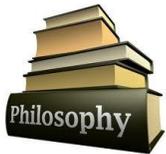


# Growing Together Family Resource Centre Inc – Parent Handbook

Welcome to Growing Together Family Resource Center Inc, a nonprofit child care, which is licensed under the Ministry of Education Early Learning Division, and follows the standards set out in the Child Care and Early Years Act. The childcare is run by a volunteer Board of Directors, made up of parents and other interested community people.



Growing Together at St. Anne's (G.T. @ST.A.), Growing Together at W. J Baird (G.T@W.J.B) and Growing Together at Harwich Raleigh (G.T@H.R.) are in schools. Growing Together at May Court (G.T @M.C) is adjacent to Tecumseh Public School. Through the professional staff, a fun and learning filled program is provided.



**The Philosophy of the centers;** are to provide a warm, safe, stimulating environment and program that enables each child to develop individually to his / her fullest potential physically, emotionally, socially and cognitively.

1. To provide an appropriate program experience for children based on individual needs, and interest in the areas of Gross motor, Fine Motor, Emotional/Social, Cognitive and Language.
2. To involve the whole family in the education of their child.
3. To provide a wide range of learning experiences such as art centers, learning circles, dramatic play areas, cognitive learning toys and outdoor play. Topics are established by evaluating the developmental needs of the children and their interests to guide the emergent programming process for all the weekly activities.

## Achieving the Program Philosophy

The "Emergent programming approach" fundamentals are;

- Planned programming
- Children are fundamentally competent
- The planning process leads to activities and interactions which respond to the children's development and relate to children's interests
- Play based
- Focus of RECE is play facilitation
- Group times are an opportunity to plan and reflect with children; and/or further their exploration through song, story.



**Experimenting with water offers opportunities to learn about science and math. Plus, the pure enjoyment of seeing water trickle over the edge as it is carefully poured out**

**EARLY LEARNING PROGRAM (ELP)** This program is part of the Best Start Network to help children become ready for school. It's for children ages 2 1/2 years until they are able to go to school. These free sessions are offered in mornings and afternoons for full day programs and morning sessions for the half day/nursery school style programs. Please see the office for more details.



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**DAILY SCHEDULE:** Activities follow a regular pattern so that your child can feel safe knowing what will happen next. The day will have indoor and outdoor, busy and quiet times. The program will have a wide variety of creative activities, music, and various small and large group experiences. Check with your child's RECE teacher for daily / weekly program plans.

## **HOURS**



\* Please note that if the schools are closed the child care will be also. If the child care must close in the middle of the day, parents will be notified by listening to CKSY radio station, looking at the website [www.gtfr.org](http://www.gtfr.org) and receiving a personal phone call. The website (Twitter portion) and face book page will be updated often to keep parents informed of the situation.



### **G.T. @ St. Anne's**

- ✓ Programs for children 18 months to 12 years old
- ✓ Before/after school hours.
- ✓ Early Learning Program for preschool children.
- ✓ Open from 6:30am – 6:00pm with an **Extended Hour program 6pm – 10pm**

### **G.T. @ H.R.**

- ✓ Programs for children 4 – 12 years old
- ✓ Before/after school hours.
- ✓ Open from 6:30am – 6:00pm

### **G.T. @ W.J.B**

- ✓ Program for children 3 months- 12 years old
- ✓ Before and after school hours.
- ✓ Early Learning Program for preschool children
- ✓ Open from 6:30am – 6:00pm

### **G.T. @ May Court**

- ✓ Programs for children 18 months - 12 years old
- ✓ Before and after school hours (at Tecumseh School)
- ✓ Open from 6:30am – 5:30pm with an **Extended Hour program (5:30pm – 10:00pm)**

**The Extended hour programs** place a focus on play and social experiences. The goal is to provide children with a warm, safe, program that replicates a family, homey feel. The program includes a family style dinner, large and small group activities, outdoor play and wind down time with quieter activities e.g. puzzles, music, sewing, knitting, reading and stories. Bed time routine and sleeping arrangements need to be noted on the enrolment form and updates communicated with the supervisor. Contract information for after hours must be noted as well on the emergency information form.

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GTFRCC has emergency management policies which reference Lock down, Hold & Secure and Shelter in Place procedures and evacuation procedures. In the event that the child care and/or school is no longer safe the following are the **Emergency Evacuation locations:**

**GT @ St. Anne's - Primary site** - GT @ WJ Baird - **Designated evacuation site** - Gable Reese Rotary Pool, 66 Regent St, Blenheim 676-5574

**GT @ Harwich Raleigh - Primary site** – GT @ WJ Baird - **Designated evacuation site** – Gable Reese Rotary Pool, 66 Regent St, Blenheim 676-5574

**GT @ WJ Baird - Primary site** – GT @ St. Anne's - **Designated evacuation site** – Gable Reese Rotary Pool, 66 Regent St, Blenheim 676-5574

**GT @ May Court - Primary Site** – St. James Presbyterian Church, 310 McNaughton, Chatham 352-1240

**Parents will be notified when an emergency situation occurs, based on direction from the emergency personnel.**

### **CLOTHING:**

- ❖ All clothing should be washable (the children do get dirty), comfortable and easy for your child to handle dressing him / herself.
- ❖ A full set of seasonal, change of clothing, should remain at the child care in case of accidents. (e.g. shirt, pants and socks)
- ❖ If child care clothing is borrowed, it should be laundered and returned promptly.
- ❖ As children are outside every day they must have appropriate outdoor clothing.



**MISSING ARTICLES:** The child care cannot be held responsible for lost articles of clothing. Please report the missing item to the staff, which will then search for it and / or post a sign with a description for other families.

**PARENT VISITS:** Visits from parents are always welcome. However until your child is familiar with the routines and feels settled; please speak to the RECE about a convenient time. The RECE's want your child to feel safe and happy. Families are encouraged to share their culture, resources and special talents, please see your child's educator to explore this opportunity.

**INFANTS / TODDLERS:** Parents of infants and toddlers will provide; diapers, formula and jar food as needed. Each parent will have information about your child's day and activities by receiving a daily sheet or logging into the Himama software.

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## **PARENT/ RECE MEETINGS:**

The RECE's are more than willing to set up a meeting to discuss your child's progress. Annual Parent/ RECE review meetings are scheduled each spring. For parents with children under the age of 5, the staff will ask you to complete a developmental checklist at home with your child. (Ages and Stages Questionnaire). Upon returning it to the RECE, they will score it and discuss the findings with you.

**FUND RAISING:** The funds provide for extras in the programs e.g. toys and crafts.

**SURVEY:** Each year, a family survey will be available for comments. An opportunity to sit on the Board of Directors will also be offered. Please fill in your comments to assist the Board in making the child care a place to meet all family's needs.

## **MESSAGES:**

All centres have answering machines. Please feel free to leave messages before / after hours. The child care does not take schedules over the phone.

**HEALTH:** Please include a copy of your child's immunization record upon enrolment.



## **BEHAVIOUR GUIDANCE**

RECE's consider the environment, the routine and any other conditions that may be contributing to the negative behaviors.

Behavior guidance will be:

- Related to the intensity of the inappropriate behavior
- Appropriate to the developmental level of the child
- Used in a positive and consistent manner
- Designed to assist the child to learn appropriate behavior

Procedures:

Positive behaviors are reinforced.

Prevention - to anticipate problems and diffuse potential crisis

Identify and address all concerns and conflicts.

For further details see the Supervisor for the GTFRC Policy and Procedure Manual.

## **PROHIBITED PRACTICES 2.16 (1) Prohibited Practices**

Under no circumstance will corporal punishment be used as behavior guidance. As well, the following control techniques are not tolerated and will initiate the protocol under

### **2.16 Rules of Conduct**

Inappropriate Verbal Practices:

Humiliation • threatening • swearing • harassment • yelling • sarcasm •

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## **Lack of Supervision Including:**

Diverted attention for frequent or extended periods • Leaving children unsupervised, child unaccounted for.

## **Harsh Discipline of any kind:**

Deprivation of basic needs including food, shelter, clothing or bedding, or making children eat or drink against their will. • Confinement, either by locking exits of a room or use of a lockable structure

## **ACCIDENT REPORTS AND EMERGENCY CARE**

When a child has an accident a report will be completed, sent to the Child care Director or Supervisor to review and sign. The parent will sign the report upon receipt of a copy.

If a child suffers a serious injury or becomes very ill, the staff will attempt to contact the child's parent to inform them that an ambulance will be called. The supervisor or designate will call

for an ambulance and (if staff available) accompany the child to the hospital. The child's file will be taken along as well. This person will stay with the child until a parent assumes responsibility. The parent will assume any cost for the ambulance.



## **FIELD TRIPS**

When the weather has made the playgrounds unsafe the staff may accompany the children on a walk. A permission form in the enrolment package will authorize your child to participate in this activity. The children may take trips to special places of interest. Your child's educator will provide you with a permission form in advance of the excursion informing you of the destination, time, and date. A minimal charge may be required to cover transportation and entrance fees.

## **OUTDOOR PLAY**

When your child is at the child care, it is hoped that he/she will be able to enjoy full participation in all activities. Children will be kept indoors under the following weather conditions: heavy rain and/or thunderstorms, below -10 Celsius, and extreme heat.

## **WITHDRAWAL**

The office must be informed of a withdrawal in writing, two weeks before the child's last day. This allows the Supervisor the opportunity to replace your child's position without delay.

**THANK YOU** Finally, thank you for making Growing Together your choice for the care of your child(ren). Please feel free to offer suggestions for improvements. We wish to make this a wonderful, memorable experience for your whole family.

