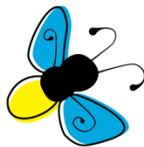
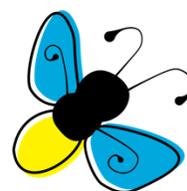


**Sussex Christian School**  
**LITTLE LIGHTS**  
**Early Learning Centre**



## PARENT HANDBOOK

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# WELCOME

To SCS Little Lights Early Learning Centre!



## ABOUT US

SCS Little Lights Early Learning Centre is aimed to jump start your child into his/her fullest potential. We are dedicated to giving the best possible care for your child. Our ambition is to provide your child with a warm, happy, and caring atmosphere in which to learn and grow. SCS Little Lights has 70 infant/preschool and 21 after school licensed spaces.

SCS Little Lights believes that education is important even at an early age. Our goal is to learn through play and hands-on activities while giving the children a head start to their love of learning. We consider that learning at a young age is most receptive when using the hands-on approach.

At SCS Little Lights, we believe in diversity; we value each child's uniqueness. We will not discriminate in relation to admission on race, colour, national origin, religion, or ability. The centre promotes Biblical principles and a Christian-based learning environment. All those who attend the centre are required to take part in all centre activities which may include, but are not limited to, prayer before eating, reading of Bible stories, learning Scripture, etc.

## OUR PURPOSE

SCS Little Lights Early Learning Centre's purpose is that children will experience learning in a happy, exciting, and gentle atmosphere. We aim to provide your child with a "home-away-from-home" atmosphere. Our goals are to help your child grasp concepts of letters, numbers, and the world around him through play and experiment; and to aid in building meaningful relationships. Our centre takes the stand of Biblical views, integrating stories from the Bible and Biblical songs into the learning experience.

Our activities will include play, reading, art, experiments, dramatic play, math, letters, and science, as well as outside play on a daily basis. The program is focused on learning and exploring through play, allowing flexibility in the routine to adapt to the children's needs. SCS

Little Lights follows the New Brunswick curriculum. This curriculum can be accessed at <http://www.gnb.ca/0000/ECHDPE/ELCC-curriculum.asp>.

The New Brunswick Curriculum Framework includes four main learning outcomes which include the following:

**Well-Being** – Children experience safe and caring environments where their emotional and physical health, positive identities, and sense of belonging are nurtured and protected.

**Play and Playfulness** – Children experience open and flexible environments where playful exploration, problem solving, and creativity are encouraged and purposefully planned.

**Communication and Literacies** – Children experience intellectually, socially, and culturally engaging environments where their communicative practices, languages, literacies, and literate identities are valued and supported.

**Diversity and Social Responsibility** – Children experience socially inclusive and culturally sensitive environments in which consideration for others, inclusive, equitable, democratic, and sustainable practices are enacted, and social responsibility is nurtured.

Under these main outcomes there are a number of daily practices. We provide an opportunity for our children to experience these practices through invitations and open-ended play. Our goal is to provide our preschoolers a safe and nurturing environment which prepares them for the next step of their journey.

## Inclusion Policy

SCS Little Lights ensures that all children are welcomed and supported to participate in every part of our program. We do our best to accommodate all children's needs and abilities the best we can. We- want all children to have access to a developmentally appropriate early learning experience. This creates an environment that supports and values relationships and connections with families and our community.



## OUR CLIENTELE

Ages	Class Size	Educators in the room
15-24 months	6	2
2 year olds	10	2
3 year olds	16	2
3/4 year olds	17-20	2
4 year olds	20	2
Afterschool	30	2

## HOURS OF OPERATION

SCS Little Lights Early Learning Centre is open daily from 7:30 to 5:30. If you need longer extended hours please contact the director for arrangements. There will be no refund on tuition for the days when a child does not attend, whether it be a snow day, power outage, illness, or holiday.

### Christmas Break

SCS Little Light will be closed between December 24—January 1st. You will be charged for this week.

### Summer Break

We will be closed for two weeks in the summer for upkeep of our facility as well as a break for our hard working educators. We will announce those weeks no later than the end of January so parents can book time if needed. These two weeks you will not be charged.

### Statutory Holidays

The ELC will be closed for all the following holidays; New Years Day, Family Day, Good Friday, Easter Monday Victoria Day, Canada Day, New Brunswick Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Eve, Christmas Day, Boxing Day and New Years Eve. You are required to pay for these days with the exception of Easter Monday. If any of these holidays falls on a weekend the centre will be closed on the following Monday.

## March Break

SCS Little Lights will be open during the March Break 0-5 children as well as our School Aged Children.

## Storm Days

This policy applies throughout the winter when the weather is so unpredictable. This policy will come into effect when there is a lot of snow or rain/ice. It is as follows: we will let parents know via facebook chats if we are open or closed by 6:30am. If we remain open, it is only for those that need child care because of work. We ask that you let us know, as soon as possible, if your child will attend that day (preferably the night before). We have many staff that have long commutes, so we want to respect them as well as the families that need care.

Please watch your email and facebook page for cancellations. On stormy days please pick up your child as early as possible for your families safety as well as the safety of our educators.

## After School Care

Afterschool care is offered from September to June according to the school calendar. We are closed for all statutory holidays and PD Days. However, we will plan to have March and Summer Camps for our school age. Our Afterschool Program program is open when the Anglophone South School District (ASD) is closed due to weather, however, it is only for those with a need for care because of work. (See storm day policy above for more info). Please check your facebook chats for announcements.

# DROP-OFF AND PICK-UP PLAN

## Arrival

It is our goal to make arrival time as smooth as possible for your child as well as for you. When you enter the centre we ask that you and your child wash their hands immediately after entering. Once you have washed you can help your child un- pack and get organized for the day. Each child will have a cubby for their belongings. Please escort your child to their classroom where you will check in with their educator. After this is done, it is best for your child if you say your good-byes and let your child jump into the activities planned for that day. This helps the transition from parent to early learning centre run smoothly. If you are going to be considerably late or if your child will not be attending for the day, please notify us before 8:30 am. If a child is ill, we need to know the symptoms. It is a government requirement that we keep records of this.

Each class may have a different schedule for coming into the class. This will be communicated to you before your child starts attending.

## Pick-up

For the protection of your child, please notify us if anyone other than Mom or Dad will be picking up your child. If your child is being picked up by someone else who is on the application we will need a verbal or written consent from parents. Only those who are authorized on the application form will be permitted to leave with your child from our centre. We will not release your child to anyone without your consent. If you plan for your child to be picked up by someone who is not on the list we require written permission to release your child. We will ask for photo identification from that person. Please, let the person know what to expect. We don't want to offend them, but we are looking out for your child's safety.

## ENROLLMENT AND DISCHARGE PROCEDURES

SCS Little Lights enrolment procedures: To ensure a child's space, parents must:

- Complete the Little Lights Early Learning Centre Registration Form
- SCS Little Lights Fee Commitment
- Enclose a non-refundable registration fee
- Provide a copy of the child's immunization record (only for 0-5)
- Signed statement that both parents have read, understand and received a copy of parent handbook Please keep us informed of any change in address, phone number, and other important information. These forms need to be updated every year.

If for some reason you need to stop sending your child to SCS Little Lights we require a 14 day written notice. You will be charged for the 14 days whether your child attends or not. If for any reason we cannot continue to give care to your child we will also give you 14 days notice.

When looking to enroll a child, we give priority to those on our waitlist that want a full time spot or whose family is already attending. We do offer part-time services that could change to full time based on need and availability.

We need to keep updated information on your child. So, each time your child moves to a different room within the centre, you will receive new registration papers to complete.

## FEE PAYMENT SCHEDULE

### Registration Fee

\$100 per family is due upon submission of application. \$50 for any additional children you are sending to the centre. This money is non refundable and will not be put toward your first payment. This money is used to register your child and buy any necessary supplies.

### Childcare Rates

Infants: \$19.00 a day

Preschool Age 2-5 Year olds: \$16.00 a day

### Tuition Payment Options

We accept payment through e-transfer, cheque, or direct withdrawal. Payment is payable on a biweekly or monthly basis. We require payment on or before the end of the month. Payment must be received before your child can attend on Monday. We understand situations can arise. If you find yourself in a situation please contact the director. Recurrence of late payment would be grounds for immediate termination of service.

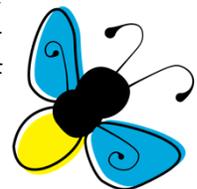
## TERMINATION POLICY

SCS Little Lights reserves the right to terminate enrolment at the centre for the following reasons (but not limited to):

- Lack of compliance with handbook regulations
- Failure to pay tuition, failure to pay on time, or bounced cheques
- Lack of parental cooperation, parental disrespect of SCS Early Learning Centre and staff
- Failure of child to adjust to the early learning centre after a reasonable amount of time
- Child's physical or verbal abuse of any person or property
- The inability of the centre to meet the child's needs

## TRANSPORTATION

Transportation to and from our early learning centre will be the sole responsibility of the parents/guardians. When dropping off and picking up your child please park in the designated parking spots which are on the right side of the building and accompany your child into/from the Centre.



## ACTIVITIES OF PREMISES

Little Lights students will occasionally participate in walks around the community. Parents will find a consent form for these outings in the Child Profile to be filled out before enrolment.

## MEDICATION

Medication can be administered while your child is at Little Lights. The medication must come in original packaging, and parents must sign the Administration of Medical Form, providing clear instructions and consent to administration of the medication. Little Lights does not supply any medication for the preschoolers.

## HAND WASHING

In order for the SCS Little Lights centre to be as clean and germ-free as possible, the centre has a number of handwashing protocols that are part of each day. The parent/guardian who drops the child off in the morning is asked to assist in this routine. Parents are asked to guide their child to remove their outside gear and place it in their cubby, then immediately wash their hands before proceeding with any other activities. This is just another precaution SCS Little Lights takes to ensure a happy, safe, and clean environment.

## CHILD ILLNESS

SCS will do its best to keep your little lights free of sickness; however, we know that those germs have a way of getting around. Little Lights will inform parents of any communicable diseases that may be going around in the centre. Parents can also find the notices on the parent board. Little Lights is obligated to exclude any child from the centre until the child has been treated and symptoms are gone.

Parents are asked to please not send a sick child to the Little Lights centre. We follow the guidelines for illness as given in The Child Day Care Facilities Operator Standards issued by the province of New Brunswick in November 2004. Provincial standards require that a child not attend when any of the following symptoms are present:

- The illness prevents the child from participating comfortably in activities at the centre.
- The illness may compromise the health of the other children at the centre.
- The child requires greater care due to the illness.

- The child has any of the following symptoms:
  1. Temperature over 100.4F (38.0C)
  2. Diarrhea, vomiting, cramps, or nausea within the last twenty-four hours.
  3. Unexplained rash
  4. Infestation or infection (incl. eyes)
  5. Persistent cough and/or runny nose

Above these requirements the Department of Health has put in place, Little Lights' goal is to keep our centre free of germs to keep our little ones healthy. Little Lights will not accept any children if any of the above symptoms are present or have been present in the last forty-eight hours. This includes diarrhea, vomiting, cramps or fever.

If a child becomes ill at preschool, Little Lights will inform the parent or emergency contact person who must then arrange to pick that child up within one hour of notification. At this time, the child must be removed from the play area and await in his/her cubby for parents' pick-up. We will ask you to sign a "Potential Illness" form upon arrival. Parents are required to complete a "Return After Exclusion" form upon the child's return to the centre.

## LICE POLICY

Lice and Nits unfortunately can pop up in Early Learning Centres. Though they do not spread sickness like many other communicable diseases, they spread rapidly in this type of environment. This policy outlines the center's and parent's responsibility if lice is found. If they are found while at the center, we will call for you to pick up your child. Before returning, the child's head must be treated with lice shampoo and nits must be combed/picked out. The child must be checked each morning until no lice or nits are present. After seven days, if they are still present, wash with lice shampoo again. Upon returning, the child will be checked before participating in the program.

## CHILD'S ABSENCES

At Little Lights, we completely understand that circumstances come up and that your child may not be able to attend preschool. We ask that you notify the early learning centre as soon as possible by emailing [nmackay@sussexchristianschool.ca](mailto:nmackay@sussexchristianschool.ca), texting 506-512-0355 or messaging our Facebook group stating the child's absence as well as the reason for the absence. Because SCS Little Lights Early Learning Centre is a licensed facility, we are required to keep record of all attendance and reasons for absences.

## EMERGENCY EVACUATION PLAN

The SCS Little Lights Early Learning Centre's first priority is to keep all child safe. Therefore, we have set up a plan in case of any emergency. We prepare the preschoolers by practicing monthly fire drills. We also have an evacuation plan for the centre. If there is any reason that we need to leave the building for any emergency, we have a designated safe location. Parents will be informed of the evacuation location when all the children have been safely removed from the danger.

## GUIDANCE PRACTICES

SCS Little Lights takes a proactive approach in discipline. We will react in a loving and gentle manner in every situation. When problems do arise, we will direct the child to doing right. If this does not resolve the situation, the child will be taken away from the activity and redirected to another activity. We encourage positive reinforcement rather than competition and comparison. We will never hit, spank, belittle, or humiliate a child in any way. The parent will be notified of any behavior issues that need more direction. If a child's behavior becomes an on-going difficulty, the parent may be asked to withdraw the child from the program.

## CHILD ABUSE AND NEGLECT

Under Section 5.7 of the Child Victims of Abuse and Neglect Protocols, "staff of an early childhood development program have a personal obligation to report suspected abuse and neglect." The protocols are made available to staff, and they must familiarize themselves with the protocols and be able to act, if warranted, according to Section 5.7 of the protocols.

## PERSONAL BELONGINGS

There will be space provided at the centre for each child to leave his/her personal belongings when they are not needed. All personal items need to be labelled with the child's name. When dressing your child please remember they will get messy and play outside at least 2 hours a day. Please do not send you children in clothing that you do not want stained.

Items for Infant and Toddlers to Bring to Little Lights

- Diapers, cream and wipes
- Changes of Clothes for the day
- Drinks, Snacks and Lunches
- At least 2 weather appropriate changes of clothes

- Sunscreen and Sunhat (in the summer months)
- Indoor slippers or shoes
- If your child needs a special item for sleeping, it will be allowed at nap time.

#### Items for Preschoolers to Bring to Little Lights

- Snacks and a lunch
- Water bottle each day
- Indoor shoes (no ties please)
- Appropriate clothes for outside play each day
- One change of clothes in a large Ziploc baggie (shirt, pants, socks, and underwear)
- Sunscreen and Sunhat (in the summer months)
- A small blanket for quiet/nap time (if needed)

#### Items to Leave at Home

- Toys (except for Show-n-Tell days)
- Candy
- Electronic Devices

## ANIMALS AT PRESCHOOL

At SCS Little Lights, we love to learn about all sorts of things in our world and this includes animals. Because we are a licensed facility, we are required to have permission from the parent to have animals present at preschool. Having animals visit enables us a hands-on experience when we are learning about different animals. It also teaches empathy, a sense of respect, and love for them. We are aware that animals visiting our centre also brings a bit of risk. We want parents to know that animals that come to our centre have all their vaccines and are healthy. We will practice a regular hand-washing procedure after visiting our furry friends. Another risk that we need to plan for is injury; SCS Little Lights will make sure the animals that come to visit are accustomed to being around children and are not an animal that would harm them. If your child has sensitivities or allergies to certain animals, please let us know and we will plan accordingly. Note: reptiles, amphibians, chickens, ducks and wild animals will not be visiting preschool!

## SNACKS

Little Lights is a nut-free and peanut-free facility. Snack times are a regularly scheduled part of our routine. Keeping with the New Brunswick Daycare Operator Standards, we ask that all snacks be part of the four food groups. We encourage fresh fruits and vegetables, dairy products, and whole grains. We also ask that you choose low sugar snacks for your child. We

also encourage our preschoolers to open what they can of their snack on their own, building both fine motor skills and independence! We also strongly discourage Kool-Aid packaged drinks as they have a high sugar content; instead, we would encourage the child to bring water or milk.

If parents are planning to provide food items for the class (i.e., for a class party or special occasion, etc.), the Department of Public Health requires that those items be store-bought and not homemade. Please inform educators the day before, so we can plan accordingly.

## PARENTAL INVOLVEMENT

On a daily basis, it is helpful if parents assist their child in the process of signing in, washing their hands, and placing their snacks and outdoor clothing in the assigned cubby. Little Lights is happy to have parents come and participate in outings as well as everyday life at the preschool. Should your presence become unsettling for your child or cause disruptions with the program you may be asked to make your visits less frequently.

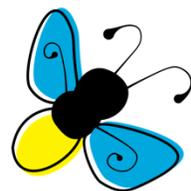
Those who wish to volunteer will be interviewed by the director regarding their qualifications for a given task. Volunteers will be asked to undergo a criminal record check, a vulnerable sector check, and a social development record check as a condition of working in the centre.

## PARENTAL GRIEVANCES

Parents who have a grievance with part of our program or our staff are asked to please bring it promptly to the educator. If this problem is continuing please bring it to the director's attention. Please make an appointment to discuss any issues as drop-off and pick-up times can be very busy. Our centre is overseen by the Government of NB, the Department of Early Childhood Education. The names and contact information for the Early Learning Child Care licensing staff in our area are located on the bulletin board hanging on the wall in the entryway.

## PARENT AGREEMENT

Parents must read this Parent Handbook and sign that they agree with the policies and practices laid out by SCS Little Lights Early Learning Centre in which they have chosen to enroll their child. Please keep this handbook for your reference and complete the attached form and return to the Early Childhood Director to keep on file.





## PARENT AGREEMENT

As a parent(s) of a student enrolled at SCS Little Lights Early Learning Centre, I/we hereby confirm that I/we have read the SCS Little Lights ELC Parent Handbook in full, understand its content, and agree that SCS Little Lights Early Learning Centre will carry out the policies and procedures as outlined in this handbook.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
School Year Enrolled

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date