provide a comfortable space for the mothers. Providing a supportive environment in regulated child care settings is essential to promote continued breastfeeding.

When requested, YMCA Child Care will work with families to develop an Infant Feeding Plan to address storage and feeding of breast milk. This may also include a plan to follow when the supply runs out and a 'transition' plan to other milks if/when necessary. The Infant Feeding Plan is available for review.

Special Dietary Considerations

If your child has an allergy to food or special dietary concerns, please inform the YMCA Child Care Staff when enrolling your child into the Centre. Please fill out the section on your child's registration form as it pertains to your child's situation. There could be a variety of reasons for this, including life threatening food allergies and other medical conditions that require special dietary considerations to be implemented.

It is important that staff, the cook and parents demonstrate openness and a non-judgmental approach toward children's dietary requirements to ensure that all children receive the



nourishment they need in a supportive environment. All special dietary concerns are posted on the allergy list, which is posted in the kitchen. Any special dietary foods are labeled on the serving tray before delivered to the classroom. (Example: soy milk- labeled with child's name in fridge).

Modeling Positive Attitudes towards Food and Nutrition

The types of foods that children choose and the attitudes that they develop towards food and nutrition, are influenced by their peers and the adults in their lives. When adults consistently model healthy eating practices and positive attitudes towards food and nutrition, they directly influence and encourage children to develop positive ideas and attitudes about food and nutrition.

Staff and care providers are important role models in regulated child care settings and can influence children's attitudes toward food and nutrition through their own behaviors and actions with food.

When working directly with children, staff and care providers model healthy eating practices by eating the same food as the children at snack and meal times.

Media

The YMCA receives occasional requests from the media for photographic, audio or video tape material of YMCA Child Care programs and activities. When agreeing to these requests, the YMCA tries to notify parents, and obtain permission for specific media events, but because of the time factor, this is not always possible. We ask that you be aware that this may occur, and that you discuss with the Child Care Coordinator any concerns you may have regarding your child/family and the media.

Emergencies

In the case of a serious accidental injury or illness, we will make an immediate call for an ambulance, and then attempt to contact: (in order)

- The parent (s)
- The designated emergency contact person
- The child's physician

Please keep us informed on current phone numbers, special emergency numbers and contact persons, custodial arrangements, schedules, and any other pertinent information.





Child Belongings

The centre is not responsible for the loss of personal belongings such as (toys, clothing, etc). It is very helpful if **all of the items** your child brings to the centre are **clearly labeled** with initials or their last name.

Please bring an extra set of clothing, clearly labeled to be available at the centre and a blanket or stuffed toy for nap time. Blankets and sheets will be sent home on Fridays to be washed. Please remember to bring them back on Monday. Remember to dress your child appropriately for both indoor and outdoor activities.

It is strongly recommended that children wear rubber soled shoes (e.g., running shoes) while at the centre. This is a must for children when playing on the playgrounds or in gymnasium.

Diapers or Pull-Ups and wipes, if needed, must be supplied by the parent/guardian. For centre specific program requirements please contact the centre supervisor

If you are not able to locate your child's belongings, please check the Lost and Found or speak to your child's teacher.

Storm Days

The YMCA Child Care Centres will always be open during regular program hours regardless of the weather, unless Metro Transit pulls its busses from the road if they are too unsafe to travel on. Please listen to our local C100 FM radio station or check our Facebook (facebook.com/YMCAHD) and/or Twitter (twitter.com/YMCAHD) for cancellations.

For the sake of the travelling safety of our YMCA Childcare Families and our YMCA staff, we do encourage early pick-ups on stormy days but in most cases, regular program hours will be observed.

Fire Procedure

Fire Drills are performed on a monthly basis and recorded in the kitchen. When the alarm sounds, the children will be taken out of the building in an orderly fashion to the designated meeting area. Head counts will be performed insuring everyone is safe. When it is determined that the building is safe, the children will return to their classrooms and another head count will be performed. In case of emergency you will be contacted to pick up your children and the teachers will stay with the children until they are picked up.



Field Trips/Off Site Excursions

YMCA Child Care offers, as part of its program, field trips for children ages 3 months to 5 years of age. Parents/guardians are **required to sign permission forms** after reviewing the field trip information sheet that contains details regarding the transportation, activities, risks and safety management strategies. Children in the centre often go on walks and take advantage of what the surrounding community has to offer (e.g., parks, stores etc.).

Parent Input

YMCA Child Care values the opinions of its consumers. Program evaluations are distributed for parental input on a yearly basis. Children's progress reports are also completed twice a year and Parents/Guardians may request a parent/teacher interview at any time. Should a parent have any questions, comments or concerns, the centre director is available to address these.

Termination of Child Care Space

The YMCA Early Learning Centre recognizes that a child care centre is not always appropriate for all children. Many supports are put into place to create a happy and successful placement for all children. In cases of severe behavior issues, it may be necessary to terminate the child care space.

A decision to terminate a child's space will be made in consultation with parents. The YMCA Child Care centres priority is for the safety of all children in its programs.

Practicum Students and Volunteers

In cooperation with high schools, community colleges and universities in the area, the child care centre is frequently used as a source of practical experience for students in early childhood education, child care family daycare. These students enhance the staffing and permit individualized care and special activities which might otherwise not be possible. These students work under the direct supervision of the staff at all times.



Income Tax Receipts

Income tax receipts for Child Tax Credits will be issued before the end of February of the following year. It is your responsibility to ensure the YMCA Child Care has your current address. Your Income tax receipt will be mailed to the last known address.

There will be a charge to produce duplicate receipts if yours is lost or we were not informed of an address change. A \$25.00 cost will be levied for a duplicate receipt.



Dear YMCA Child Care Centre Parents,

Please sign off to confirm that you have received and reviewed the YMCA Parent Handbook as required by subsection 44(5) of the Nova Scotia Day Care Regulations Act “...that the child’s parent has been provided with the parent handbook.”

Thank you,

YMCA Child Care Centres

Parent Signature: _____

Date: _____

