

WELCOME TO

The Liddle Skiddle's Club

WOODSTOCK'S Full-Day PRESCHOOL

Parent Handbook

Revised May 14, 2020

The Liddle Skiddle Club
116 Connell Park Rd.
Woodstock, NB
Phone #: 328-3136
Fax #: 325-4824

Operator:

Kelly Foster

kelly.foster@town.woodstock.nb.ca

Recreation & Community Services Director
325-4303

Coordinator:

Melanie Thomas ECE

theskiddleclub@gmail.com

328-3136

Asst Coordinator: Shilo DeMerchant ECE

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The Liddle Skiddle Club Preschool

1.0 Introduction

Welcome to Liddle Skiddle Club! We are a New Brunswick Licensed Designated Early Learning Centre operated by the Town of Woodstock. We offer full time childcare spaces and are licenced for 15 children aged 2-5 years.

1.1 Liddle Skiddle Club Philosophy

To provide a preschool program for all children ages 2-6 years, that is safe, educational and entertaining. Children can socialize with their peers during fun and physical play based activities. We will provide learning time and structured activities, following the New Brunswick Curriculum Framework for Early Learning and Childcare, in a play based environment.

1.2 Programming

Parents may access the curriculum framework and supporting documents on line at

<https://www2.gnb.ca/content/gnb/en/departments/education/elcc/content/curriculum.html>

1.3 Liddle Skiddle Club Inclusion Policy

According to the Charter of Human Rights and Freedoms, *"All individuals must be treated equally, regardless of their race, national or ethnic origin, color, religion, sex, age, or mental or physical disability. The Canadian Human Rights Act also states "employers and service providers are required to accommodate special needs, including those of people with disabilities, short of undue hardship".*

The Liddle Skiddle Club believes that quality child care programs foster the development of **all** children, including those with diverse backgrounds and special needs. Children with diverse backgrounds and/or special needs and their families are welcomed and encouraged to enroll in our program. The Liddle Skiddle Club will aide parents with the process of accessing funding and support workers when needed. The Liddle Skiddle Club will support those with special needs and diverse backgrounds through participation in all aspects of our program and through access to classroom materials.

A **Supporting All Children** document has been prepared for this centre and is available from Liddle Skiddle Staff.

1.4 NB EARLY LEARNING CENTRE DESIGNATION

We are also pleased to share with you the exciting news that we are now (April 1, 2019) a designated New Brunswick Early Learning Centre! Designation is a provincial initiative in the early learning and childcare sector that is given to licensed centres and homes that meet eligibility criteria and commit to ongoing requirements. New Brunswick Early Learning Centres will work with the Department of Education and Early Childhood Development to ensure families benefit from affordable, accessible, inclusive and high-quality early learning and childcare services. Parents/Guardians of children attending a designated New Brunswick Early Learning Centre may benefit from a Designated Centre - Parent Subsidy.

The Designated Centre – Parent Subsidy program assists families with financial support to help pay for the costs of early learning and childcare.

The New Brunswick Early Learning Centre Parent Subsidy results in two outcomes:

1. No family in New Brunswick will pay more than 20% of their gross annual family income to cover child care costs while their child is attending a New Brunswick Early Learning Centre. This increases supports for families with multiple children under five years of age.
2. Free daycare for preschool aged children for families with a gross annual income under \$37,500 attending a New Brunswick Early Learning Centre, regardless of the location and fee charged by the operator.

Please visit www.gnb.ca/earlyNB for more information on the Early Learning and Childcare Action Plan, as well as the Early Childhood Services Portal. You can access the Designated Centre – Parent Subsidy Estimator to see if you may be eligible.

You can obtain subsidy application forms from Liddle Skiddle Staff.

2.0 **Registration and Admission**

2.1 **Enrollment Procedure**

Admission to Liddle Skiddle Club is subject to availability.

Children must be **2 years of age** prior to enrollment in the Liddle Skiddle Club.

Prior to enrollment parents must ensure all the proper forms are filled out and provide a copy of the child's immunization record AND medicare number.

2.2 **Admission**

All registrations forms are included in the Child Profile Packet and can be obtained from the AYR Motor Centre Website or from Liddle Skiddle Club Staff. <http://town.woodstock.nb.ca/m/ayr-motor-centre/liddle-skiddle-club>

2.3 **Fees**

\$150/week Daycare/Preschool **FULL TIME**
\$35 /Day Daycare/preschool **PART TIME** (Part time enrollment is full days only and we require a MINIMUM of 2 full days/week)

*****PLEASE NOTE*****

As of May 19, 2020 the Town of Woodstock has proposed 2% rate increase for Liddle Skiddle Club. This increase will go into effect at Liddle Skiddle Club upon our Designation Renewal and approval by the Department of Education and Early Childhood Development. Once approved, rate structure will be:

Full Time-\$153.00/week (\$148/week- Second child)

Part Time-\$36.00/day (\$30/day-Second Child)

****We will no longer be accepting new enrollment for PART TIME spaces.***

- The above-mentioned fees will be charged, whether your child is in attendance or not in order to hold your child's spot and maintain attendance. Non-payment will result in the position being given to the next child on the waiting list.
- Parents will be responsible for 52 weekly payments/year and will pay regular price for all statutory holidays.
- Any families with unpaid balances will be denied use/rental of **ALL** AYR Motor Centre activities until accounts have been settled. This includes all arena, aquatic, fieldhouse and room rentals.

2.4 **Fee Payment /Billing Procedure**

- The AYR Motor Centre and Liddle Skiddle Club require payments to be made via EFT (Electronic Funds Transfer) This is our ONLY form of payment. You must provide your banking information to the AYR Motor Centre either with a void cheque or a Pre-Authorized Withdrawal Slip.
- There will be 2 frequency options: Weekly(Thursdays) or Bi-monthly (Please contact the Ayr Motor for information on payment dates)
- Additional fees such as swimming lessons will be withdrawn separately and will be taken the following week.
- Non-Sufficient Funds(NSF) are subject to a \$40 fee.
- If you intend to use the Designated Daycare Parent Subsidy program, funding **must be approved prior** to your child's enrollment. If you need your child to attend prior approval, you will be responsible for payment of fees in full until approval is made available to you.

2.5 Vacation Exemption

- Following March 1, 2021, all families enrolled **FULL TIME** at Liddle Skiddle Club are eligible for 5 days' vacation for which they will not be charged. Full time enrollment is required for 1 year prior to being eligible for vacation exemption.
- Parents will also not be charged for our 5 day Christmas closure
- Vacation time may **NOT** be used before it is earned and cannot be carried over or banked from year to year.
- Vacation exemption forms can be obtained from and returned to Liddle Skiddle Coordinator (at least 30 days in advance). The Coordinator will forward all requests to the Program Director for approval.
- Vacation exemptions will not be made for those with account arrears. Unpaid balances must be settled in order to take advantage of the vacation exemption.

2.6 Attendance

Please notify Liddle Skiddle Club if your child will not be in attendance on any given day.

2.7 Discharge Procedure

Once your child has been enrolled in the Liddle Skiddle Club for 1 month, the parent/guardian is required to give **one month's notice** to terminate this agreement. The parent is responsible for continuing payment for one month from the date they submitted the Withdrawal Form or until their position has been filled (up to a one month period). The withdrawal form is to be submitted to Liddle Skiddle Club Coordinator.

In the some rare cases, Liddle Skiddle Club may find it difficult to meet the needs of an individual. In such instances it may be necessary to discharge a child in order to preserve the quality of our program. In this circumstance, all families will be treated fairly and respectfully. Discharge will occur only after staff has exhausted all possible resources and supports including meetings with parents.

3.0 Operations

3.1 Hours of Operation

Monday-Friday
7:30am-5:30pm

3.2 Drop off and Pick up

Although we do understand that everyone has different work schedules, we do ask that when possible, please try to have your child dropped off by 9 am. Our planned daily activities will begin by that time and we want to encourage maximum participation.

Parents/guardians are responsible to pick their child up by 5:30pm. **A \$5.00 per 5 minute late fee will be charged for any child who is not picked up by 5:30 pm.**

Pick-up time can be a busy and chaotic time and it is imperative that you ensure staff is before leaving with your child

Only the people indicated on your Child Profile are allowed to pick up your child. In an emergency situation where someone not on the Child Profile Form needs to pick up your child, please call Liddle Skiddle Club prior to pick up. You will be contacted if we do not recognize the person picking up your child. If we cannot reach you, we will contact one of the two emergency contacts listed in your child's profile. It is therefore imperative that you list **2** emergency contacts in your file. We may ask to see identification if we do not recognize the person picking up your child.

In the event of parental separation and/or where visitation restrictions are in place, the custodial parent/guardian must notify the Coordinator of the custody and access arrangements. In addition, the custodial parent/guardian must provide a copy of the custody agreement or court orders (if applicable) and complete a Denial of Access form (if applicable). In all cases, the child will only be released with the consent of the custodial parent/guardian and in compliance with all legal custody arrangements.

3.3 Holidays

The Liddle Skiddle Club **will not** operate on the following holidays:

New Year's Day	New Brunswick Day	Christmas Eve
Good Friday	Labour Day	Christmas Day
Easter Monday	Thanksgiving Day	Boxing Day
Victoria Day	Remembrance Day	
Canada Day		

****** If any of these Holidays fall on a weekend day, an extra day will be taken. (I.e. If Christmas and Boxing Day fall on Saturday and/or Sunday, The Liddle Skiddle Club will be closed on Monday and/or Tuesday.

There will be NO reduction of fees on these days

******In addition, Liddle Skiddle Club will be closed an extra 5 full days during Christmas Break. Parents will not have to pay during this closure. Parents will be notified exact dates of closure in advance. Annual Christmas leave will be determined in advance considering the calendar. Parents will be notified of advance of closure dates each year.

3.4 Storm Days

Liddle Skiddle Club will remain open on storm days. If it becomes necessary to close because of severe weather or measures beyond our control, parents will be notified and given sufficient time to come pick up their child (ren).

4.0 Health and Safety

The Liddle Skiddle Club meets both the health and safety licensing standards set forth by the New Brunswick Department of Education and Early Childhood Development, Fire Marshal's Office, and Public Health. As such, we conduct monthly health and safety checks, including conducting monthly fire drills.

4.1 Handwashing and Public Health

Public Health Requirements

Handwashing significantly reduces the transmission of illnesses. Children are required to wash their hands:

- Upon entering The Liddle Skiddle Club building.
- before and after handling food/eating
- After using the washroom
- Whenever hands are contaminated by bodily fluids
- After outside play

4.2 Illness

Please keep your child home if he/she has the following

- Temperature (38C or higher) (See Return times below)
- Flu Symptoms (See Return times below)
- Diarrhea or vomiting(See Return times below)
- Pink eye (crust must be gone)
- Severe Colds (that prevents a child from participating fully in our activities)
- Strep Infection
- Chicken Pox
- Any unexplained or contagious rash
- Head lice (See Return times below)

******please refer to Exclusion Criteria in the Child file Packet

For some illnesses, there is a required time period where your child cannot attend our Centre (For more information, please see the Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare (ELC) Facilities as well as the New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities. These rules have been developed by health care professionals across Canada to ensure that your child is fully recovered and to prevent the spread of infectious diseases in childcare centres. If your child is diagnosed with any of these illnesses, you must follow the

Exclusion guidelines and complete the Return After Exclusion Form for your child to be readmitted to our Centre.)

If a child has or may be affected by a disease that is required to be reported under the Public Health Act, or if an outbreak occurs, the Owner will contact the Minister and Health Protection Branch. At such time, a Public Health Inspector will be sent out for minimizing the spread of the illness, conduct an investigation, and be available to answer any questions or concerns. Closure of the Centre for a small period of time may result. In addition, enhanced cleaning/sanitizing of the Centre as well as contact tracing may be carried out.

In all cases of any reportable illnesses, employees and parent(s)/guardian(s) will be notified by a posted Notice of Illness form on the parent board at the Centre. Information sheets will be made available to parent(s)/guardian(s) upon request.

You will also be required to fill out a **Return after Exclusion** form upon return.

Children who become ill while at The Liddle Skiddle Club will be isolated from the other children and must be picked up within 1 hour of notification of illness. In this case, you will be required to read and sign a potential illness form.

****IF YOUR CHILD IS WELL ENOUGH TO BE AT LIDDLE SKIDDLE CLUB, IT IS EXPECTED THAT THEY ARE WELL ENOUGH TO PARTICIPATE IN ALL OF OUR ACTIVITIES. THIS INCLUDES OUTSIDE PLAY AND SWIMMING LESSONS.**

RETURN TIMES

**If your child has suffered from an illness, the following return times apply:

Fever- 24 hours after fever has broken and temperature has returned to normal.

Diarrhea or vomiting: minimum of 48 hours after condition has subsided.

Head Lice-YOU MUST NOTIFY STAFF IF YOUR CHILD HAS CONTRACTED HEAD LICE. Children must remain home until COMPLETELY cleared. This means **no live lice OR nits** are present. Your child's hair will be checked by staff upon return to Liddle Skiddle Club. If nits are found to be present, you will be required to take your child home until completely cleared.

4.3 Medication

If your child requires medication, it is important that you make us aware of this. Please **DO NOT** leave medications, inhalers, etc. in backpacks or cubbies. All medications are in to in the original container with the original label. All medications are to be given to the staff and will be returned to the parent upon pickup. You will be required to give consent and fill out and sign an **Administration of Acetaminophen/ Medication Record** giving staff permission to administer medicine. Staff will assist your child with any and all medications at the appropriate time, ensuring proper dosage and instructions are followed.

4.4 Allergies

Allergy alerts will be poste din the centre.

4.5 Incidents and Emergencies

All incidents, reportable and non-reportable, will be recorded, signed by parent(s)/guardian(s) as they occur, and filed. However, reportable incidents will be recorded on a formal Incident Report Form and forwarded to the Minister and Early Learning and Childcare Licensing Staff within 24 hours. Parents/guardians will be provided with a copy of the report. If your child has an emergency that requires medical attention, they will be transported to hospital via ambulance. Upon acceptance into the program, parent(s)/guardian(s) will be asked to sign a **Consent for Emergency Care and Transportation** Form.

*Please note: Reportable incidents involve unexpected illnesses where the child requires immediate transfer to a hospital, motor vehicle accidents, other injuries such as falls where the child requires emergency transfer to a hospital, etc. In contrast, non-reportable incidents do not require emergency medical attention for the child, but may require proper cleaning of cuts and application of ointments, band aids, etc.

4.6 Emergency Evacuations

- Children will receive proper instruction for building evacuation and will participate in monthly fire drills.

- If evacuation is required the children will be walked to the Connell Park Gazebo. In the event of poor weather, the alternative location will be the AYR Motor Centre Boardroom (top floor)
- An evacuation map is posted inside the Liddle Skiddle Club Building.

4.7 Child Abuse and Neglect Protocols

All Liddle Skiddle Club employees are mandated to report any suspicion of physical, emotional, verbal, sexual or psychological abuse or any suspicion of neglect of any child in our care. We will follow the procedures set out by Family and Community Services. If a child reports something to a care giver, the care giver will document and not question the child about it in any way. Woodstock Liddle Skiddle Club is required to report all such disclosures to the Department of Social Development (1-866-444-8838)

5.0 Our Program

Educators will provide monthly program highlights, newsletters and Facebook updates

5.1 Outdoor Play

The Liddle Skiddle Club values outdoor play, and strives to spend a significant amount of time outdoors. We are outside in all weather. Please ensure your child is properly dressed for any weather and in clothes they can explore in (play clothes). See 5.5 Appropriate Clothing for more information.

5.2 Activities off Premises

We sometimes take small walking field trips in the community. We will need you to sign a consent form for **Outings, Excursions and Activities off the premises** of the Liddle Skiddle Club facility.

5.3 Lunch/Snack

- Parents/Guardians are responsible for providing healthy daily lunches and snacks for their children.
- We ask that parents send in healthy lunches and snacks. Lunches should include all 4 of the Canada Food Guide food groups. Snacks should include at least 2 of the Canada Food Guide food Groups. Junk food is not permitted.
- Snacks are not to be shared between participants.
- If you wish to have your child's food and /or drinks to remain cold, please use freezer packs and thermos type bottles.
- Please send a water bottle every day.
- We currently have no peanut or severe food allergies. Should this become the case, we will inform parents as the need arises.

5.4 Personal Belongings

- Please clearly label **ALL** of your child's belongings. Liddle Skiddle Staff do their best to ensure that everyone gets the proper belongings but with 15 children dressing/undressing and sorting through backpacks, stuff like socks, underwear, mittens inevitably get tossed on the floor. Names or initials in these help ensure they get returned to the rightful owner.
- Each child will be issued a cubby to store personal belongings. If your child attends part time, we ask that you please clean out your child's cubby and take home belongings daily as these cubbies are shared between other part time participants.
- Children are required to wear indoor shoes at Liddle Skiddle. These do not need to be new, only clean and dry with hard soles. No Soft soled slippers, please.
- The Liddle Skiddle Club no longer allows toys to be brought from home unless directed by staff (show and tell, special occasion). We have toddlers in attendance and ask that you please

adhere to this rule so that no toys, games with small parts get inadvertently introduced to our classroom. Nappers may still bring a soft comfort item for naptime.

- Please send your child extra clothes (**socks, underpants, pants & shirt**), in the event of a toileting accident, outside play or messy/wet play in the classroom.
- **IF YOUR CHILD IS TOILET TRAINING OR RECENTLY TRAINED PLEASE SEND LOTS OF EXTRA CLOTHES.**
(You will be frustrated when you are asked to leave work to bring clean clothes and your child will be embarrassed if they have to wait for you to arrive.)
- Staff will not be responsible for lost or damaged belongings.

5.5 Appropriate Clothing

Please be sure your child is prepared for the weather. Please see below for specific seasonal requirements.

Summer

- Lightweight, breathable clothing
- Light jacket or sweater
- Sneakers or closed toed sandals
- Hat
- Bathing suit & towel
- Change of clothes
- Bug spray
- Specialty sunscreen-Spray only (We will provide spray sunscreen. However, if your child requires a specific kind, you will be asked to provide it.)
- Water bottle

Fall

- Jacket
- Hat
- Mittens
- Change of clothes (including extra socks)
- Boots (insulated)
- Water bottle

Winter

- Coat
- Warm Clothing (Dress in layers)
- Snow pants
- Winter boots
- Hat
- Mittens (at minimum 2 pairs)
- Neck warmer
- Change of clothes (including extra socks)
- Water bottle

Spring/Rainy Days

- Hat
- Mittens (for cold days)
- Rubber Boots
- Change of clothes (including extra socks)
- Water bottle
- Liddle Skiddle has a supply of Muddy Buddies and will provide one for your child to use. These are regularly laundered and worn only by 1 child.

5.6 Child Guidance Practices

The Liddle Skiddle Club treats all participants equally. There is no such thing as a perfect child and all children make mistakes. We will give all children equal opportunity to apologize and correct any undesired behavior. If children choose not to change their behavior, guidance will be administered as follows:

1. **Redirection** ---substituting an acceptable behavior for an unacceptable one. (sitting down and talking to child one-on-one)
2. **Quiet time for reflection**---The child will be removed from their present activity or environment to think about how they can change their behavior. The amount of time spent reflecting will be correlated to the child's age, one minute per year of age.
3. Automatic time-away will be given for hitting, biting or throwing objects with malice.

Behavior Management

- The Liddle Skiddle Club requires the cooperation of all parties involved to function effectively. With the number of children, varied personalities and temperaments, not everything will be as smooth as silk. We promise to treat everyone with respect and fairness. However, it is imperative that you, the parent /guardian impress upon your child (ren) that to have a fun-filled, successful program, they must abide by the rules and exhibit proper behavior. We do not normally dismiss anyone from The Liddle Skiddle Club Preschool but reserve the right to, if required, in order to preserve the quality of our program.
- If a child is involved with inappropriate behavior or actions, a child care provider will initiate positive guidance techniques. The child will be spoken with privately and redirected to another activity. If the behavior persists, the child will be removed from the situation and given time to reflect on how they might change their behavior.
- If the child is a constant source of disruption, the Coordinator will contact the parent(s). At this time an appropriate method of dealing with the situation can be met between both parties.
- If a solution cannot be met or the situation cannot be resolved, Liddle Skiddle reserves the right to discharge the participant.
- Families will be given a **2 week** notice prior to discharge.

5.7 Parent Involvement

Parents are welcome to drop in at any time.

Liddle Skiddle Club has a parent committee comprised of at least 3 parent representatives, the centre staff, the coordinator and the director. The committee meets 4 times per year. The purpose of this committee is to help support families by building collaborative partnerships between home and daycare. The committee's goal is to help engage parents in their children's learning, to enhance learning experiences and to help provide support and resources to parents. If you are interested in becoming involved in our parent committee, please speak with the Liddle Skiddle Coordinator.

5.8 Parent Grievance & Suggestions

If parents have concerns or would like to provide suggestions, these may be discussed with The Liddle Skiddle Club Coordinator or The Liddle Skiddle Club Operator.

Communications

- The Liddle Skiddle Club 328-3136
- AYR Motor Centre 325-4671
- Kelly Foster Hallett (operator) 325-4303
- Melanie Thomas 425-1418
- Fax 325-4824
- Email kelly.foster@town.woodstock.nb.ca
- theskiddleclub@gmail.com

AYR Motor Centre

Recreation & Community Services Department
105 Connell Park Road | Woodstock, NB E7M 1M5
Tel: (506) 325-4671 | Fax: (506) 325-4824
www.woodstocknbrecreation.com

January 14, 2019

Dear Skiddle Parents;

We are always trying to come up with solutions to be more efficient and keep up with today's technology. We acknowledge that up until now it has not always been convenient to pay your daycare fees, due to either long line-ups at reception or location of your child's pick up. You will be pleased to hear that moving forward, we are standardizing how we accept payment for both of our Skiddle daycare programs.

Starting February 4th, we will be moving to EFT's (automatic withdrawal) as our only means of Payment. There will be two options of when the Payment will be withdrew from your account:

Weekly (Thursday) or

Bi-Monthly with first withdrawal being February 7th (1st & 15th of each Month)

(You may also choose bi weekly withdrawals which will occur on alternate weeks. (i.e every other Thursday)

All additional fees incurred through daycare such as swimming lesson, PD and storm day will be withdrew separately from your recurring childcare payment, and will be taken the following week.

Please fill out the attached EFT form and submit to reception by Friday, January 25, 2019.

Non-Sufficient funds-NSF are subject to \$40 fee

If you have any questions please don't hesitate to contact me directly.

Kelly Foster Hallett
325-4303

Kelly Foster-Hallett, *Director of Recreation*
E: kelly.foster@town.woodstock.nb.ca



Jill Dunnett, *Program Co-Ordinator*
E: jill.dunnett@town.woodstock.nb.ca



www.town.woodstock.nb.ca



Operator: Kelly Foster-Hallett
E: kelly.foster@town.woodstock.nb.ca



Coordinator: Melanie Thomas
Assistant Coordinator: Shilo DeMerchant

116 Connell Park Road | Woodstock, NB E7M 1M4 | 506.328.3136
E: theskiddleclub@gmail.com

LIDDLE SKIDDLE VACATION FORM

_____ will not be attending Liddle Skiddle Club from
(Child's Name)
_____ to _____. I am requesting to use this as
(Start Date) (End Date)
my allotted 1 week of vacation time.
(Please circle)

I understand I will not be charged for this time providing I have given at least 1 month notice.

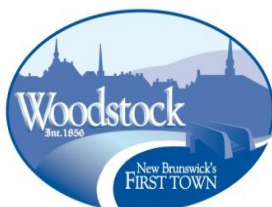
Parent Signature

Date

Approved

Date

All Vacation requests must be submitted to Kelly Foster for approval.



Mailing Address: 105 Connell Park Road | Woodstock, NB E7M 1M5

Parent Signed Statement

By signing below, I indicate that I have read the Liddle Skiddle Club Parent Handbook and understand my responsibilities and the expectations of The Liddle Skiddle Club.

Parent Signature

Parent Signature

Date

Date