

The Liddle Skiddle's Club

WOODSTOCK'S Full-Day PRESCHOOL

Parent Handbook

Revised Sept 2, 2015, June 21, 2016, Jan 11, 2018, Feb 6, 2019

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

The Liddle Skiddle Club Preschool

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.

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

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.

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.

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.

Emergency

If for any reason your child would require medical attention, we need to have your permission to follow any steps necessary for your child's well-being. You will be required to complete the **Parental Consent for Emergency Care & Transportation** form.

We will call 911, then contact you as soon any incident occurs, so that you can meet them at the hospital, if necessary.

Your child will be transported by ambulance in the event of an emergency.

No unnecessary information about your child will be given out to any unauthorized individual.

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.

Daily Hours

Monday-Friday

7:30am-5:30pm

The Liddle Skiddle Club <u>will not</u> 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

Fees

\$150/week Daycare/Preschool FULL TIME \$35 /Day Daycare/preschool PART TIME

- 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.
- ***Please see addendums on page 8 concerning vacation time***

Fee Payment / Billing Procedure (revised Feb 4, 2019)

- As of February 4, 2019, The AYR Motor Centre and Liddle Skiddle Club will moving to EFT (Electronic Funds Transfer) as 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 (1st and 15th of each month)

^{**} 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. ***Depending on the dates for Christmas, Liddle Skiddle Club may close for a brief period during the holidays. This will be evaluated on a year by year basis.

- 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.

Departure Procedures

- Parents/guardians are responsible for picking their child up by 5:30pm at the Liddle Skiddle Club building. After 5:30pm you will be charged \$5 for every 5 minutes late or any part thereof.
- When picking up your child, you must make sure a staff member knows you are leaving with your child. Pick-up time can be a busy and chaotic time and it is imperative that you tell someone before leaving with your child.
- When you arrange for people other than yourself to pick up your child from the Liddle Skiddle Club, we require prior consent from you. When you register your child, those individuals with permission to pick up your child must be listed on the Child Profile Form. In special cases, you may call a staff member to notify if someone else will be picking up your child.
- 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.

Enrollment and Discharge Procedure

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 that they provided a copy of the child's immunization record. All forms are included in the Child Profile Packet and can be obtained from the Liddle Skiddle Club Staff

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 gave <u>written</u> notice or until their position has been filled (up to a one month period). The written notice is to be given to the Liddle Skiddle Club Staff.

In the some rare cases, Liddle Skiddle Club may find it difficult to meet the needs of an individual. In such instances they may find it find it necessary to discharge a child from the 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.

Public Health Requirements

Children are required to wash their hands:

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

<u>Illness</u>

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

*Temperature (oral 38.5C or greater; rectal 39C or greater; armpit 38C or greater)

- *Pink eye (crust must be gone)
- *Severe Colds
- *Chicken Pox

- *Flu Symptoms
- *Diarrhea or vomiting
- ***Head lice (See attached note)
- *Strep Infection
- *Any unexplained or contagious rash

**Note: Please see attached sheet (New Brunswick Child Care Facility Exclusion Reference Guide) in regards to management of potential illness

Please inform us of any illness or contagious illness your may have that would affect others and refer to the Exclusion Guide as some contagious illnesses require more than 24 hours after the medication is taken before returning to The Skiddle Club.

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

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.

**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 <u>OUTSIDE PLAY</u> 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.

Medication

If your child requires medication, it is important that you alert us to the situation. We will then assist your child with the medication. All medications are to be given to the staff and will be returned to the parent upon pickup. An <u>Administration of Acetaminophen/Medication Record</u> form will need to be signed, giving permission to staff to administer medicine.

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. <u>Redirection</u> ---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-outs 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.

Child Abuse and Neglect Protocol

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)

Parent Involvement

Parents are welcome to drop in at any time.

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.

Personal Belongings

- Each child will be issued a cubby to store personal belongings.
- Children must have a pair of indoor shoes.
- The Liddle Skiddle Club will not be held responsible for any toys or electronic devices brought from home.
- 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 wait for you to arrive.
- Please clearly label <u>ALL</u> of your child's belongings.
- Please be sure your child is prepared for the weather. (i.e. warm clothing in the winter, sunscreen in the summer, etc)

Fire Procedure

- 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.

Telephone Numbers

The Liddle Skiddle Club 328-3136
 AYR Motor Centre 325-4671
 Kelly Foster Hallett (operator) 325-4303
 Jill Dunnett 325-4307
 Fax 325-4824
 Email kelly.foster@town.woodstock.nb.ca
 theskiddleclub@gmail.com

Never Leave with your child unless a staff member is notified and is aware of your departure.

** We currently have <u>no</u> peanut allergies at this facility.**



Have a great year!



Addendums

VACATION EXEMPTION

- After 6 months, families enrolled <u>FULL TIME</u> at Liddle Skiddle Club are eligible for 5 days' vacation for which they will not be charged, and are eligible for 5 more after another 6 months to a maximum of 10 days per year or .83 days per month.(Revised Feb 2019)
- Vacation time may **NOT** be used before it is earned and cannot be carried over or banked from year to year.
- All families with <u>FULL TIME</u> enrollment in our Liddle Skiddle Club will be eligible for 1 of our 2 vacation exemption options
- Vacation exemption forms can be obtained from Liddle Skiddle Staff and must be submitted to Kelly Foster for approval.
- Vacation period exemption will not be made for those with account arrears. Unpaid balances must be settled in order to take advantage of the vacation exemption.

OPTION 1:

Two week vacation exemption— This means that you will be able to withdraw your child from our program for 2 weeks/year and you not be charged.

OPTION 2:

Summer withdrawal--**Not** entitled to 2 week vacation (option 1). If you wish to remove your child from our program during the summer months, you will be required to pay a minimum of **\$70/week** in order to retain your position in the fall. This provides your child access to 2 full days (not half days) per week during the summer months.

- **Effective June 14, 2016**—Vacation period exemption will not be made for those with account arrears. Unpaid balances must be settled in order to take advantage of the vacation exemption.
- Effective June 14, 2016—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.

Effective January 11, 2018-- RETURN TIMES

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February 4, 2019

Fee Payment / Billing Procedure (revised Feb 4, 2019)

- As of February 4, 2019, The AYR Motor Centre and Liddle Skiddle Club will moving to EFT (Electronic Funds Transfer) as 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 (1st and 15th of each month)
- 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.

Liddle Skiddle Van Transportation Policy

From time to time The Liddle Skiddle Club will use the Woodstock Community Van to transport children on field trips to local activities with the objective of getting our kids involved in our community and the many learning opportunities our little town has to offer.

These activities may include trips to the library, local farms, apple picking, etc. The Community van is an 18 passenger van which is equipped with lap belts. The van has been deemed a public transit vehicle, similar to a city bus or school bus. The children WILL NOT be using booster or car seats for these excursions, but will be strapped in using lap belts only.

In accordance with the *Motor Vehicle Act* and *Regulation 82-163* under that act:

Section 200.1(6) of the Act:

200.1(6) No person shall drive on a highway a motor vehicle in which there is a passenger under the age of sixteen years unless

(a)that passenger occupies a seating position for which a seat belt assembly has been provided and is wearing the complete seat belt assembly in a properly adjusted and secure fashion, or

(b) that passenger occupies and is properly secured in a child seating and restraint system prescribed by regulation.

Section 4 of Regulation 83-163 under the Act:

4 The following persons are exempt from the provisions of subsection 200.1(6) of the Act: (b) a driver of a bus or a school bus while transporting passengers under the age of 16 years in the course of his or her duties or employment;

Parents will be given advance notice of our trips. If you are prefer **NOT** to have your child ride in the van, you will be required to provide alternate transportation for your child or arrange for alternate care during the times of these outings.

The Town of Woodstock is in the process of purchasing a new 15 passenger van which will be equipped with 3 point seatbelts. The van has been ordered (arrival in approximately 3 months) and booster seats will be used once the new van arrives and we begin using it.

If you have any further questions regarding this, please contact Kelly Foster at 325-4303 or by email at kelly.foster@town.woodstock.nb.ca

<u>Liddle Skiddle Van Transportation Permission</u>

<u>I</u>	the parent/guardian of	authorize the
operator/administrate	or/staff of The Liddle Skiddle Club to transport	t my child(ren) to field trips in the
Woodstock Commun	ity Van with a qualified adult.	
I understand that I wi the premises.	ill receive advance notice of each planned outi	ng, excursion or activity away from
Parent signature	Date	



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 4_{th} , 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)

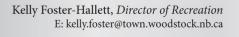
All additional fees incurred through daycare such as swimming lesson, PD and storm day will be withdrew separately from your recurring childcare payment, and will be taken the following week.

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





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







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First Name:		Last Name	Last Name:	
Address:		City:		Province:
Postal Code:	Home Phone #		Cell phone	#
Email address:				
I would like to pay for:				
☐ Liddle Skiddle Club ☐ Afterschool Skiddle Club		b		
I would like this to be w	rithdrawn from my ac	count:		
☐ Weekly		Bi-Weekly		
EFT Agreement: you hereby AYR Motor Centre to debit are subject to an administr	payments authorized fro	m your bankin		
Signature:		Date:		
PAYTO THE ORDER OF VANCOUVER CITY SAVINGS CREDIT UNION VANCTUY CENTRE COMMUNITY BRANCH 183 TERMINAL AVENUE, TEL 604 877.7013 VANCOUVER BC V8A 4G2 MEMO MEMO MEMO DATE 2 0				
Banking Information : Attached a copy of void Name of Financial Insti	d cheque or banking	pre-authorize		
Financial Institution #	Branch/ Transit	t#	A	ccount #

105 Connell Park Road, Woodstock, NB E7M 1M5 | (506) 325-4671

ayrmotorcentre@town.woodstock.nb.ca | www.town.woodstock.nb.ca

Update January 2019

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

LIDDLE SKIDDLE SUMMER WITHDRAWAL FORM

It is my intention to withdraw my child from The Liddle Skiddle Club for the months of July and August. I understand I will be required to give notification **no later than June 1**st and I agree to pay a minimum of \$70.00/week to retain my child's position in fall and that this gives my child access to the program (2) full days/week during the summer months.

My child will be attending The Liddle Skiddle Club on the following days this summer:

MondaysTuesdaysWednesdaysThursdaysFridays (PLEASE CHOOSE 2 DAYS)				
Signature	Date			



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

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

LIDDLE SKIDDLE VACATION WITHDRAWAL FORM

	will not be	e at Liddle Skiddle
(Child's Name)		
Club from		
Week 1	to	•
Week 2		·
	vacation falls on a st	x/2 weeks of my allotted tatutory holiday, you will not be
I understand that I wi a 1 month notice.	ll not be charged for	this time provided I have given
Signature	Date	



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

Parent Signed Statement

By signing below, I indicate the Handbook and understand noted Liddle Skiddle Club.		
Parent Signature	Parent Signature	
Date	Date	-