



Beverly Day Care Society
& Family Resource Centre

Parent Handbook

Parent Handbook

WELCOME

VISION STATEMENT

Healthy and resilient families, strengthening our community.

MISSION STATEMENT

Empowering our families through high quality childcare, community programs, and resources.

OUR VALUES

CHILD CENTERED

We believe that the children are the heart of our Centre, and our communities. All programs are designed and delivered with children in mind.

HEALTHY RELATIONSHIPS

We build and foster relationships based on honesty and respect by providing a safe and inclusive environment that celebrates diversity.

SOCIAL, EMOTIONAL, AND PHYSICAL DEVELOPMENT

We believe that everyone in our community deserves to be happy, healthy, and respected. We ensure that our families have equitable access to programs.

PROFESSIONALISM

Our staff and volunteers are vital to our success. We encourage and provide opportunities for growth and development.

Our Society believes the best way to help children is to strengthen families and community. As we work together in partnership, we benefit from the shared enthusiasm, energy, and ideas that each partner contributes. Community support ensures the continued success and sustainability of Beverly Day Care Society & Family Resource Centre.

Find out how you can get involved today!



Parent Handbook

OUR HISTORY

The Beverly Day Care Society was established as the first non-profit Municipal Centre in northeast Edmonton and was established in February of 1972. The goal of the Child Care Centre was to promote the development and wellbeing of children, families and the community and continues to be at our core to this day. Many changes have happened over the years as the resiliency of the Society has worked to meet the needs of the community. The Society has moved several times over the past years and has currently established itself at 11005-34th Street, in the Rundle School Community Hub. We are very proud of the fact our Staff are of many cultural backgrounds and experiences. We are governed by a volunteer Board of Directors who guide and support our organization.

ABOUT US

The Beverly Day Care Society provides services to include high quality and affordable childcare and is committed to providing programming in a safe, healthy, nurturing and stimulating environment. Our program facilitates development and learning in a play-based setting, nurturing social, emotional, physical, creative and intellectual growth of the child. Our aim is to provide the high-quality programming, working together with families and community. Every child has the right to feel safe, cared for and respected.

Through play, children learn about themselves, about community, it's wonders and their place in community. Our Child Care Professionals will create environments that will challenge and stimulate each child.

PHILOSOPHY

To promote and enhance the learning and development of children in a positive, sensitive, nurturing and co-constructing environment. To acknowledge that each child is a strong, resourceful and capable learner and citizen. To address the social, emotional and behavior challenges through early identification and intervention strategies. To advance the well-being and self-reliance of families by providing resources and supports, thereby enabling parents to build secure relationships and enhance parenting skills. To promote supportive and inclusive communities for children and families.



Parent Handbook

GUIDING PRINCIPLES

Our early learning practice uses the principles of the Flight Framework, an Early Learning and Child Care Curriculum Framework for Alberta. These principles are statements that reflect what we consider to be current truths in our work with young children and their families.

- Children's life-long health, well-being, learning and behavior are strongly connected to their early childhood experience.
- Children are active co-constructors of knowledge through first-hand experiences and in reciprocal relationships with people and materials in their environment.
- Children are unique learners who construct and represent knowledge using multimodal literacies for exploration and expression.
- Childhoods differ depending on social, cultural and economic circumstances.
- Children interact and learn in multiple learning communities and their learning is profoundly influenced by the relationships within and between these communities and specifically with respect to the relationship with the family.
- Children thrive when they are nurtured in close, consistent relationships. Their families benefit from these close caring relationships as well.
- Children are citizens and active participants in society.

Makovichuk, L. Hewes, J., Lirette, P., & Thomas, N. (2014). Flight Framework: An early learning and child care curriculum framework for Alberta. Retrieved from www.flightframework.com

OUR POLICIES

ABUSE

In a situation where abuse of any kind is suspected by a Child Care Professional, it is our responsibility to report this to the authorities immediately.

All employees of the Centre are accountable for their actions. If abuse is suspected by any employee, please speak to the Executive Director immediately.

ACCREDITATION PROCESS

Accreditation is a voluntary process through which Centres can demonstrate that they exceed basic regulatory requirements and meet the higher standards of accreditation.

It is Beverly Day Care Society & Family Resource Centre's utmost responsibility to maintain a safe and healthy environment for the children attending. The Centre stays current with research and emerging best practice as recommended by Child Care licensing and Alberta Health.



Parent Handbook

ACCIDENT & INCIDENT

It is the aim of the Centre to ensure a safe environment for the children in our care. If a child does get injured, Educators will administer appropriate first aid and complete an accident/ incident report that will be given to the parent to sign when the child is picked up. If the injury is serious and requires medical attention, we will call the parent immediately. It is important that you keep your contact information up-to-date with us. In the case of an injury that is an emergency, we will call 911.

ADMISSION & WITHDRAWAL

The Beverly Day Care Society & Family Resource Centre is open to children 0 months to 5 years of age requiring day care. Space is given on a first come, first served basis, drawing from a waitlist. Orientation is required prior to a child starting at the Centre.

One month's written notice must be given of your intent to withdraw your child from the Centre before the last day of the month prior to the last month attending. Written notice must be given to the Executive Director.

ALTERNATE PICK UP

Please let the Educators in your child's room know that an alternate person(s) will be picking up your child. Provide their first and last name and contact information as well as their relationship to your child. Picture identification will be needed by persons not regularly picking up your child. We will not release your child unless you authorize it. You may receive a call for verification.

CELEBRATIONS



The Centre often plans celebrations where families are invited. Lots of hard work goes into the planning by the children and the Educators and they are genuinely excited to have family's active participation with them. We encourage families to share ideas, culture and talents with the children. Please speak to an Educator in your child's room if you would like to share.

Health services does not allow any homemade foods to be served in the childcare. We ask that no cakes or cookies to celebrate with be brought to the Centre. We will celebrate in other ways, without the use of food.



Parent Handbook

CENTRE CONTACTS

Email: bevdaycare1@gmail.com or bevdaycare2@gmail.com

Main phone number: 780-477-1151

Address: 11005 - 34 Street Edmonton AB T5W 1Y7

CHANGE OF INFORMATION

Notify the director or designate of any changes to family circumstances in writing (phone numbers, addresses, emergency contacts, authorized pick up persons).

CHILD ABUSE

Beverly Day Care Society & Family Resource Centre strives to ensure that all children remain free from abuse while in our care. If abuse of a child in the home is suspected by any of the child care staff, we are legally obligated to report to child protective services.

CHILD GUIDANCE

The Centre's aim in child guidance is to support children's healthy social and emotional development, recognizing children as individual citizens within a community. Educators work with a variety of strategies in encouraging this development including;

- Building positive relationships with the children and their families
- Having developmentally appropriate expectations of the children
- Providing a safe, stimulating environment
- Including the children in the plans for the day and letting children know what will happen next
- Role modeling appropriate behaviors
- Providing encouragement and approval by describing the behavior that is appreciated
- Re-directing children to desirable activities
- Acknowledging and naming children's feelings
- Encouraging, describing and modeling appropriate expressions of emotions
- Teaching and modeling problem solving skills
- Providing clear direction, giving clear and calm instruction
- Work as a team with parents and Educators to create program plans and strategies for individual children requiring additional supports



Parent Handbook

CHILD CARE REGULATIONS

The Centre is licensed annually under Child Care Regulations and monitored by a Licensing Officer on a regular basis. The Centre's license ensures compliance with licensing standards and best practice in childcare. Recent licensing reports can be found on the parent information board alongside our current license.

CLOSURE DATES

We are closed on statutory holidays as well as professional development days throughout the year. Please see our current calendar for exact dates.

CONCERNS AND COMPLAINTS

Beverly Day Care Society & Family Resource Centre is committed to providing the best possible care and environment for children and families. If you have a concern or complaint about any aspect of the program and services we provide, we encourage you to speak to the Executive Director who will work with you to resolve the situation.

- If the resolution is not satisfactory, the complaint will be brought to the Board of Directors. We will adhere to the Alberta Privacy Act.
- In the case of non-compliance to the Child Care Act or Child Care Regulations, the parent should report to the local CFSA;
- Edmonton and Area CFSA, 780 427-2250, Region6.CFSA@gov.ab.ca

CUSTODY ORDERS

We require notification of any changes of custody, guardianship or care and control of children. A copy of any court orders pertaining to the custody of a child must be submitted for the child's file. This will assist us to ensure that each child is only released to an authorized person.

EMERGENCY EVACUATION

Emergency evacuation routes and procedures will be posted in the office, hallways and all program spaces

- During orientation all new staff are well informed of the emergency evacuation procedures, their roles and responsibilities in the event of an emergency.
- Copies of the children's emergency contact information will be kept in a binder in each playroom and one copy in each backpack, used when the children are outside of the playroom.



Parent Handbook

- Fire drills will be completed monthly.
- Modified fire drills will be completed monthly during extreme cold weather.
- Fire drills will be recorded, and records maintained by the Director or Designate.
- Educators will notify the Director immediately upon the identification of an occurrence that may result in an emergency closure, evacuation or lock down.
- In the event of evacuation of the building, all children and staff will proceed to a designated muster point, where head counts and roll calls will be completed.
- If unable to return to the Centre, children and staff will go to Ivor Dent School SW corner 11010-32 Street or St. Jerome School 3310-107 Ave main door of school.
- Parents will be notified to come and pick children up once we are safely secured and everyone is accounted for.
- The Director or Designate will make decisions regarding emergency program closure, evacuation or lockdown to maintain the safety of all individuals present.

FEES

Fees are due on the 1st of every month. Absenteeism or vacation time will not reduce monthly fees. Fee policy is attached.

FIELDTRIPS



Our Centre recognizes that off-site activities and fieldtrips provide valuable experiences for children of all ages. In preparing for these experiences it is important to keep safety and supervision at the forefront of our planning. We will enhance children's learning and development by experiencing the community around us. You will be asked to give your permission on a fieldtrip form prior to any planned trips.

ILLNESS

Childcare licensing regulations state that a child cannot attend the Child Care when they are:

- Vomiting, have a fever, diarrhea, a new, unexplained rash or cough
- Not well enough to participate fully in the program
- Are displaying other symptoms that may pose a health risk to others



Parent Handbook

A doctor's note may be required prior to re-admitting your child to the Centre when still experiencing symptoms.

If your child becomes ill while at the Centre, we will contact you or your emergency contact to make arrangements to pick up your child. When possible, ill children will be cared for in a quiet space, away from the rest of the group until their parent or designate arrives.

ILLNESS OUTBREAKS - MANAGING

Our aim is to provide the healthiest environment possible for your child. Handwashing is the most important way we can reduce the spread of illness. We reduce the spread of infection by regularly disinfecting toys and play spaces regularly. Even with these precautions, illness outbreaks sometimes occur.

IMPAIRED PARENT/DESIGNATE

For the well-being of the children in our care, no child will be released to persons, in the opinion of the Child Care Professional, that is impaired by alcohol or drugs. In this event, suitable alternate arrangement will need to be made. We will notify the emergency contact person(s) to come to pick up the child. Failing the forgoing, the police and/or child protection services may be called.

INCLUSION AND DIVERSITY

The Beverly Day Care Society & Family Resource Centre is committed to providing inclusive and diverse environments that support the needs, abilities, interests, backgrounds and preferences of all the children in our care.

LATE PICK UP FEES

Late fees will be assessed under all circumstances. A fine of \$15.00/per child for the first 5 minutes or portion of, and \$2.00/minute per child after the first 5 minutes. When a late pick up occurs, the Director will issue a notice to the family involved and will be placed on your account as balance owing.



Parent Handbook

MEDICATIONS

We recognize that at times children may need medications while at the Centre. Educators will only administer medications that have been prescribed by a physician. We will not administer over-the-counter medications and herbal remedies.

- Parents must complete and sign a consent form containing information about the medication and when it was given last prior to arriving at the Centre
- Medications must be in their original, labeled container
- The first dose must be given by the parent
- The medication will be administered according to the physician direction on the label
- Medications will be stored in a locked box in the refrigerator or closed cupboard
- All Child Care Professionals administering medications have valid first aid certifications
- Emergency medication such as epi-pens and inhalers must have specific symptoms to administer and when. These will be kept in an unlocked cupboard or first aid backpacks inaccessible to children but easily accessible to Educators

NUTRITION

The Child Care Program provides a morning snack, an afternoon snack and a full lunch for the children every day. Menus will be posted in your child's room and on the parent information board. All staff will be aware of children with special diets and allergies. We will work to limit exposure to allergens (foods with nuts and nut products). Despite our efforts, we cannot guarantee an allergy-free environment. If your child is unable to eat the snacks and lunches we provide, parents will be responsible for providing snacks and lunches that their child can eat.



OUTDOOR PLAY

Outdoor play is an integral part of our program. Opportunities to play physically and connect to the natural world are important for healthy development. Parents will complete a permission form to apply sunscreen and mosquito repellent on their child as needed and according to the instructions on the label.



Parent Handbook

RESTING/QUIET TIME

All children in the Centre are entitled to an afternoon rest period. This time will be between 12:00 and 2:00 pm every day. Children who require a nap will be assigned a cot with a sheet, which will be washed weekly or as needed. No child will be allowed a bottle or sippy cup when going to sleep, however, soothers can be used. Children who do not sleep will play in the wake room or outside during this time.

SIGNING YOUR CHILD IN AND OUT

Please ensure your child's room staff sign your child in and out daily. Note that it is for your child's safety that we ask you to escort your child into the room, so we know your child has arrived. Make sure a Educators in the room know when you are picking up your child.

SUBSIDY

Subsidy for childcare is through the Provincial Child Care Subsidy Office. To be eligible for full subsidy each month, a child should attend a minimum of 100 hours. It is the parent's responsibility to keep track of the hours a child attends the program. It is the parent's responsibility to know when renewal of subsidy is due and the renewal of subsidy. If you need help with the process, please see the Director.

Applications for subsidy can be completed online at www.child.gov.ab.ca . For all subsidy inquiries, please call 1-877-644-9992 or 780-644--9992 within Edmonton, Monday to Friday from 7:30 am to 8:00 pm.

TERMINATION

It is our aim to work cooperatively with parents to ensure positive solutions for individual family circumstances. However, if this fails, termination from the centre may be necessary. Payment lapse, repeated late pick up of your child, and if the program cannot adequately serve or care for a child will result in termination.

VOLUNTEERING

As we are a non-profit organisation we rely on our parents and community to help with fundraising. All parents are required to volunteer at least 20 hours per year. Multiple volunteer opportunities are available throughout the year such as: Casino worker, bottle drive, multi-family garage sales, vegetable fundraiser, etc. Failure to volunteer the required hours will result in a \$200 charge.



Parent Handbook

FAMILY AS PART OF OUR COMMUNITY

We work within a practice of relationships with children and families. We appreciate the significance of the family in the life of the child. The child's family is valued in our early childhood community.



We value family connections and contributions, we engage families in open, respectful, and reciprocal dialogue to share and generate ideas, solve problems, and learn more deeply about children.

Educators will make an intentional effort to communicate daily with each parent.

We will also communicate important notices, updates and the children's daily experiences through:

- Email
- Bulletin boards located in playrooms and on the parent board
- Children's learning stories written by the Child Care Professionals

We welcome your contributions to our programming by sharing family experiences and field trips with us and by volunteering in the playrooms.

WHAT TO BRING TO THE CENTRE?

FAMILY PHOTOS

Feel free to bring photos of the family and parents. These are a comfort for your child. They also help your child to share their home life and build a sense of community.



Parent Handbook

BLANKET AND SOFT TOY

These items may help your child to feel comfortable at rest time. We wash the bedding weekly so please ensure the blanket is child-sized, not too heavy and is machine-washable.

CLOTHING

We suggest 2 – 3 complete changes of clothes including; shirts, pants, socks and underwear. If your child is toilet training, we suggest pull ups.

Please dress your child in clothing that is comfortable, easy for your child to dress and undress in and washable. Our play is often messy!

Always dress your child for the outside weather and all seasons. Snow pants, warm jacket, hat, mittens and scarf in colder weather. Sun hats, full running shoes, splash pants, rubber boots, bathing suit and towel in warmer weather.

INDOOR/OUTDOOR FOOTWEAR

Children and educators wear indoor and outdoor footwear that is suitable for the weather.

TOYS

Please do not send your child with toys from home. This causes lost or broken toys and hearts.



If you have any questions or concerns that have not been addressed in this handbook please drop in to the office to talk to us or contact us at: 780-477-1151 or email: bevdaycare1@gmail.com or bevdaycare2@gmail.com



Parent Handbook

Monthly Day Care

	0 – 18 Months	19 Months – 5 Years
Fulltime	\$1,045.00	\$880.00
4 Days / Week	\$836.00	\$704.00
3 Days / Week	\$627.00	\$528.00
2 Days / Week	\$418.00	\$342.00

Daily Drop-Ins

	0 – 18 Months	19 Months – 5 Years	Kinder – 12 years (OSC)
Full Day*	\$60.00	\$50.00	\$40.00
Half Day*	\$30.00	\$25.00	\$20.00

*Please note drop-ins must be booked one week in advance of requested day

Monthly Out of School Care

Servicing Ivor Dent and St Jerome Schools

	Kinder – 12 Years	4 days/week	3 days/week	2 days/week
	Fulltime			
September – June	\$575.00	\$460.00	\$345.00	\$230.00
July – August	\$625.00	\$500.00	\$375.00	\$250.00

Additional Notes:

1. A registration fee of \$60.00 will be charged at the time of registration and will be subtracted from the first month's fees.
2. A Registration Package must be completed prior to your child attending the centre.
3. Subsidy approval, where applicable, must be confirmed prior to your child attending the centre.
4. All fees are non-refundable and must be paid on the 1st of each month for the upcoming month.
5. Half days are 6:30AM to 12:30PM, or 12:30PM to 5:30PM. Full day rates are applicable for children staying outside of these allotted hours.
6. Parents are required to volunteer a minimum of 20 hours per year. Multiple volunteer opportunities will be available throughout the year. Failure to participate will result in a \$200.00 charge.

