

# Welcome to Sweet House Family Child Care

## About the owner

My name is Shirin; and I am happy to tell you a bit about my education and background. I received my bachelor in clinical child psychology in Iran, and last year I attended “Good Beginnings: Professional Development for Family Child Care Providers” courses at Vancouver Community College. From then, I worked with infants and toddlers at different day cares. I am so blessed to be the mother of 3 happy and self-confident children. I love children and I believe children are the most precious gifts from god to us.

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## Mission and philosophy

Every child is unique and we believe that success and growth come from encouragement and praise. We focus on building every child’s self-esteem and confidence through positive feedback and rewards. We nurture their natural strengths. A child sees the world around them with wonder and awe, we believe in encouraging their natural curiosity and help them build on it. Nurturing, healthy, and safe environment are necessary for their physical, social, intellectual, and emotional well-being. At our center, each child is valued as a unique individual with their own personality.

To encourage and guide children in a healthy, professional, and reassuring manner with respecting individualism and diversity, our goal is to allow children the freedom to play, expand their personality, foster independence, being creative, and to build self-confidence.

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## Hours

Monday to Friday 8:00 Am to 5:00 PM

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# Programs

## Infants – 9 Months to 18 Months

In this program, our staff offer a caring and stimulating environment to meet the needs of every child. We develop individual feeding schedules for each child, and also have a charting board for the parents to view at the end of the day. The infants spend time both indoors and outdoors where they are encouraged to explore their world in a safe and loving environment. Daily activities such as crafts, songs, games, and age appropriate educational toys all combine to provide the perfect atmosphere for growing minds and bodies.

<b>Time</b>	<b>Activity</b>
8:00 -9:00	Arrival & Free Play
9:00-9:30	Morning Snack
9:30-10:00	Play Time in Infant's Room
10:00-10:15	Getting ready to go for outdoor activity
10:15-10:45	Morning Walk (weather permitting)
11:00	Lunch Time
11:40-2:15	Nap Time
2:30	Afternoon snack
3:00-3:30	Play Time in Infant's Room
3:30-5:00	Outdoor play time

## Toddlers - 18 to 30 Months

This program focuses on both the physical and mental development of our children. Toddlers have the freedom to explore through guidance, and social interactions in a safe and encouraging environment, where indoor and outdoor activities are planned every day. In this program, our staff is trained and dedicated to work on certain behaviors for the timely development of our children. Teaching basic table manners during snack and lunch time; helping develop and improve vocabulary and socializing skills of our toddlers; are a couple of such focuses of the staff. Following a busy morning, the children will have an opportunity to rest their bodies, and recuperate for approximately two hours every afternoon during nap time.

<b>Time</b>	<b>Activity</b>
8:00 -9:00	Arrival & Free Play
9:00-9:15	Blocks, puzzles and play dough time
9:30	Morning Snack
9:45	Circle Time
10:15	Morning walk (weather permitting) or Arts & Crafts Time
11:00	Lunch Time
12:00-2:00	Nap Time
2:00-2:30	Play Time
2:30	Afternoon Snack
3:00-3:30	Play Time in Toddler's Room
3:30-4:30	Outdoor games and activities
4:30 - 5	Clean Up

## **Young Adults – 3 to 5 years**

Our young adults are ready to put their learning caps on. In this 3 to 5 stage, our staff is focused on working with the children by helping them progress through and achieve timely milestones with their social, physical, emotional, and intellectual developments. Children learn through role playing, begin to develop a strong set of problem solving skills, and start to express themselves better by using their words instead of actions. There is plenty of time for running, jumping, climbing, doing somersaults, and using their gross motor muscles as well. Children at this stage begin to name colors, are able to understand simple counting, and start to expand their vocabulary through reading, talking, and consistent communication with the teachers. All of these skills are presented in a fun-filled manner at the center, both indoors and outdoors.

Sweet house; is passionate about literacy and we understand the importance of introducing young children to books. We stimulate their excitement by always having a fresh assortment of books available and by taking seasonable or thematic books from the public library every week.

Our program helps children to develop in a number of areas:

1. Motor Skill Development: hands on activities, outdoor play, tossing and catching.
2. Cognitive Development: puzzles, games, recognizing shapes and colors.
3. Language Development: recognizing and forming letters and storytelling.

<b>Time</b>	<b>Activity</b>
8:00 -9:00	Arrival & Play Time
9:00 -9:30	Morning Snack
9:30 -10:15	Morning Circle Time
10:30 -11:15	Program activity(sensory activities, science and nature, life studies)

11:30 -12:15	Lunch Time
12:15 - 12:30	Reading story book
12:30-2:30	Nap time
2:30 -3:00	Afternoon Snack
3:00 -3:30	Afternoon Circle Time (Show & Tell, Read a Book)
3:30 – 4:30	Outdoor games and activities
4:30 – 5	Clean Up

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## **OPEN DOOR POLICY**

Although I have an open door policy (which means you may visit during the day), I do not encourage parents to drop in. I find that visitors usually cause children to react in an excited manner that does not normally occur when I am alone with the children. I would appreciate you taking my schedule into consideration if you do plan to visit. Please also keep in mind that early afternoon is the best time for giving a call to daycare in order to check up on your child.

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## **ARRIVALS AND DEPARTURES**

It is normal for some children to have difficulty separating from parents, or cry when being dropped off. Please be very brief (no more than 5 minutes) during drop-off times; the longer you prolong the departure the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone. Please be assured that if your child is having a difficult time settling down and is crying for a long period of time, I will contact you.

Please be very brief at pick-up times also. This is a time of testing when two different authority figures are present (the parent and the provider), and all the children will

test to see if the rules still apply. Some children have a rough time with these transition periods. Please help show your child that you respect me, the rules of my house, and my property by reminding them that the rules still apply when you are around. When you are here with your child, you are expected to discipline your child when their behavior warrants it. If you do not correct him/her, I will enforce my rules, and this is likely to cause a conflict.

Please bring your child dressed (in weather appropriate clothing) and ready to begin their day.

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## **NAP/REST TIME**

All children are required to lie down for a rest period in the afternoon. All children must nap, rest or read quietly during this period. Although our nap time may vary depending on our activities on a particular day, usually it is from 12:30pm - 2:30pm. Rest gives everyone a much needed break during the day. If your child has a special blanket or stuffed animal he/she sleeps with please feel free to send it along. I would ask that you please avoid picking up or dropping off your child during nap time, as it disturbs the other children's rest period. If you cannot avoid coming at nap time, please be quiet and considerate of the children who are resting.

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## **ACTIVITIES & CURRICULUM**

The main goal of this child care is to learn while having fun and improving social skills. We will be utilizing a variety of activities to accomplish this goal. Free play, reading, arts and crafts, music/singing, dancing, pretend play, puzzles and educational TV/videos are just some of the activities we will be doing.

Using the computer as a tool, your child will learn things such as hand/eye coordination, letter and number recognition and colors. We have a variety of preschool programs we use to let the children learn at their own paces.

We have a large fenced in yard complete with all the equipment necessary to improve large and small motor skills, balance, coordination, & imagination. We also have a special gardening area for children which help them to experience the satisfaction that comes from caring for something over time, while observing the

cycle of life firsthand. Meanwhile it is a great way to teach environmental awareness by exploring the workings of nature.

One of the other programs that we offer to children is kids' yoga. Children can derive enormous benefits from yoga. This program help children to enhance their flexibility, strength, coordination, and body awareness. Meanwhile, their concentration and sense of calmness and relaxation improves.

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## **ITEMS BROUGHT FROM HOME**

As of right now, I do allow the children to bring a special item from home if they would like. If your child has a special blanket or stuffed animal they sleep with they are welcome to bring it. However, I do not encourage children to bring their toys to daycare. Some children are just not ready to share their special toys. I am not responsible for lost or broken toys brought from home .Please provide a pair of inside shoes (with your child's name written on the inside) that will be left at the center. They will be kept in your child's own special cubby box. Inside shoes help to keep our floor space clean and allow us to use it for more activities.

What do I need to send with my child each day?

Your child's inside shoes are kept at the center. Please dress your child appropriately for the weather, muddy buddies and rain boots are important for the rain as we do a lot of puddle jumping! Otherwise all you need to send with them is a healthy snack in a labeled snack bag and a labeled water bottle to leave at school or bring back and forth each class. If anything else is ever needed, you will be given plenty of notice beforehand.

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## **HOUSE RULES**

The following rules are enforced for the safety and well-being of everyone. There will be no running permitted in the house. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. No standing or climbing on chairs, tables, or furniture. No playing on the steps (either inside or out). No disrespectful language will be used.

Children and families are welcome in any areas of the home that are used for child care purposes.

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## **DISCIPLINE**

My philosophy is that you use discipline to teach a child. I achieve this through love, choices, consistency and firmness. I stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the child care home frequently so they are all familiar with the guidelines.

Please keep in mind that there will be disagreements between children. Young children, especially, who are not adept at communication, have a hard time expressing their feelings. Sometimes they hit or throw toys, etc. Although teaching children appropriate behavior is what I will be doing, remember that this behavior is normal in most cases.

The following methods of discipline will be used;

Encourage children to solve problems themselves and choose the proper behavior

Intervention and discussion

Re-direction to another play area or activity

Loss of privileges

**Supervision:** We have the duty of care to provide adequate supervision of children at all times. Supervision is one of the key requirements in the prevention of accidents and injury throughout the center. It also promotes positive, responsive, and intentional learning environments for children and child care providers. We supervise children to ensure the potential for accidents and injury to children is reduced and the safety for children when participating in excursions.

- We conduct regular safety checks of the program premises and equipment to remove hazards
  - Position equipment and arrange the environment to allow caregivers to supervise the children's play, rest, and toilet areas.
  - Know which individuals are authorized to pick-up a child from the program in place of a parent
  - Notice when children arrive and leave the program, ensuring that both arrival and departure times are accurately recorded.

- Remember where emergency medications, first aid kits, and emergency contact numbers are kept; and monitor children are all at times.

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## **Holiday Celebration**

We honor and celebrate all Canada's major holidays and celebrations in our child center. In addition, we will incorporate other cultural celebrations, as much as we are capable of, out of respect for the children in our program and the diversity of our community. If you would like us to celebrate something meaningful to your family that is not already on our calendar, please let us know at least one month in advance and we will do our best to accommodate your request. If there are celebrations you prefer your child not be involved in, please discuss this with us prior to the date so we can accommodate your preference.

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## **Time Out**

If I feel there is a chronic behavioral issue that needs attention, I will let you know so that you and I are handling it in the same way and your child has continuity in discipline between our homes. These types of behavior might include such things as biting, chronic hitting, etc. Together we will try to find a solution. If your child's behavior prevents me from being able to properly care for the other children, you will be called to remove your child from daycare. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well-being of all.

As a home care provider, I have a responsibility by law to recognize and report any evidence of child abuse-physical, emotional or neglect.

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## **Emergency Evacuation Procedures**

Fire drills are held once a month as required by the fire authorities. The Director sounds a bell and the staff follows the emergency evacuation procedure for the center. Staff members have children line up quickly and quietly. They then take a first aid kit, attendance sheets and the children to a designated location to conduct a

head count and attendance. The Director gathers emergency cards, keys, and staff in/out sheets; checks all rooms, washrooms and closets; and meets staff at the designated location. The Director also records information from the event: the date and time it took place and how long it took to evacuate everyone. This information is then posted for viewing in the center. Earthquake and fire drills are held once a month. During the drill children are taught to stay away from windows and to “duck, cover and hold” until shaking and or smoke stops. Staff members have children line up quickly and quietly if required to leave the building. They then take a first aid kit, attendance sheets and the children to a designated location to conduct a head count and attendance. In the event of a real fire, earthquake or other emergency, parents (or others listed on their child’s registration form) will be contacted immediately. Our emergency routes are posted in the center. Please make yourself familiar with this information, and be sure to keep your contact information up to date

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## **Sickness Policy**

According to state regulations a provider may not allow a child to enter or remain in care if the child is exhibiting symptoms of acute illness. A child who has a fever, vomiting, diarrhea, rash or other condition contagious to other children, or needing close attention is to be kept at home. Any fever over 100 indicates a transmissible illness and the child must be kept at home. Furthermore, a child with a frequent, active cough and/or a very runny nose needs to be at home. Children who are lethargic, generally not "acting themselves", or are unable to participate fully in our daycare routine, should be kept at home. Your child must be symptom free (without the use of medication) for 24 hours before returning to daycare. Please notify provider any time your child has a contagious condition that they may have exposed another child in provider's care to.

If your child becomes ill while in my care, I will make the determination as to whether or not the parent is to come for the child. Each case is different and new situations may arise, but in general, aside from obvious symptoms of illness (fever, vomiting, diarrhea, etc.) if your child is acting sick, lethargic or too uncomfortable to participate in our normal daycare routine, I will be calling you to come get your child. Please know that when I make that call to you I have done everything I can possibly do, and we have reached a point where parental care is needed. Please do not make me feel guilty if and when I do have to call you to come and get your sick

child. If you are called to come for your sick child, you must pick him/her up within one hour.

I strictly enforce the sickness policy. This is for the wellbeing of all the children and the parents. Exposing the other children in my care to your child's illness starts a cycle of passing the illness throughout all the daycare families enrolled at Home Away From Home, causing many parents to have to miss work to care for their sick child. Also, if you bring your sick child to my daycare and my children or I become sick, then I will be unable to care for your child, At one time or another you will be inconvenienced by your child being sick. It happens to everyone, but you must understand that when your child is sick, they are not allowed to be in my daycare. I cannot offer sick child care. This is a state law. Please remember to save some vacation days just in case you need to stay home with your ill child.

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## Touch Policy

It is the policy to inform parents of the nature and type of routine physical contact their child(ren) will experience while in my care. There is NO physical punishment at my daycare at any time. It is my belief and practice that children need nurturing, adult physical contact for their care and healthy development. This contact can be described in three ways:

- 1) **Nurturing:** This includes hugs and non-intimate kisses, hand holding, gentle tickling, caring and cuddling. This type of contact is never made against the expressed wishes of the children.
- 2) **Safety and Guidance:** This includes restraining children from harmful situations, separating physically conflicting children, directing children by leading or guiding them and administering first aid to injuries.
- 3) **Hygienic:** This includes face and hand washing, assisting with bathroom duties (as appropriate to the age of the child), diaper changes, examining rashes or unusual marks, nose blowing, applying sun screen and assisting with or conducting necessary clothing changes.

It is also my belief that it is normal and healthy for children to express affection with their peers. This includes hugs and non-intimate kisses and hand holding. This type of contact is never made against the expressed wishes of the children.

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## **Absence**

If your child will be away for any reason please notify us as soon as possible, as it may change our daily class planning. Phone call is the best way.

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## **Child Abuse**

We are required by law to report any suspected or disclosed abuse of a child by anyone to the Ministry for Children and Family Development. In this situation, we are not allowed to notify the child's parents unless we are instructed to do so by the Ministry.

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## **Confidentiality**

We have a strict policy of confidentiality. Anything said between staff members, between staff and parents, or between staff and management is kept completely confidential. In addition, we respect the children by not speaking to any other family member about a child that is not theirs. If two children are involved in an incident together, we will explain what happened to the parents without naming the other child.

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## **Statutory Holidays & Centre Closures for 2016/2017**

Sept 5 2016	Labour Day	April 14 2017	Good Friday
Oct 10 2016	Thanksgiving Stat	April 17 2017	Easter
Dec 19-Jan 3 2017	Winter Break	May 22 2017	Victoria Day
Feb 13 2017	Family Day	July 1 2017	Canada Day
March 13-24 2017	Spring Break (Preschool Only)	Aug 7 2017	BC Day

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## **Registration Requirements**

To register your child in sweet house Child Centre Program, we require:

- A completed Registration Form Package
- A completed Immunization Form & Record
- General Consent Form

Registration occurs within the center.

A non-refundable registration fee of \$50, and a holding fee of \$100 (both fees are non-refundable). The holding fee goes toward your first month's fee)

- Payments can be made by cash, postdated cheque and or e-transfer.
- Fees are due the 1st of each month.

Any cheques returned from your financial institution will incur an NSF fee of \$50.

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## Class Times & Investment / Fees

<b>(Drop Off Program) providing space is available</b>
<b>Hours:</b> \$15/hour
<b>Times:</b> 8 am – 5 pm
<b>Note:</b> To register your child in Sweet House’s drop off program, we require the same forms as the one above. Please contact us for availability and dates.

<b>Infant(9-18 month) and Toddler (1.5-3 years)</b>		<b>3-5 Years Old</b>	
<b>5 days/week</b>	\$1300	5 days/week	\$1100
<b>3 days/week</b>	\$1000	3 days/week	\$800
<b>2 days/week</b>	\$700	2 days/week	\$600
<b>All tuitions include 2 nutritious snack/day</b>			

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### Family’s Request for Withdrawal

A deposit equivalent to one month’s fees is required at the time of registration, if you wish to withdraw or make changes from the program early, you must give a full 40 days notice in writing by the 1st day of the month prior to the change for a full refund of your deposit. Failure to do so will mean that your deposit is forfeited.

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### Facility’s Request for Withdrawal

Sweet House can terminate its services to a family under the following circumstances:

- If fees for services are not paid in full and on time and suitable arrangements cannot be agreed upon;
- If the center is unable to satisfactorily resolve a problem with a family;
- If a family member harasses, threatens or commits a violent or unlawful act toward a staff member, child or other family involved in the program;

- If in the assessment of the staff, a child is unable to be safely managed in a group of children within the given adult-to-child ratio. In this case, termination of services will be a measure of last resort