

Parent Guide



“Mighty oaks from little acorns grow”

2629 Victor Street, Victoria BC V8R 4E3
P: 250-370-9103 F: 250-370-9159

email: littleacorn@oaklandscommunitycentre.com



A program of Oaklands Community Association

Table of Contents

About Oaklands Community Association	3
Our Philosophy for Early Childhood Education	3
Our Programs	4
About the Red Room:	4
About the Green Room:.....	5
Hours of Operation	6
Program information	7
Safety Procedures	9
Emergency Procedures	10
In the event of an earthquake:	10
Payment Procedures and Repayment Agreement	11
Requirements for Enrollment.....	11
Monthly fees.....	11
Little Acorn Parent Policies.....	3
Illness.....	3
Injuries and Other Emergencies	4
Food and Drink Policy.....	5
Behavior/Guidance/Discipline Policy	5
Supported Child Care Policy.....	6
Communication Policy.....	7
Conflict Resolution Policy	8
Snow/Inclement Weather Policy.....	8
Agreement Form.....	11

About Oaklands Community Association

Oaklands Community Association is an intricate piece within the local community. The Association services the community through two facilities: Oaklands Community Centre and Oaklands Neighborhood House. Oaklands Community Centre offers a variety of health and wellness programs for all ages and provides care for the children who attend Oaklands Elementary School with an Out-of-school Care Program. Oaklands Neighbourhood House also provides programs for all ages, rental space for community needs and is the ideal environment to offer a quality care program for children aged 30 months to 5 years. In addition to fostering a safe, nurturing day care experience, the staff will provide a pre-school curriculum. This meets the needs that have been expressed by parents who found it difficult to find quality care while still giving their children the opportunity for early childhood education.

Our Philosophy for Early Childhood Education

Our goal is to help every child be happy, secure, and develop fully to his/her true potentials. To meet this goal, we offer our families a safe, nurturing and stimulating environment dedicated to providing a warm and inviting atmosphere that allows children to develop at their own pace. Through play experiences and the guidance of staff, your child will be exposed to situations that will stimulate curiosity, initiative and independence. All of this combined is to ensure our preschoolers are prepared when they reach educational kindergarten.

Preschool and child-care programs are based on children's interests and learning needs, and include the use of individual, small and large group activities, indoor and outdoor play, learning centres, outings and field trips. Activities will be varied frequently and designed to accommodate individual children's unique abilities.

Our Programs

We run two full day play-based preschool programs simultaneously; both programs are inclusive multi-age rooms (30 months – 5 yrs. old). Each room implements our philosophy in their own way and both help aid in development of each child individually.

Red Room

16 children present: 2 Early Childhood Educators (ECE's)

Green Room

24 children present: 3 Early Childhood Educators (ECE's)

* On site we also have an additional ECE, Childcare Coordinator and additional staff as needed for proper supervision, as per Licensing requirements.

About the Red Room:

The red room is the smaller of our two programs; it is licensed for 16 children and has two full time educators.

Our red room program runs on a theme-based approach. The red room Educators plan curriculum ahead, based on specific areas for the children to study and learn. Thematic based learning focuses on the idea that children learn things based on what they already know, linking new learning to old. Activities throughout the day such as art, songs, are stories are all based on the monthly theme.

Red Room Daily Schedule:

7:30- 9:30 - free play (including art, fine motor & large motor activities)

9:30-10:00 – snack

10:00-10:30 – theme related circle: stories, songs, rhymes, games

10:30 – 12:00- outside play

12:00 – 1:00 – lunch & quiet activity time

1:00 - 2:00- rest/quiet time

2:00 - 3:00 – theme related art and table activities

3:00 - 3:30 - snack

3:30 - 5:30 - outside play

About the Green Room:

The green room is the larger of our two programs; it is licensed for 24 children and has 3 full time educators. The program in the Green room is an Emergent/Reggio based program.

A little information about Emergent/Reggio curriculum:

Emergent Curriculum is a 'child directed' rather than a 'teacher directed' way of learning. Children are able to learn about what they are interested in and the teachers are also learning alongside the children by creating an environment that will encompass their interests in many different areas. By doing this the hope is to further the children's learning and exploration on a certain topic. Documentation is a big part of Emergent curriculum and it can be seen as photos, art work, written observations, and displays. Emergent curriculum is beneficial to children in that they are able to have a say in what they want to learn about, building confidence and self-esteem within each child.

Emergent/Reggio curriculum is based on the idea that children are co-constructors of their knowledge and should be active participants in their learning. The environment plays a huge role in children's learning so having many different ways for children to discover a certain topic (through science, art, math, literacy) makes learning more concrete to the child. Documentation is also a large part of Reggio as well, therefore the teacher's job is to observe and document the day to day activities or projects as they happen.

Green Room Daily Schedule:

7:30- 8:30 - free play (Programs are combined in red room)

8:30 -10:15– Free play & Art activity

9:00-10:00 - open snack

10:15-10:45 - circle time

10:45-12:00 - outside play

12:00-1:00 - lunch time & quiet activities

1:00-2:30 - Nap/Quiet time

1:45 – Quiet activities for non-sleepers

3:00 – snack time

3:30 -5:30 outside time

Hours of Operation

Monday to Friday, 7:30 am to 5:30 pm

Exceptions to this are the following statutory holidays and closures:

Thanksgiving (Second Monday in October)
Remembrance Day (November 11)
Christmas Day/Boxing Day (December 25 & 26)
New Year's Day (January 1)
Family Day (Second Monday in February)
Good Friday (Friday before Easter Sunday)
Easter Monday (Monday after Easter Sunday)
Victoria Day (Monday before May 25)
Canada Day (July 1)
BC Day (First Monday in August)
Labour Day (First Monday in September)

Additionally, the Centre will be closed for the following 3 weeks:

- The week prior to the beginning Labour Day and the day after Labour Day for cleaning, planning and reorganizing
- The two week winter holiday closure (as per School District #61)

Program information

Indoor Play

Indoor Play constitutes a large portion of our play time throughout the day. We provide a variety of age-appropriate toys and activities to engage your child. Since the ages of the children in the program vary, all of the toys we have are safe for even the youngest in our program. It is preferred that no toys be brought from home except for on special 'show & share' days. Our staff will not be responsible for toys that have been brought from home that get broken or lost while at the Centre.

Outdoor Play

Please dress your child appropriately for the current weather and in play clothes (with shoes that adequately protect their feet and are not slick-soled; we suggest boots in the fall/winter and running shoes in the spring/summer are a good choice). Rain or shine, we have the children outside everyday so dressing in a way that allows your child to play comfortably in all weather is very important to the success of the program and for your child. During the rainy season, muddy buddies/ rain pants and boots are considered a necessary piece of clothing in keeping your child dry and warm.

Snack time and Allergies

Snack time serves many purposes. In addition to providing a nutrition break, it also gives the opportunity to learn vital social skills. While the staff encourage a 'fun' snack time, we ask the children to observe certain rules to ensure safety:

- Children need to wash hands before eating.
- Children are to remain seated at all times.
- Sharing of food is not permitted.
- Staff will sit with the children while eating

Each day our staff will provide afternoon snack for the children and once a month we will have a hot lunch that is included in the fees. Please notify us of any special nutritional requirements your child may have. Once informed, our staff can take necessary precautions to ensure the safety of your child. If your child cannot partake in the posted snack for the day, the staff will offer your child an appropriate option. In cases of extreme allergies, parents often choose to provide their own snacks.

We are NOT a nut-free facility however we are allergy aware. We take into consideration children with allergies and we provide a safe eating environment for all children. Please feel free to send along foods containing nuts.

*** Please note that seafood is not permitted in the building – we have an Educator who has a severe allergy to seafood and shell fish. ***

Absenteeism

It is the responsibility of the parent to notify the facility when a child will be absent. Please call, email or notify the staff in person if your child will be away from the Centre for any reason.

Field Trips

The children go for walks within the local community. These excursions are considered part of the daily program and will not include motor transportation.

On field trips where transportation is required, parents will be notified in advance as to the details of the scheduled field trip excursion. Our Variety Club 24 passenger bus is located at the Community Centre and will be used for all field trip requiring transportation. No private vehicles, other than the case of a parent/guardian transporting his/her own child, will be used for transportation of any child in any program provided by the Centre.

Included in registration papers will be a *general transportation agreement form*. It is required that each family completes this form before their child will be allowed to partake in a field trip. A week prior to each Field Trip, an email reminder, as well as a written reminder at the sign in area, will be sent out to families regarding details of each Field Trip.

During all trips and walks, the individual ratios of each program will be maintained for all children as well as all safety measures will be taken to protect your children. When children leave the Centre with the staff members, they and staff will all wear Little Acorn marked clothing so that they can be easily identified.

Students

Little Acorn Care Centre is very involved in the development of the students at local educational institutions. At times throughout each year, the Centre may approve the placement of a practicum student in the programs. This placement could be a one hour placement or as long as eight weeks. It is a great learning opportunity for the children, the students, and the staff. This is one of many ways that the student acquires new ideas and skills before they become a qualified Early Childhood Educator.

At times, the student will be observing a child and recording his/her actions and reactions. The names of the children do not appear anywhere in their observations or assignments and written consent will be obtained from the parent/guardian before any direct observation on a child are made. The purpose is to help the student learn the various observation techniques that they will use when they are in the field. The students are supervised at all times and are never to be left alone with a child at any time.

Safety Procedures

Safe Release of Children

Our staff are well trained in the Release of Children. It is important for all parents to understand their role in ensuring the safety of their child.

Children will only be released to the following:

- Parents
- Emergency Pick-ups
- Authorized adults noted on the registration forms

*Please note:

- All persons must be over age 16 years to be eligible to pick up a child in our care.
- If a person picking up a child is under 16 years of age (for example, a sibling), he/she will be required to give the leader in the room a written note of permission from the parent(s) before the child will be released into their care.

Additions to the Persons Authorized List may be made at any time by the parents but must be in written form (in person or by email). Verbal additions will not be accepted.

If a custodial agreement exists, a copy must be made available to the staff. It is the responsibility of the custodial parent to keep those records current.

If a staff member considers a parent/guardian/authorized adult to be impaired or in any way unable to drive safely, an alternate authorized adult must be contacted. The child will not be released until the alternate authorized person has arrived. If the parent/guardian chooses to drive anyway, the staff member is obligated to report the incident to the police.

If for any reason a staff member believes the health or safety of a child is at risk, they are required by the Ministry of Child and Family Development to make a report.

Emergency Procedures

In the event of a fire:

Red Room

1. The ECE (Early Childhood Educator – leader in room) organizes the children and everyone lines up at the closest Emergency Door which is deemed safe (marked on the diagram);
2. The ECE assistant gathers the attendance sheet, the First Aid kit and scans the room for missing or hiding children;
3. The group exits the building as follows: ECE, children, ECE assistant
4. The group marshals on the front lawn of Oaklands Neighbourhood House;
5. Attendance is taken by the ECE who advises the Childcare Coordinator know all children are accounted for.
6. If we are unable to return into the building, we will walk to children up to Oaklands Community Centre (2827 Belmont St.) where we will contact families or emergency contacts to come and pick up their children.
7. Staff will remain with children until they have all been picked up.

Green Room

1. The ECE organizes the children and everyone lines up at the Emergency Door (marked on the diagram);
2. The ECE Assistant 1 gathers the attendance sheet, the First Aid kit and scans the room for missing or hiding children;
3. The group exits the building as follows: ECE, children, ECE assistant
4. The group marshals on the front lawn of Oaklands Neighbourhood House;
5. ECE assistant 2 does a final scan after the group has left and then exits the building;
6. Attendance is taken by the ECE who advises the Childcare Coordinator know that all children are accounted for.
7. If we are unable to return into the building, we will walk to children up to Oaklands Community Centre (2827 Belmont St.) where we will contact families or emergency contacts to come and pick up their children.
8. Staff will remain with children until they have all been picked up.

In the event of an earthquake:

All children in the Centre:

1. Duck and cover
2. When tremors have subsided, the ECE in each room announces “All Clear!”
3. Staff will follow emergency procedures as listed above

Payment Procedures and Repayment Agreement

Requirements for Enrollment

The following must be completed in order to have successfully enrolled your child:

1. All paperwork must be signed and submitted to the Childcare Coordinator.
2. A \$50.00 one-time non-refundable waitlist fee
3. A \$100.00 registration deposit (will be returned on the last month of care)
4. A \$25.00 annual resource fee
5. If your child's care is going to be funded by Child Care Subsidy, then all paperwork must be complete and a valid authorization number must be on file.

Monthly fees

All fees are processed on the 1st of each month. We accept payment in the form of direct debit, cash, debit, and post-dated cheques. **Cheques must be made out to "Oaklands Community Association" or "OCA"**

If your cheque is returned NSF, you will be notified and asked for payment by cash or debit. There is a \$25.00 charge for each NSF cheque.

Fees are the same for each month of the year, regardless of the number of days care is provided or you choose to utilize.

Summary of Fees

Current monthly rate:

Two Days a week: \$328
Three Days a week: \$492
Four Days a week: \$656
Five Days a week: \$820

Rate increase as of Sept 2016:

Two Days a week: \$336
Three Days a week: \$504
No longer available
Five Days a week: \$840

Late Pick-up fee

\$25.00 per 15 minutes, or portion of after 5:30 pm

Drop-in rate

\$42.00 per day (\$43.00 per day as of Sept 2016)

Failure to give proper notice

One month's fees in lieu of notice

NSF Cheque

\$25.00

Child Care Subsidy

If you require Child Care Subsidy, it is your responsibility to ensure your authorization is up to date. Renewals are also the responsibility of the parent.

The parent portion of your child's fees (the amount not covered by Child Care Subsidy) is due on the 1st of each month.

Drop in Days

Occasionally there will be space available for part-time children to add extra drop-in days. These days can be booked as early as two weeks in advance and up until the morning of the day you are requesting. If you are requiring an extra day, please email or call the Childcare Coordinator to see if there is space at the Centre that day for your child. Each day, availability varies for drop in spaces; therefore, it must be confirmed with the Childcare Coordinator before a spot can be guaranteed.

If you:

- a) request a drop in day and you do not end up using the day;
- b) discover your child is or becomes ill; or
- c) do not give us 24 hours' notice that you do not require the extra day

you will still be charged for the day.

If you request a drop in day and you decide that you no longer need the extra day and you email or call giving 24 hours' notice of cancelling the spot, then you will not be charged for the extra day. Payment for the drop in day can either be paid the day of the extra day or it can be added on to your next months' fees.

Refunds

No refunds will be given if your child is absent due to illness or holidays.

Changes in Care

If you choose to withdraw your child from care or change the care provided (add/reduce days), Oaklands Community Association requires one calendar month's written notice (given before the last day of the previous month). Failure to provide sufficient notice will result in the Association charging a full month's fees. The \$100.00 Registration deposit will be applied against the last month your child is receiving care.

Late Charges

The Little Acorn program expects you will arrive before closing at 5:30pm. If you are late, fees will be charged as follows and you will be billed on a separate monthly invoice. Charges are \$25.00 per each 15 minutes (or portion of) you are late past 5:30pm.

Little Acorn Parent Policies

Illness

While the staff appreciates all children get sick, we can all do our part to minimize the spread of germs. For the safety of all the children and staff and the comfort of your own child, please choose to keep your child home if ANY of the following are present:

Acute cold: Contagious with obvious discharge of infected green or reddish brown mucus – child can return when discharge has subsided.

Cough: 3 – 5 times per hour, and especially if choking and/or vomiting accompanies the cough. Child may return when coughing has subsided.

Fever: 38C (100.4F) or over – may return when fever has remained at 37C (98.6F) for 24 hours **without the aid of medication**.

Vomiting: Child can return after 24 hours after the last bout of sickness.

Diarrhea: Must be symptom free for 24 hours and have had one solid bowel movement.

Antibiotic: Can return 24 hours after the antibiotic is first taken as long as criteria above are also met (i.e. coughing is minimal).

Infected skin or eyes: A doctor must examine undiagnosed skin irritations, and provide written medical clearance prior to a child's return to program. Conjunctivitis (pink eye) is very contagious and must be treated with antibiotics for 24 hours before the child may return.

Ear Aches and Infections: Because VIHA says untreated ear infections can lead to hearing loss and are potentially infectious, we require children to see a Doctor for direction *and* stay home for a minimum of 24 hours with or without antibiotic medication. This allows for the children to be monitored and assessed. Children may return when symptoms such as fever and ear tugging have subsided.

Lice: Child may return after 24 hours once they have been treated with an effective lice treatment and **all lice and nits** have been combed or picked out of hair. Follow up shampooing must be administered to complete treatment.

Communicable Diseases: Communicable diseases such as chicken pox and measles must be reported to the Early Childhood Coordinator as soon as they are diagnosed. The duration of the child's treatment and exclusion from child care will depend on the VIHA's Communicable Disease recommendations which staff will be able to provide.

If a child comes to the program ill, parents will be asked to find alternate care for that day. If your child becomes sick during the day, you will be called to take your child home. If we cannot contact you, we will call your emergency contacts to pick up your child.

It is important for parents to inform the staff of illness or communicable disease. When necessary, the Childcare Coordinator will advise other parents of illnesses present within the Centre.

Please keep your child at home if you think your child is too sick to participate in the program, including outdoor activities. A child who is too sick to play outside is too sick to attend the program. Please call and let staff know if your child will be absent.

If your child does require medication during Program hours (both prescription and non-prescription) you need to fill out a *Permission to administer* form (available from the Childcare Coordinator or staff).

Injuries and Other Emergencies

Minor cuts and abrasions suffered while at the Centre will receive proper care -- specifically, they will be washed with soap and warm water and properly bandaged. Treatment will be logged and the staff will tell you how and when the injury occurred. Each staff member is trained with up-to-date First Aid training.

If a medical emergency arises, the staff will try to contact a parent first, unless taking the time to call the parent(s) endangers the child's life. In this extreme case we will take necessary steps, putting the child safety first (calling hospital, doctor, poison control, etc.). If need be, we will take your child to the nearest hospital via ambulance. Then try to call you when we arrive. If a parent is unable to be reached, a staff member will keep trying until s/he has spoken directly to the parent(s).

Food and Drink Policy

To help promote the importance of healthy eating, we provide a nutritious afternoon snack each day. We also encourage children to drink water throughout the day. Our monthly snack schedules are prepared according to VIHA standards and consist of at least two (2) food groups daily. We offer a wide variety of foods and where possible, as well as local, organic and homemade options. Snack schedules are posted on the Parent Board in each room.

We encourage healthy lunches for those who will be eating a mid-day meal while in care. There is a microwave available so feel free to send food to be warmed up (soup, pasta, leftovers, etc.). Please ensure an appropriate container in which to microwave your child's lunch is sent.

While we encourage a wide variety of foods in the packed snack/lunch, we prefer certain foods remain at home. These include fruit juice and sweets (such as chocolate bars or candy of any kind). One way to ensure your child will eat the food packed from home is to include him/her in the choices each day. Sending food that he/she does not enjoy eating makes for a difficult time for both staff and your child.

During all meal times (snack and lunch), staff will sit with the children to model appropriate behavior while eating as well as provide supervision and assistance when needed. Children are encouraged to use self-help skills by being able to open their own containers, feed themselves during meal times and make appropriate choices as far as healthy foods first before treats.

Behavior/Guidance/Discipline Policy

It is our policy to treat every child with respect. We believe the best way to teach respect is to act as role models and demonstrate appropriate behavior at all times.

By outlining the expectations for the children at the beginning of the program, the child has the best chance at success. The children will be encouraged to practice problem solving when dealing with challenges. When a child has made an attempt to solve a problem involving another child, the staff member will offer guidance and suggestions without 'stepping in'. This gives the ownership of the solution to the child.

In the case when a child becomes aggressive toward a staff member or another child, it may become necessary to separate the child to a safe, supervised area. The staff member and the child will then have a discussion about an appropriate course of action (some examples include: seeing if the other child needs anything, picking up the knocked over blocks, choosing to move to a new area to play). Time outs will not be used.

Supported Child Care Policy

At Oaklands Community Association, we welcome and try our best to accommodate children with special needs. Whether the special needs are physical, mental, emotional, behavioral, or dietary, from severe or mild, we strive for inclusion and to ensure integration with children their age. When children with special needs require care in our programs, Oaklands Community Association will consider the feasibility on whether the centre/staff can safely care for that individual in combination with the other children in the program at the same time. If Oaklands Community Association is able to enroll a child with special needs, there will be a written care plan created in consultation with and agreed to by the parents of the child and staff members of the Centre.

Step One:

Gather information about the child, their needs and abilities.

Step Two:

Consider what accommodations, extra staffing, extra training and new procedures might be required.

Step Three:

Consider the effect this individual will have on the program.

Step Four:

Decide whether or not the centre can provide safe and effective care.

Step Five:

Create a written plan to care for the individual and include back up plan or alternatives if the plan needs to be revised.

Step Six:

Implement the Plan and ensure it is successful. Revise and make changes if the plan is not working for the child being supported.

While Oaklands Community Association cannot always guarantee placement for children with special needs, we will strive to accommodate as many Supported Child Care children as we can. However, the programming needs of all children must be met in order to maintain the high quality program standards we demand.

If we are able to accommodate a child who will require a Supported Child Care worker, it is the sole responsibility of the parents to arrange the contract with Supported Child Development through the Queen Alexandra Centre for Children's Health. This process must be in place a minimum of one month prior to the child's enrollment in the program. The child will not be able to attend the program until a support worker has been hired.

Support Child Care Policy (cont'd)

At Oaklands Community Association we do not discriminate against a person or class of persons regarding any accommodation or services because of their race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation of that person(s).

Communication Policy

As partners in caring for your child, we have a number of systems meant to assist communication between parents, caregivers, and the management team. Look for the following means of communication in your individual program:

- Direct contact with your child's educators: Try to take a moment each day to check in with an educator in your program. This is an opportunity to discuss details that are relevant in your child's individual day to day care. If you have information to pass to your child's educators, you can do so verbally or by way of a note in your child's lunch box.
- Program specific information: Take a look at the walls in your child's program, there is a parent board offering general information; Staff Bio sheets and Certificates introducing you to the caregivers in the program; and artwork and picture displays of your child's activities. Each child has an individual file to collect their artwork and other important information. Please collect these items as often as possible. Educators often attach notices to the sign out sheet, or have sent notices home in their lunch kits.
- Centre-wide information: We offer a monthly newsletter offering general information to all families. Contents within this newsletter will vary and includes updates on upcoming activities and events. Other important information such as staffing changes, reminders for closures, will be posted in the centre, and/or delivered as a notice.
- Oaklands Community Association also offers an E-News to join so please let us know if you would like to receive these once a month email updates. It's a great way to stay up to date with things around the community.

Questions, comments, concerns, suggestions that are not directly related to the day to day care of your child will be welcomed by the Childcare Coordinator. The best time to reach the Coordinator is between the hours of 9:00– 4:30 M-F or by email

littleacorn@oaklandscommunitycentre.com

Conflict Resolution Policy

- At little Acorn, we treat the children and our staff in a very respectful manner. We require that all family members follow this policy by speaking in a respectful manner at all times to educators, Coordinators and other staff in the building.
- If a parent has a serious matter that they wish to address, they may set up an appointment time with the Childcare Coordinator and/or staff member. At no time will serious matters be discussed in front of children.
- If a conflict cannot be resolved, Little Acorn Care Centre has the right to terminate the care that is provided for your child. If it appears that the safety of the children or staff members is in any way in jeopardy, this termination will be effective immediately.

Power Outages Policy

A power outage at the daycare poses a health and safety risk for the staff and your child. If there is a power outage during the day, the staff will contact BC HYDRO to find out the estimated time of re-connection. If it is estimated that it will take more than one (1) hour before the power comes back on, staff members will start calling parents to come pick- up their children. If the power comes back on and the staff has already started the evacuation process, they will continue until the centre is empty. Parents will be able to return with their child the following day. If the staff arrive at the Centre at opening and find that we do not have any power in the facility, then the Childcare Centre will remain closed until the power is turned back on.

Snow/Inclement Weather Policy

Closure BEFORE program is scheduled to begin:

Closure of program may be due to inclement weather, including snow, ice, wind causing dangerous driving conditions and power outages.

Within the Greater Victoria School District, the Superintendent of Schools will provide media outlets with information about the status of their facilities (including Oaklands Elementary School) and transportation services by 6:30am. If Oaklands Elementary School is closed, Little Acorn Care Centre and Oaklands Out-of-school Care will be **CLOSED** until we are advised that it is safe to re-open.

To find out about school closures:

- <http://www.sd61.bc.ca/>
- 107.3 Cool FM
- 90.5 CBC Radio One
- CFX 1070 AM

Snow/Inclement Weather Policy (cont'd)

In addition, although we will do our best to be open during inclement weather, in accordance to police advisories, we may choose to close independently of Oaklands Elementary School to ensure the safety of the children, families and staff. If we do open, we may need to adjust our hours of operation in order to take into consideration staff travelling to the facility.

If the school is open yet you are questioning whether care will be provided, please check our website which will be updated by 7:30am, to give as much notice as possible before program begins.

www.oaklandscommunitycentre.com

During inclement weather, an email will be sent to all families by 7am that morning to inform the families on the status of Little Acorn Care Centre and whether or not we will be opening that day.

Closure DURING program operation hours:

If the weather conditions change suddenly during the day and Oaklands Elementary School chooses to remain open, the administration at Oaklands Community Association may decide to cancel programs. If a child-care program is in progress or is set to begin that afternoon and the decision has been made to shut down, parents will be notified by staff. Parents will then be responsible for ensuring that their child(ren) is (are) picked up:

If child(ren) is (are) attending Out-of-school Care programs, please pick up:

1. If it is during school hours (pre 2:48pm) – from school
2. If it is during Out of School Care Programs (post 2:48pm) – immediately from Oaklands Community Centre.

If child(ren) is (are) attending Little Acorn daycare, please pick up:

1. Immediately from Little Acorn Care Centre

Our website will be updated as soon as the decision to close down a program has been made.

www.oaklandscommunitycentre.com

Agreement Form



I, _____, have received, read and agree with Little Acorn following policies for my child(ren).

- Injury and Illness Policy
- Food and Drink Policy
- Behavior/Guidance/Discipline Policy
- Supported Childcare Policy
- Communication Policy
- Conflict Resolution Policy
- Power Outage & Snow Policy
- Payment/Withdraw Policy

Parent Signature

Date

Parent Signature

Date

Manager Signature

Date

Please detach and return this form with your child's paperwork