



Little Butterflies Kingdom
Where your children fly to their future

PARENT HAND BOOK



NOVEMBER 2024

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WELCOME

WHERE YOUR CHILDREN FLY TO THEIR FUTURE

Welcome to little butterflies Kingdom where we provide a nurturing and stimulating environment for children to learn and grow.

Our bilingual daycare offers children a unique opportunity to develop their language skills and cultural understanding from an early age.



WHO ARE WE?

Little Butterflies Kingdom represent more than just a childcare, it is a place where every child is pampered, and encouraged to spread their wings. Our Centre is committed to provide a well-structured, creative, and play-based program that meets the changing needs of all the children in our care. Founded by a passionate educator whose heart is woven with tenderness and dedication, our daycare has its roots in a deep love for children and their development.

The Parent Handbook was created to provide parents and guardians with the information they will need to have a successful working relationship with our caring staff. Families will be notified anytime updates are made.

CANADA WIDE EARLY LEARNING CHILDCARE PLAN (CWELCC)

Little Butterflies Kingdom is not enrolled in the Canada Wide Early Learning Childcare Plan (CWELCC).

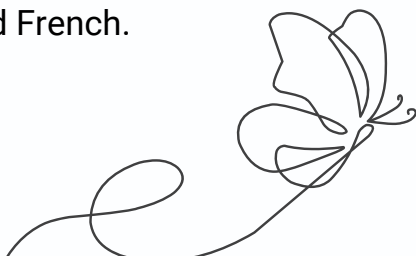
OUR VISION & VALUES

MISSION AND PURPOSE

Little Butterflies Kingdom's mission is to provide the best quality care to children in the Niagara region. We provide a warm, safe and reliable environment for all children in our care.

BELIEFS AND VALUES

- We believe that all children can learn through play. We have a learning environment based on principles and values that make this statement possible.
- We create a daily program that helps children to grow and learn while playing in different areas of the classroom. Each center is a learning experience.
- We value the environment, knowing that it is the third teacher, where children can develop their learning abilities.
- We value honesty and respect for parents, children and staff.
- We value inclusion and welcome all children to the center, where we will proudly use both Canadian languages: English and French.



PROGRAM STATEMENT



HOW DOES LEARNING HAPPEN?

At Little butterflies Kingdom, our dedicated educators use How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014) as fundamental document under the Child Care and Early Years Act, 2014 to guide the children under our care. How does learning happen? is the four foundations of learning in Ontario: Belonging, Well-Being, Expression, and Engagement. At little Butterflies Kingdom, we are delighted to follow those four foundations.



LEARNING THROUGH PLAY

Our emergent, play-based curriculum ensures that each child is in a fun, creative, safe and nurturing environment. Every day is a happy learning experience for all the children in our care. They will explore reading, group play, arts and craft, outdoor activities, and they will socialize with each other in a welcoming environment.



HEALTH, SAFETY AND NUTRITION

We ensure that all children, families and educators are safe and healthy. That's why we developed policies and procedures that support our beliefs. All our educators have been trained in standard First Aid and infant CPR. On a Daily basis, we provide quality childcare and give our families peace of mind, knowing their children are safe, entertained, and developing as they interact with our caring and knowledgeable caregivers (educators). Little Butterflies Kingdom accommodates special diets and food restrictions, our menus, from Little Ones Lunches Ltd., provide nutritious hot lunches to our childcare, and follows Canada's Food Guide, and the Child Care and Early Years Act, 2014 (CCEYA) to provide healthy foods that children enjoy. Lunch serving is set where children and adults can socialize, and where children can also be more independent.

RELATIONSHIP AMONG CHILDREN, FAMILIES , AND STAFF

Little Butterflies Kingdom believes that your children are competent individuals, and are capable of logical thinking, exploring their environment, and curious. Our programming encourage your children to discover their full potential, by trying new activities and exploring new ideas. They will be in a learning and save environment , that will help their development, while learning at their own pace.

Our classrooms are set-up to meet your child's need to become independent and self-reliant. The physical setup allows free choice of play materials, and the children are able to move freely within the classrooms. Also, the materials allow children to understand and appreciate the world around them. The furniture and equipment (toy shelves, Tables, chairs toilets, etc.) are all at the children's level. We encourage all the children to be independent in routines such as, eating, dressing, toileting washing and, tidying up their toys after play time .

At little Butterflies Kingdom, we believe in having excellent relationships with each other. We communicate with parents daily, and we believe that Positive relationships between families, children and staff are fundamental to the high-quality care of the children in the centre. We also work with the families as a team by collaborating and listening to their feedback.

We promote encouraging interactions that are inclusive to all, to create a positive learning environment, and to meet the best interest of the children and their families.

In the childcare, the children are encouraged to be as independent as possible. The Educators will allow and encourage them to complete each task to the best of their ability before assisting them if needed. We also encourage the children to help and support each other. We use a 'Feedback Box' where parents and staff can add additional feedback or concerns. It will be reviewed on a weekly basis.

ENCOURAGING POSITIVE BEHAVIOR

At little Butterflies Kingdom, positive language and encouraging behaviour is used by the educators when interacting with the children. That way, they will feel a sense of belonging, and the educators will be amazing role models to them. Our play-based learning environment is design to encourage your children with their communication, problem solving, and self regulation skills. It will also help them to solve any problems presented to them. We also create a safe and calm environment, where your children get all the support that they need to interact, control/regulate their emotions, and positively express themselves.



FOSTERING CHILDREN'S CURIOSITY

Little Butterflies Kingdom strongly believe that children are naturally curious and love to explore the world around them. To help them make the best of their play inquiry, our educators observe, question, talk and interact with the children regularly. By also documenting their interaction, the educators foster the children play in a learning environment, and plan activities based on their curiosities and interests.

PROVIDING CHILD-INITIATED EXPERIENCES

The educators with the help of documentation, will plan activities based on the children interests. However, they will follow and support the children's lead. The educators will develop an environment where the children can explore their social, emotional, and psychological skills. At little butterflies Kingdom we believe that the children are the activities initiators, and the educators are the supporters. We support the children by setting the dramatic centre, adding different books on the bookshelves, planning fun activities both indoors and outdoors, that will help and support your children interest.



CREATING LEARNING ENVIRONMENTS

We encourage the children learning and development by creating a peaceful and calm environment, where they can use their imagination freely. We provide different activities, that will meet their needs, both indoors and outdoors. We believe that the environment is the children third teacher, and the educators set it up to fulfill this particular rule, by providing simple materials that will promote the children's imaginations and creativities.

DAILY ACTIVITIES

We design activities for the children both indoors and outdoors daily. Weather permitted, we go outside for two hours, morning and afternoon, and the children are provided with equal opportunities to find the activities that meets their needs and interests. We also include plenty of free time during the day in the classrooms that will support the children emotional, social, physical, and cognitive skills. After lunch, we offer two hours of nap or rest time daily. We are also prepared for the non sleepers and the early wakers with quiet activities.



PARENTS-EDUCATORS PARTNERSHIP

Parents and educators communicate daily about the children's behavior, wellbeing and activities. We will communicate via Classdojo, email, phone calls and in person during drop off and pick up time. The educators will also send pictures of your children's activities to you as well. We strongly encourage open communication between educators and parents, because we believe that a parent is the most important person in a child's life, and the partnership between parents and educators helps support the child's well-being and learning experience.

LOCAL COMMUNITY PARTNERS

At little Butterflies kingdom, we wish to involve with local community partners to support the children, families and staff. We wish to have librarians come to our centre and read us books, in both English and French. We also encourage parents and grandparents to come and spend time with the children whenever its possible for them.

Inclusion

At little butterflies Kingdom, We believe that all children have the right to quality care. We provide the same opportunities for every child that attends our program, and we treat them all with dignity.

SUPPORTING STAFF CONTINUOUS PROFESSIONAL LEARNING

We believe that the children will benefit from the educator's professional learning experience. Staff and educators are encourage to attend any workshops provided by the College of E.C.E.s or the ECCDC, which provide ongoing professional development and mentorship resources. The supervisor of Little Butterflies Kingdom is in charge for the development, and leadership of all the educators. The supervisor will plan regular staff meetings, provide materials to the staff such as links and articles, and invite professional speakers from the community to help with the educator's professional growth.

DOCUMENTATIONS

We believe that play based learning allows children to learn easily and naturally. Children are also born with natural cognitive impulses to explore and understand the world around them, and to make use of all of their senses.

At Little butterflies Kingdom, we will observe and document play to support your children developmental understanding.

This program statement shall be reviewed by all new staff, student teachers, and volunteers, as required by the Ministry of Education's Child Care Early Years Act.



PROGRAM STATEMENT IMPLEMENTATION

The program statement implementation policy requires that all staff volunteers and students involved in caring for the children are aware of the expectations set out by little butterflies Kingdom. The expectations are:


- How the Program Statement will be monitored, reviewed and kept up to date
- What the prohibited practices are
- How staff, students and volunteers are to implement the approaches in the program statement
- How Little Butterflies Kingdom will deal with a contravention of the program statement and/or commission of a prohibited practice.
- The policies and procedures relating to the program statement implementation policy must be reviewed with Staff, volunteers and students of Little Butterflies kingdom.
- The Program Statement has been designed to provide clarity on the Childcare's expectations, and to have a great interaction between children, parents and staff.
- The Program Statement is based on Ontario's Pedagogy for the Early Years document, "How Does Learning Happen?", and it is meant to inspire, educate and enhance the existing work of our staff.




PROHIBITED PRACTICES

At little Butterflies Kingdom, our priority is to ensure that each child has a safe and positive experience that promotes their safety, health, and development.

The following practices are strictly prohibited in our facility:


- a)** Corporal punishment of the child.
 - b)** Physical restraint of the child, such as confining the child to a highchair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
 - c)** Locking the exits of a home childcare premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.
 - d)** Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth.
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- e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
 - f) Inflicting any bodily harm on children including making children eat or drink against their will.

No form of corporal punishment will be allowed at anytime Such as: NO biting, hitting, shaking , kicking , spanking , grabbing , squeezing, pushing, pulling or pinching.

CONTRAVENTION OF PROHIBITED PRACTICES

At Little Butterflies Kingdom, we take the Program Statement very seriously. Any actions that do not comply to the Program Statement and prohibited practices are subject to follow up and contract terminations. On-going monitoring of the classrooms will be done by the director, supervisor and designate to ensure that all staff, students and volunteers are following our Positive Guidance approach and that none of the prohibited practices are occurring in the centre



If any of the staff, students , volunteers does any of the prohibited practices while employed by, or on the premises of Little Butterflies Kingdom, the Contravention would be documented, the employee/person involved would be interviewed and depending upon the severity of the action either a warning will be given, or instant dismissal. If necessary, a serious occurrence form would be filed.

This policy is to be reviewed and signed off annually by all staff members.

WAITLIST



Families that would like to be on the waiting list for Little Butterflies Kingdom should:

Submit an online application to our website: www.rppkingdom.ca, provide information about their family on the application form, and place their child on the waitlist.

Information about the wait list is available to prospective parents by calling the program site supervisor to inquire about the number of families on the wait list.

PLACEMENT PRIORITY

When space becomes available in the program, priority will be given to families that require full time care. Part-time members will be given the first option of going full time when space becomes available. Siblings of children currently registered will be given priority over families who do not have a child registered with little butterflies kingdom, providing there is available space. It is highly recommended that siblings be placed on the wait list as soon as possible. Once these children have been placed, other children on the waiting list will be prioritized based on program room availability, and the order in which the child was placed on the waiting list.

OFFERING AN AVAILABLE SPACE

Parents of children on the waiting list will be notified via email or phone call that a space has become available in their requested program.

Parents will be provided a timeframe of five (5) business days in which a response is required before the next child on the waiting list will be offered the space.

Where a parent has not responded within the given timeframe, the supervisor or designate will contact the parent of the next child on the waiting list to offer them the space.

Responding to Parents who inquire about their Child's Placement on the Waiting List

Supervisor will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.

Supervisor will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

PRIVACY AND CONFIDENTIALITY

The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.

Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

SERVICES



1. TODDLER (18 TO 30 MONTHS)

Educator/child ratio = 1 to 5

Our little ones are full of energy, emotions, language and want to better understand not only themselves, but also “their” world.

The question and challenge of their new knowledge. Their favorite word is “why”. We don't just provide them with an answer, we guide them in discovering it for themselves.

2. PRESCHOOL (30 MONTHS TO 5 YEARS)

Educator/child ratio = 1 to 8

Preschoolers are full of curiosity, energy and creativity. At this age, they are right in their preschool phase where they are developing their social, emotional, physical and cognitive skills in significant ways.

They love to explore, play and learn through stimulating and interactive activities. They begin to develop their language in more complex ways, learn pre-math and pre-reading skills, and understand basic concepts like sharing, patience, and cooperation.

3. DROP-OFF

Your main childcare service is not available? Are you feeling overwhelmed and need to focus on your work? Do you have a doctor's appointment or a job interview? Do you need to run errands, or just want to have lunch with a friend?

Our experienced and caring team is here to care for your children while you focus on your professional or personal commitments with complete peace of mind.

NB: Places are limited, please book in advance, First come first served!



ADMISSION AND FEES



BASE FEES

DAILY FEES

1. Toddler (18 to 30 months) \$57/day + HST
2. Preschool (30 months to 5 years) \$57/day + HST
3. Drop-Off (appointment only) \$60/day + HST (Mon-Fri) and \$50 + HST Saturday

DEPOSIT

- Once space has been confirmed, a security deposit of \$200 is required. It will be applied to any outstanding balance when families withdraw from care with the required notice.

NON-BASE FEES

REGISTRATION & NSF FEES

- A non-refundable registration fee of \$70 is required.
- Non-sufficient funds fees (NSF): \$25.00

LATE PICK-UP FEES

- Late fees will incur after closing time (6:00 p.m.)
Late fees are payable at \$5.00 per 5 minutes
- (every 5 minutes or part thereof) paid directly to the caregiver who has stayed late.

PAYMENT TYPES



- We prefer that fees are paid by PRE-AUTHORIZED WITHDRAWAL. For all other payments, we accept cheques made payable to 'Little Butterflies Kingdom', and e-transfer to 'info.rppkingdom@gmail.com'. We do not accept card payments currently.
- Failure to resolve any unpaid or overdue balances will ultimately result in termination of care. Service will be temporarily suspended for one week. After this period, if payment is still not received, the spot will be offered to another family.

Monthly fees are due on **the first of each month.**

Fees will not be refunded for any absent (vacation or illness), statutory holidays, or unexpected closures.

***** Little Butterflies Kingdom reserves the right to change service fees at any time during the year by providing parents/guardians with 30 days notice before the change**



WITHDRAWAL AND DISCHARGE

FOUR WEEKS written NOTICE is required for withdrawal of a child from Little Butterflies Kingdom. You are responsible for the fees for this period.

DISCHARGE POLICY – At Little Butterflies Kingdom, we will make every effort to meet the individual needs of each child enrolled in the centre. Unfortunately, There may be situations, where we may not be able to meet these needs. The parents/Guardians will be kept informed of all concern, observations, and efforts made by communicating with staff and the Supervisor . All meetings with parents will be well documented. Little Butterflies Kingdom reserves the right to withdraw services for any of, but not limited to the following reasons: Lack of payment of fees, conduct that is injurious to the physical, emotional or intellectual well being of anyone in the centre, not complying to the policies of the centre, behavior that creates a potential safety hazard to children and staff, behavior that puts others at risk, verbal abuse, harassment, or threatening of children/staff, inability of the centre's program and staff to meet the child's individual needs.

FIELD TRIPS AND NEIGHBORHOOD WALKS



Field trips and walks will be an important part of our childcare program. We will be taking the children for neighbourhood walks or to visit local parks. Across from the childcare is Plymouth Park, where we will be often. This allows the children to get to know their community and have memorable and fun outdoor time. Park Visitation will be a part of our regular routine and is often done spontaneously. For major field trips, parents will be notified ahead of time including if the children will be using public transportation. A field trip consent form will be required at that time. We also ask that children wear appropriate footwear for outdoor time. Flip-flops and open toe shoes can make it difficult for children to enjoy their outdoor activities.

STUDENTS AND VOLUNTEERS

Little Butterflies Kingdom ensures that students and volunteers are never included in staff to child ratios.

They are also supervised at all times by a staff , and never left alone with children. All volunteers and placement students must provide a police reference check before interacting with children and are required to be up-to-date with all policies and procedures .



HOURS OF OPERATION



Statutory Holidays

We will be closed for the following Statutory holidays:

New Year's Day

Family Day

Good Friday

Easter Monday

Victoria Day

Canada Day

Civic Holiday (Simcoe Day)

Labour Day

Thanksgiving Day

Christmas Day

Boxing Day

Note: the centre closes at noon on Christmas Eve (December 24th) and New Year's Eve (December 31st)

Little Butterflies
Kingdom opens
Monday to Friday
from 7:30 am to
6:00 pm.
Drop-off Saturday
10 am to 3:00 pm.

UNEXPECTED CLOSURE

Our goal is to provide service under all circumstances to the children in our care. However, unexpected closures will happen due to conditions beyond our control such as : severe weather (extreme heat or a snow storm) lack of heating, prolonged lack of power, or anything else that can affects the well-being of children and staff volunteers and students. Families will be advised of changes as soon as possible.

LIFE-THREATENING ALLERGIES

Little Butterflies Kingdom will provide safe breakfast, lunch and afternoon snack. Materials such as latex or food, used for craft and/or sensory will be revised. The environment will be nut free if necessary. The playground will be inspected for anaphylactic agents as well. The elimination of any known materials that may be harmful to the child because of the allergy will apply. Parents or guardians will let the supervisor know about any medical information related to anaphylactic. For each anaphylactic plan, a photograph of the individual will be included. The plan will be posted in the classroom of the individual, and in the kitchen as well.

FOOD FROM HOME RULES

If parents/guardians will bring food into the center, it **must be nut free**. Same with birthday cakes/cupcakes for birthday parties. Parents should let us know in advance for appropriate measures.

PARENT ISSUES AND CONCERNS



Parents and guardians are encouraged to take an active role in our childcare centre and regularly discuss what their child/children are experiencing with our staff. We support positive and responsive interactions among the children, parents and guardians, staff and supervisor, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Parents are welcome to enter the childcare and have access to their children, as long as they are behaving appropriately, and are not acting in a disruptive manner.

All issues /concerns raised by parents/guardians are taken seriously by Little Butterflies kingdom administrator and Supervisor, and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues / concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request and in timely manner. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within two (2) business day(s) or as soon as reasonably possible from the supervisor.

The person who raised the issue/concern will be kept informed throughout the resolution process. Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

CONFIDENTIALITY

Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

CONDUCT

Little Butterflies Kingdom maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, staff, students or volunteers feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Supervisor or the administrator.



DUTY TO REPORT

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act.

For more information, visit:

<http://www.children.gov.on.ca/htdocs/English/childrensaids/reportingabuse/index.aspx>

ESCALATION OF ISSUES OR CONCERNS

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to Little Butterflies Kingdom administrative consultant.

EMERGENCIES

In the case of an emergency or disaster, Little Butterflies Kingdom has emergency management policies and procedures for everyone to follow. We will attempt to contact families as soon as possible. If a child needs medical attention, we will attempt to notify parents/ guardians prior to taking the child to the nearest hospital/clinic.

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Provider, Staff and/or Licensee in responding to issue/concern:
Program-Related E.g.: schedule, toilet training, indoor/outdoor program activities, menus, etc.	Raise the issue or concern to <ul style="list-style-type: none"> - the staff responsible of your child directly or <ul style="list-style-type: none"> - the supervisor /administrator. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised; or - arrange for a meeting with the parent/guardian within two (2) business days. <p>Document the issues/concerns in detail.</p> <p>Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral. <p>Provide contact information for the appropriate person if the person</p>
General, childcare or Operations-Related E.g.: fees, placement, etc.	Raise the issue or concern to: <ul style="list-style-type: none"> - the supervisor /administrator 	
Staff-and/or Licensee Related E.g.: conduct of staff, supervisor, administrator	Raise the issue or concern to <ul style="list-style-type: none"> - the individual directly or <ul style="list-style-type: none"> - the supervisor/administrator. <p>All issues or concerns about the conduct of the staff that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Provider, Staff and/or Licensee in responding to issue/concern:
Student-/ Volunteer-Related	Raise the issue or concern to <ul style="list-style-type: none"> - the person responsible for supervising the volunteer or student or <ul style="list-style-type: none"> - the supervisor <p>Note: All issues or concerns about the conduct of students/ volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within two (2) business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

Sickness

If your child is sick, (Diarrhea, fever, vomiting, pink eye, bad rashes) please call the childcare and advise us of the nature of the illness and when your child will be back to childcare



Parking

We will have available parking specifically for the childcare, however, if you choose to park elsewhere. Little Butterflies Kingdom is not responsible for any parking fees/tickets.



SAFE ARRIVAL AND DISMISSAL POLICY

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 to ensure the safe arrival and dismissal of children receiving care.

PURPOSE

To ensure staff, students and volunteers will have a clear understanding of their roles and responsibilities including what steps are to be taken when a child does not arrive at the child care centre as expected, as well as steps to follow to ensure the safe dismissal of children from the child care centre.



Little Butterflies Kingdom will ensure that any child receiving child care at the Childcare is only released to the child's parent/guardian or an individual that the parent/guardian has provided authorization the child care centre may release the child to. The centre will not release any children from care without supervision.

Where a child does not arrive in care as expected, or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

PROCEDURE

Arrival – accepting a child into care.

Educators will:

- Greet parent/guardian and child, conducting a health check on the child.
- Write in the communication book if the parent/guardian relays any changes to pick up are happening that day, for example, time of pick up or alternate pick up person.
- Confirm if the alternate pick up person is on the child's emergency/release information and note this in the communication book as well.
- Sign child in on the classroom attendance that the child is received into.

When a child has not arrived in care as expected.

Educators will:

- Check the communication book to see if any changes from the parent/guardian with regards to attendance is noted that morning or communicated to the centre during pick up the day before.
- Check other communications that the centre may use, for example, email , Phone.
- If the child has still not arrived by 10:00 am and the parent/guardian has not called to inform us of the absence or drop off time change, one of the educators will contact the parent/guardian by phone, or email, requesting confirmation of the absence.



- If the above methods are used to contact the parent/guardian and still no contact from the parent/guardian by 12:00 pm, an additional email from the Supervisor or RECE Lead will be sent asking the parent/guardian to confirm the child's absence.
- Once the child's absence has been confirmed, the child will be marked absent on the daily attendance and noted in the communication book with information conveyed regarding the absence: i.e., illness, vacation, appointment etc.

Dismissal - releasing a child from care.

Educators will:

- Not release a child to a person without the parent/guardian's consent. Consent from either the child's application form or through written or verbal notice.
- Under no circumstances will children be released from care to walk home alone.
- Ask for photo identification if the alternate person is not known to staff (Driver's License, Heath Card, Student Card, or photo supplied and signed by parent/guardian). If the alternate person is under 16 years of age, the parent/guardian must supply written consent with photo to allow the release to happen.



Where a child has not been picked up as expected (before centre closes).

Educators will:

- Call the parent/guardian or that day's alternate pick up person by 5:45 pm if the child is usually picked up by that time.

Where a child has not been picked up and the centre is closed.

Educators will:

- Reassure the child and offer them a snack.
- Call the parent/guardian or authorized emergency/release persons if no one has arrived by 6:00 pm.
- Contact the local authorities if we cannot contact the parent/guardian or any of the authorized emergency/release persons by 6:30 pm. If contact is made and the child has still not been picked up by 7:00 pm the authorities will be contacted.

STAFF VERIFICATION TO POLICY

Every staff will review this policy and its associated procedures. Every staff will verify that he/she fully understands this policy and is aware of his/her responsibilities pertaining to this policy.



PHOTOGRAPHY VIDEOGRAPHY & MEDIA

Our Staff take photos and videos, throughout the day to make the learning in our classrooms visible and to share with families. These photos and videos may also be used for documentation, displayed on the walls of the centre , add to our social media pages , and sent home to families . Staff at Little Butterflies Kingdom must obtain written permission from parents to use pictures of their children for social media or publicity purposes. We understand that some families may not consent to this and have the right to opt out.



CHECKLIST FOR PARENTS

Toddler

- ☐ **Diapers:** We request that you bring diapers in bulk for your child's first day and we will alert you when it is time to replenish their supply.
- ☐ **Wipes:** Pack a full container and we will follow-up to replenish them as needed when they run out.
- ☐ **Extra set of Clothing:** Send your child with, indoor shoes, two or three outfits initially, socks. Seal and label them in a bag. We will send home any soiled clothes to be replaced as needed.
- ☐ **Family picture:** it creates a sense of comfort, safety, pride, and familiarity in the classroom.
- ☐ **Diaper Rash Cream & Ointment:** If you are providing rash cream for your child, you must fill out a medication form provided by Little butterflies Kingdom and store the labeled cream in a sealable bag.
- ☐ **Blanket:** Will be sent home every Friday

CHECKLIST FOR PARENTS

Preschooler

- ☐ **Extra set of Clothing:** Send your child with, indoor shoes, two or three outfits initially, socks. Seal and label them in a bag. We will send home any soiled clothes to be replaced as needed.
- ☐ **Family picture:** it creates a sense of comfort, safety, pride, and familiarity in the classroom.
- ☐ **Blanket:** Will be sent home every Friday




Notes



CONTACTEZ- NOUS



Le Royaume Des Petits Papillons
Où vos enfants volent vers leur avenir

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CONTACT US



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Where your children fly to their future

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