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Introduction

Merry Pop-Ins Childcare Centre Inc. is an incorporated business, and is licensed by the Prince Edward Island Child Care Facilities Board in the Department of Education and Early Childhood Development. The Merry Pop-Ins School Age Programs are owned and operated by Merry Pop-Ins Childcare Centre Inc. and are located at Englewood, Somerset and Amherst Cove.

Mission Statement

“Children Learn Through Play.”

This is the statement that defines why we are here and what we do. You will see it printed on every page of this handbook, on all the material we send home, and on a plaque at the entrance to the childcare Centre. It took two years, many meetings, and several incarnations to get it down to these four simple words. It requires the staff members to interact in positive, meaningful ways with your children and provides them with countless methods and opportunities to do so.

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Purpose

The School Age Programs are designed to meet the developmental needs of school age children. We provide experiences that enrich and enhance each child's cognitive, language, social, emotional, physical, and creative development. Within the program each child has the opportunity to create, explore the environment, learn problem solving and personal interaction skills, and learn new concepts through first-hand experiences. Children develop a positive self-concept through a balance of self-and teacher facilitated activities. Opportunities for solitary play as well as group activities are provided. Staff members serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child's individual needs.

Philosophy

The philosophy of the program is to provide a warm, supportive, and safe environment for those children needing care before and/or after the school day or during school breaks as well as for families looking for socialization opportunities for their children. The staff creates a stimulating environment that includes a variety of learning experiences both indoors and outdoors to enhance your child's social, emotional, physical, and intellectual development.

Hours

The School Age Program operates Monday through Friday with the following hours:

- After School: School Dismissal (2:40 p.m.) until 5:30 p.m.
- Summer Camp, March Break and PD Days: 7:15 a.m. until 5:30 p.m. at Englewood.

The program will operate every day except for the holidays listed in the Holiday section.

Holidays

The Centre is open year round with the exception of the following holidays:

1. New Year's Day – statutory
2. Islander Day - statutory
3. Good Friday - statutory
4. Easter Monday
5. Victoria Day
6. Canada Day - statutory
7. Labour Day - statutory
8. Thanksgiving Day
9. Remembrance Day - statutory
10. Christmas Day - statutory (week of)
11. Boxing Day (week of)

Although the children will not be in attendance, regular fees must be paid for these days. If any of these holidays fall on a weekend day, the Centre will be closed on the next Monday.

Christmas Closure

The program will be **closed each year over the Christmas Holidays from 1:00pm December 24th** until we **re-open on the first week day after January 1st**. You will be charged for the statutory holidays of Christmas Day and New Year's Day, but not for the additional days that the Centre will not be open.

Closures for Professional Development Days

The school-age program will operate on PD days from Englewood School.

Storm Closure Policy

The after school program will not run if school is canceled or dismissed early.

Registration and Withdrawal

Parents will be required to complete a registration form, and a non-refundable registration fee of \$25.00 per child or \$35.00 per family is also required and is to be paid on registration. Children will need to be re-registered each year in order to maintain their spot. No spot is guaranteed until the form is completed and the fee is paid. Upon registration the first two weeks of fees are also due to hold your child's spot.

If your child is being covered by the Childcare subsidy program, the registration fee is not included and is to be paid by the parent(s). As well, any parent shares stated by the Childcare subsidy office and fee differences are to be paid by the parent(s).

To withdraw your child you must provide the Centre Director with **2 weeks' notice in writing**. In lieu of notice, parents will be billed for the two week period following the child's departure.

Cancellation of Space

One months' notice of cancellation of a reserved space is required in order to receive a refund of any payments made to hold space. **The registration fee is non-refundable and excluded from this policy**. Failure to give one months' notice will result in ineligibility for a refund.

Canceling or Changing March Break or Summer Camp Weeks

All program weeks begin on Monday and run until Friday (unless there are statutory holidays). Parents must give at least two weeks' notice to cancel or change a week. For example, if you wish to cancel or change a week you must do so on the Monday (or earlier) two weeks before. We must maintain strict Staff: Child ratios as legislated by the provincial government therefore, we must plan staff work shifts several weeks ahead of time. If proper notice is not given we cannot refund your fees for that week.

Dropping off your child

Please check your child in using the sign-in, sign out sheets at the entrance to the Gym. Each child must be accompanied into the school daily and settled in by the adult escorting him or her. Please be sure to say “Hello” to a staff member so we are aware that your child is with us. Please remove your outdoor footwear on rainy or snowy days.

Reporting Absences

If your child is going to be absent on a day that they are registered for, we ask that you make every effort possible to let the staff members know. You can do this by email at mpischoolageprogram@gmail.com or by phone at (902) 388-6250. This prevents us from having to run around the school trying to figure out where your child is, as we would hate for them to accidentally go home on the bus to an empty house. It also prevents us from waiting for your child before starting activities.

Programs Available

School-age: 5 – 12 years old

After school

Professional Development days-at Englewood

March Break Camp-at Englewood

Summer Camp-at Englewood

Please note:

- Parents provide snack for after school.
- Parents provide 2 snacks and a lunch for all full day programs

Payment of Services Rendered

- Fees are payable a minimum of two weeks in advance of the service being provided.
- Payment is required by pre-authorized debits. All parents will be required to fill out a pre-authorized payment form prior to acceptance to our program.
- Payment is required for regularly scheduled days a child misses.
- Payment is also required for holidays, storm closures, and professional development days (if your child attends).

We are unable to reduce the cost of tuition for the days your child is absent. Due to the child/staff ratio which must be adhered to, we must have staff present for each day your child is registered.

Payments will be debited bi-weekly for a two week period of childcare. You will be provided a schedule of the dates of withdrawal upon registration and in January of each year after that.

NSF Charges:

A \$20.00 fee will be charged on any pre-authorized payments returned NSF.

Receipts:

Yearly receipts will be given for income tax purposes by the end of February, and it is the responsibility of the parent to retain all receipts.

Late Payment:

A seven (7) day grace period shall be allowed, following which the account shall be considered delinquent and the Centre has the right to terminate care without notice if immediate arrangements are not made. At this point Merry Pop-Ins will use whatever means necessary and allowable by law to collect the outstanding fees. Should the collection of fees proceed to Small Claims Court, the parents will be responsible for all legal and collection fees as per the Agreement for Child Care Contract.

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Daily Fees

Fees are still applied for closures and holidays.

Full time (5 days per week):

- After School (school dismissal time - 5:30 p.m.) \$10.00
- Full Day - PD days \$25.00

Part Time (2-4 days per week):

- After School (school dismissal time - 5:30 p.m.) \$11.00
- Full Day - PD days \$25.00

Summer Camp and March Break Fees:

- Full time (5 days) \$130.00 /wk
- Part Time (1-4 days) \$ 30.00 /day

Parent Visitations

The program has an Open Door Policy, which means that parents are welcome to visit or contact the staff with questions and concerns at any time.

Picking up Children

No child will be released to anyone who is not specified on the child's registration form unless we have notice in person or by telephone in advance of the pickup. This is a security measure for all involved.

Please remember to sign your child out when you pick them up.

Custody or Restraining Orders

In the event of custody issues or restraining orders the Centre must have a copy of the appropriate pages of the official document in your child's file. When legal custody or restraints are not officially in place, or the Centre does not have a copy of the documentation, the Centre will adhere to the regular release protocol of the child – to persons on the registration form only, unless authorization has been given.

Late Pick-up

The program closes at 5:30 p.m. A late fee of \$ 1.00 per minute will be charged for late pick-up. Please respect the staff's personal time as they are not paid after 5:30. The late fee is to be paid directly to the closing staff person as retribution.

Field Trips

Throughout the summer and on March Break, trips are made to special places of interest. Parents will be asked to sign and return a permission slip giving authorization for their child to participate. Parents are always welcome to accompany us. If for any reason you do not wish your child to participate in one of our field trips, you will need to make other care arrangements for the time we will be absent from the Centre. All field trips will be age appropriate, well planned, and supervised. Transportation will be by a chartered bus.

Child Guidance Policy

Our goal in guiding children's behavior is to help each child to develop self-discipline, self-control, and self-confidence, in a loving caring way, while remaining within a socially acceptable framework.

Our staff and children will work together to create a warm, happy, and relaxed child-oriented environment with only necessary restrictions and guidelines.

Rules and expectations will reflect the belief to "Be kind to yourself, be kind to others, and be kind to the environment". They are appropriate for the children's

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development level, clearly set out in advance, and reinforced in a positive, sensitive way.

The children will be given the opportunity to take responsibility, make decisions, solve their own conflicts, and within reasonable limits to experience the natural consequences of their own actions.

Guidance Procedures

- Role Modeling: Demonstration of appropriate ways of interacting (i.e.: use of manners, etc.)
- Positive Reinforcement: Showing genuine approval when children are engaged in an appropriate activity.
- Re-direction: Guiding a child into acceptable options when engaged in an unacceptable activity.
- Natural and Logical Consequences: Attempting to make the child aware of the results of his/her own actions.
- Limit Setting: Boundaries are developed by the teacher for the children as a group and for the individual children according to each situation.
- Offering Choices: Appropriate choices are outlined and children are encouraged to make decisions for themselves.
- Anticipating Trouble: Planning and preparing the environment.
- Ignoring: Some inappropriate behavior can be ignored with emphasis given to appropriate behavior.
- Problem Solving: Discussion between staff and children of options to solve conflicts.

***If an inappropriate behavior continues after use of the above methods, the child will be removed from the group to sit out for a period of time. When the child is ready to discuss his or her actions, the problem will be solved in a positive manner. The amount of time spent on the chair will be based upon 1 minute per year of age, or when the child is prepared to talk, whichever comes first.

***If a situation arises where a child is consistently acting out against him/herself, peers, or staff, it may become necessary to dismiss the child from the program. Every attempt will be made to work with the parent(s) / guardian(s) and the child to correct this behavior before such action is taken. The safety of all the children is our main priority and necessary steps will be taken to ensure that every child is safe at all times.

Health Care

Prior to admission, each child must have all immunizations up to date. Although the program tries to be as accommodating as possible, children with obvious symptoms of illness should be kept at home and be seen by a doctor before returning to the program.

Children experiencing the following symptoms should be kept at home, and in the event a child develops any of these symptoms throughout the day they will be returned home.

- A fever over 101 °F (38.3 °C)
- Severe cough
- Diarrhea, vomiting or upset stomach.
- Unusual or unexplained loss of appetite
- Fatigue or headache.
- Any unexplained discharge or drainage from the eyes, ears, nose, or open sores

Children on medications will need to stay home for 24 hours after the first dosage of medicine in order to allow the medications to take effect. Example: If the child visits the doctor on Monday afternoon and receives a prescription, then the child must remain home until Wednesday.

When a child is on a medication that only needs to be administered at home, the Centre needs to be notified in writing what the medication is and when it is being administered in order for staff to watch for side effects and allergic reactions.

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Prescription and non-prescription drugs may be administered by staff only when:

1. Written authorization is given, including dosage and time drug is to be given. Written authorization must be given BEFORE the medication can be administered. **Exception: Tylenol, Ibuprofen, etc. If your child becomes ill during their present hours at MPI, a parent can give verbal permission over the phone for the staff to give their child medication. A form will have to be signed at pick-up**.
2. The medication is in the original pharmacy container, clearly labeled with the child's name, the name of the drug, the dosage, and the instructions for the storage and administration of the drug.

Over the counter drugs: only the dosage written on the bottle can be administered to the child for his or her age bracket. If you are told by a physician to administer a higher dosage to your child, the Centre will need to have a written note from the physician in order to do so. Example: when an over the counter drug's label reads under two years of age only as recommended by a physician.

Parents are also asked to make sure all medications are given directly to a staff member and not to be left in the child's reach, which includes their lockers and kit bags.

Sunscreen

We will apply sun screen after lunch or after school. If your child needs special sunscreen due to allergies you must provide a labeled bottle to the Centre.

Clothing

Children should wear appropriate, comfortable play clothes so that they may participate in all aspects of the program. Each child will also require to have one pair of sneakers to be left at the school at all times for indoor use, and a second set to be worn outdoors.

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Children should wear clothing suitable for current weather conditions, since the program includes outdoor activities all year round. Accordingly, there should be a sun hat, shorts, sneakers, raincoat and splash pants among the child's belongings all summer, and a snowsuit, mittens, hat and boots in the winter. When children do not have the proper supplies at the school, parents will receive a call at work to bring them in.

All clothing and footwear should be labeled with the child's full name. All unlabeled clothes will be deposited in the lost and found box. Parents should make a point of checking the box regularly. Any personal items brought to the school should also be labeled with your child's name.

Personal Electronic Devices

Personal electronic devices such as iPods, tablets, game boys, Nintendo DS, etc. are allowed to be brought to the school age program. Children will be allowed to use their devices for 30 minutes a day at a time approved by the school age supervisor. The games/videos they are watching must be age appropriate for all children attending the program. If a child is found to be watching or playing something inappropriate they will be asked to turn it off and put the device away for the rest of the day and parents will be notified. If a child is found to not be respecting the rules or time limit set they will be asked to not bring any personal electronic devices to the program.

Special Activities:

Every day after school the children are required to sit and take time for an after school snack (please remember to send a special snack for after school, and let you child know what it is so they know to save it). After snack time, we jump right into "Homework Club". During this time, the children spend 20 minutes quietly working on homework, or reading for those that have no homework (Kindergartens are allowed to color). On Friday's in lieu of homework club, we do FITNESS CLUB. During this time, the children spend 15 minutes walking laps around the gym or outside, and afterwards, do 5 exercises together as a group (they vary from week to week).

Every Friday, the children also get a “computer day” where they get to go to the computer lab for 60 minutes. Losing computer time is usually used as a consequence for negative behavior as well (Ex: child is acting out, they lose 15 minutes of computer time in lieu of a time out). We find this method of punishment is more effective for this specific age group. It also teaches the children that sometimes our behavior can have lasting consequences (ex: If they act out on Monday, and lose their computer time, they don’t suffer the consequences of their behavior until Friday).

On March Break, PD, & Summer Camp Days there is always a unique theme, and the activities for the day are related to the theme. On these days, children will need 2 snacks and a lunch as they are full day events.

**MERRY POP-INS CHILDCARE CENTRE INC.
21287 TRANS CANADA HWY, TRYON, PEI**

Agreement For Child Care Contract

I, _____, HEREBY ACKNOWLEDGE THAT I HAVE READ THE PARENT HANDBOOK FOR MERRY POP-INS CHILDCARE CENTRE AND UNDERSTAND AND AGREE TO ABIDE BY THE POLICIES AS STATED IN THE HANDBOOK. I ALSO UNDERSTAND THAT FAILURE TO DO SO MAY RESULT IN TERMINATION OF CARE. I ALSO UNDERSTAND THAT ANY LEGAL FEES INCURRED BY MERRY POP-INS CHILDCARE CENTRE INC. ASSOCIATED WITH THE ACQUISITION OF UNPAID FEES WILL BE MY RESPONSIBILITY.

Signed (on behalf of all parents and/or guardians as listed on the Centre Registration Form:

Date

Signature of Parent or Guardian

Date

Signature of Director

THIS AGREEMENT IS TO BE REMOVED FROM THE SCHOOL AGE PARENT HANDBOOK AND RETURNED TO THE DIRECTOR WHEN THE CHILD HAS BEEN ADMITTED TO THE PROGRAM AND THE AGREEMENT HAS BEEN SIGNED, DATED AND WITNESSED

THIS AGREEMENT WILL BE KEPT IN THE CHILD'S FILE AT ALL TIMES

EMERGENCY MEDICAL ATTENTION FORM

I, _____, give permission to the staff of Merry Pop-Ins Childcare Centre to give, if required, first aid treatment to my child, _____. The staff also has my permission to send or transport my child to the hospital at my expense, if the situation requires it. I hereby give permission to the supervisor or designated staff person to act on my behalf in obtaining and/or authorizing medical treatment for my child if they are not able to reach me. I understand that any treatment would be on the advice of a qualified medical doctor and that I will be notified as soon as possible.

Date

Signature of Parent or Guardian

CONSENT FOR PICTURE TAKING FORM

I, _____, hereby give permission to the staff of Merry Pop-Ins Childcare Centre Inc. to take pictures of my child, _____, to be displayed within the Centre, or by other media sources, and to retain for historic purposes. Photographs will be shared with all parents in your child's group in weekly power point presentations.

Date

Signature of Parent or Guardian

CONSENT FOR ADMINISTRATION OF MEDICATION FORM

I, _____, hereby give permission for staff at Merry Pop-ins Childcare Centre to administer medication that is prescribed or recommended in writing by a physician to my child _____ . I have also explained to a staff member how to administer the medication and the appropriate dose of the medication. I have also provided the Centre with the written instructions on how to administer the medication, the correct dosage and information regarding signs of an allergic reaction.

Date

Signature of Parent or Guardian

TRANSPORTATION AUTHORIZATION FORM

I, _____, hereby give permission to the staff of Merry Pop-Ins Childcare Centre Inc. to take my child, _____, on an outing off the premises either by foot or any other means of transportation (car, bus etc.).

I will not hold the Centre or the employees liable for any accident that may occur to my child while in the Centre or off the premises on an outing.

Date

Signature of Parent or Guardian

ALLERGY INFORMATION FORM

If your child had any identified allergies, please specify these below, along with the allergy’s severity, any signs of a reaction and any medication or response that should occur following exposure to the allergen. You may be required to provide more detailed information for your child’s file so that the staff are properly informed and prepared to manage your child’s allergies.

Allergen	Severity	Signs of a reaction	Medication or response required