



ABORIGINAL MOTHER CENTRE DAYCARE PARENT HANDBOOK

2019 Dundas St
Vancouver, BC
V5L 1J5

Tel: 604-558-2627
email: daycare@aboriginalmothercentre.ca
fax: 604-558-2628

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ABORIGINAL MOTHER CENTRE SOCIETY

Aboriginal Mother Centre Society operates the Daycare. The vision for the Daycare began in 2004. The Aboriginal Mother Centre was built to provide women and children a safe place of community with resources, food and child minding. Many women faced many barriers in the downtown Eastside, such as access to shelter, medical care, harm reduction, and a holistic healthy pregnancy. It was recognized that childcare was one of the highest identified needs for mothers attending the Aboriginal Mother Centre's drop in. The Aboriginal Mother Centre Society has taken that vision, hard work and dedication to provide a new outlook and renovation it into new heights. In partnership with Lum'a , Builders without Borders, and the Under 1 Roof the Aboriginal Mother Centre was able to build 16 transitional housing units, a commercial kitchen, offices, program areas, living spaces, and lastly, the Daycare space equipped for 25 children.

ABORIGINAL MOTHER CENTRE MISSION STATEMENT:

The Aboriginal Mother Centre has a vision of strengthening our families, empowering Aboriginal women, and embracing our culture that was once surrendered caused by colonialist practices such as residential schools and child welfare practices. We are committed to create opportunities for families, especially single moms, to have the resources and services available and to instill tradition, culture, values and history by re-connecting our Elders with the younger generations.

MESSAGE FROM BOARD OF DIRECTORS

Welcome parents, guardians, volunteers, contributors, and Elders to the Aboriginal Mother Centre Society. It gives us great honor that our vision has come so far and that we can share with you a piece of history as it unfolds. The Aboriginal Mother Centre Society offers many services for children, families, single mothers, and the community. We are committed in making a positive difference creating opportunities for the Aboriginal Community to embrace our culture, traditions, and values. We aim to support, to teach, to influence, to connect, to create a community to flourish in abundance of health, relationships and self-identity. The Aboriginal Mother Centre Society is a place that provides the resources and to strengthen our Aboriginal identity. **A Mother's love is the most precious gift given to a child. The highest law**



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in Aboriginal country is respect - teach your child early in life the meaning and value of the word. Embrace your child, protect, guide, be patient and always provide loving care.

A Parent's responsibility to child is to always role model

THE ABORIGINAL MOTHER CENTRE DAYCARE

The Aboriginal Mother Centre Daycare is a 3 to 5 years old Childcare Centre that started in October 2011. There are three regular ECE staff and support staff. The Aboriginal Mother Centre is a diverse program which strives to incorporate the knowledge, teachings, values and experiences of Aboriginal Culture and Language.

ABORIGINAL MOTHER CENTRE DAYCARE MISSION STATEMENT:

Our mission is to implement an integrated, high-quality and culturally enriched childcare service by providing children a nurturing, safe, fun learning environment that reflects the values, interests and needs of the children, their families and the Aboriginal community.

PROGRAM PHILOSOPHY:

The Aboriginal Mother Centre Daycare incorporates the values, beliefs, and practices to empower children with their culture and positive self-identity. It is important to give children a sense of stability in a nurturing, engaging, comfortable and safe environment. Children will grow in healthy ways and are able to move towards their full potential by fostering physically, emotionally, cognitively, socially, and creatively. The program believes in the "Sacred Circle of The Seasons". It portrays a strong value system and understanding of historical teachings. Within the enriching cultural program we encourage children to be active learners, to investigate, to explore, to experiment and try all the developmentally appropriate activities using all their senses to learn. We will provide all the elements to maintain a culturally driven indigenous foundation for long life learning. We are committed to deliver a language-rich, pro-social learning environment where children will acquire the skills, the cues, and the language to be ready for school. Children will have the opportunity to learn and play in a variety for adult and child initiated activities. The program will document a child's learning with photographs and learning stories on display. It is important for families and children to observe and talk about what experiences the children are engaging in. Children learn from their environment and the people who are in it, through



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interaction, participating and observing. The Aboriginal Mother Centre is committed in making a positive impact in each child's life.

At The Aboriginal Mother Centre:

- we will provide a healthy, comfortable and stimulating environment and enriching program for children to develop the whole self.
- we will provide opportunities for children to play, explore, experiment, create, involve, and learn
- we will foster genuine sense of nurturing, security and well-being
- we will provide opportunities for children to learn values and respect for self, for others, for the environment in work and play.
- we will encourage each child to develop to his or her fullest potential
- we will work together with parents to support and meet the needs of each child.
- we want others to value our staff and respect their skills and commitment to their profession.
- we want our program to strengthen family unity through responsive communication and participation within our Centre
- we want parents or guardians involved and committed to the program
- we want Elders to participate in the program. They are carriers of knowledge and history, which they pass on to the children by developing meaningful relationships that foster the teachings and traditions of Aboriginal people and who can foster relationships to those who are new to the area.

PROGRAM STAFF QUALIFICATIONS:

All the AMC daycare staff is highly qualified in Early Childhood Education and licensed to practice by the Province of British Columbia. It is also required that staff be trained in First Aid. We meet licensing requirements and strive to exceed the requirements where ever possible. Throughout the year students may come to do practicums, and volunteers may be present. We believe it is essential to provide the opportunity for students to experience a rich placement and volunteer experience at the daycare. Practicum students, volunteers, and staff are required to complete a Criminal Records Check. We will continuously support staff for ongoing professional development.

OPERATIONS

OPERATIONAL HOURS:

Our Centre is open from 7:45am - 5:30 pm Monday to Friday.



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We are closed on the following Statutory holidays:

New Year's Day	Victoria Day	Labor Day	Boxing Day
B.C. Family Day	Aboriginal Day	Thanksgiving Day	
Good Friday	Canada Day	Heritage Day	
Easter Monday	BC Day	Christmas Day	

As well as closed the 1st week of August for summer closure

REGISTRATION

ELIGIBILITY TO ATTEND:

Children aged 3 to 5 are able to attend our Child Care Centre. Our curriculum is based on Aboriginal cultures and practices and we welcome all Nations to the AMCS. The Aboriginal Mother Centre is based on full time care. However, there will be spots available for part time care. The part time days are as follows: For the three days a week, **M-W-F** and for the two day a week, **T-TH**. Part-time care will be a pro-rated based on how many days requested.

PROGRAM FEES AND PAYMENTS:

The Aboriginal Mother Centre Daycare has full time and part time spots available.

The full time monthly daycare fee is \$ 800.00 over 9 hours of care \$900.00

The 3-day monthly daycare fee is \$ 580.00 over 9 hours of care \$660.00

The 2-day monthly daycare fee is \$ 420.00 Over 9 hours of care \$480.00

This is based on a pro-rated fee. Fees may change.

The fees are due and payable on the first of each month. Method of payment preferably would be post-dated cheques (preferably six in advance). A current valid subsidy authorization will be considered a payment toward the fees. Cheques should be payable to the Aboriginal Mother Centre Society. Monthly receipts will be issued after payment. Keep all records for your income tax. If a duplicate receipt is needed there will be a service charge of \$ 25.00 per monthly receipt.

SUBSIDY PLEASE NOTE: SUBSIDY MUST BE APPROVED BEFORE YOUR CHILD STARTS.

Parents may be eligible for a financial subsidy to assist with childcare costs. The maximum subsidy rates are:

- 19 months - 3 years \$635.00



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- Over 3 years \$550.00

To find out if you qualify for a child care subsidy, make an appointment with your Child Care Subsidy service centre. For additional information call 604-572-8032 or visit this website:

<http://www.mcf.gov.bc.ca/childcare>

Child Care Subsidy is available through the Ministry of Children and Families to those who qualify and is based on the family's income level. Parents may also have an arrangement with their Social Worker to have fees paid through the Ministry of Children and Family Development. If so, documentation is needed from the Social Worker. Families are responsible for ensuring their subsidy authorization has been received by the AMC office.

LATE FEES:

Child care fees are due at the first of every month. A service charge of \$25.00 will be added to your monthly payment, for late payment and all returned cheques. If you need to make payments arrangements please speak with the Daycare Manager. **If you are consistently late and/or miss a payment we will notify you that your daycare spot may be terminated.**

WAITLIST:

The Aboriginal Mother Centre offers 25 spaces for children ages 3 to 5 years old. There are long waitlists for high-quality licensed Childcare programs throughout Vancouver. It is encouraged that families put an application in as soon as the child is born. The program will have a higher turnover of children between the months of June and September. Application does not guarantee a space within our program.

Enrollment Priority:

Each time a childcare space is allocated, the following order of registration priority shall be implemented:

1. AMCS employees, by entry date on waiting list & desired date of childcare service
2. Siblings of children currently registered at AMCS Daycare, by entry date on waiting list & desired date of childcare service.
3. AMCS returning families, by entry date on waiting list & desired date of childcare service.
4. Community, by entry date on waiting list & desired date of childcare service.



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Should a family reapply for care after having voluntarily removed their child from care (or a waiting list) the date of re-application shall be used in establishing registration priority within their category.

To apply to The Aboriginal Mother Centre wait list you can come by to fill out a form, please see the front desk or please call our **Daycare and provide the following information**

Required information: Parent/guardian first and last name
Home or Cellular phone number
Child's first and last name
Child's date of birth
Whether you require full time or part time care
Desired admission date

We recommend that parents apply to more than one wait list to increase the possibility of your child care options when you return to work. Please check the [Provincial Government](#) website that provides a listing of child care in your area. You can also check [Child Care Options](#) website or call 604-572-8032.

CUSTODY AND RELATED COURT ORDERS:

When enrolling your child in the program, the Daycare will need to have a copy of any custody agreements and related court order, if applicable. Our staff will abide by the terms in the court order at all times. This also includes any guardianship orders from the Ministry of Children and Family Development (MCFD) or Vancouver Aboriginal Child & Family Services Society (VACFSS). These important documents will be placed in the child's personal registration file.

FAMILY ORIENTATION MEETING:

The Program Manager will notify the family if a spot becomes available. The family and Manager will set up an appointment to see the daycare and have an orientation of the program, environment, and staff. After the orientation and, the family will receive a registration and information package to fill out and return.

GRADUAL ENTRY

Starting a new child care program can be a huge transition both for children and their parents/guardian. It is important to the program and respecting the families we service to provide a supported gradual entry into our program. Gradual entry means a child will start with the parent/guardian staying beside them to familiarize, build confidence, and give a sense of security while attending the program. Throughout the first week the child will stay longer and the parent/ guardian will stay less. The process is typically a week, depending on the child's readiness into the program. We are committed to make this transitional period as



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smooth as possible. Ideally, we want the child to be comfortable in his/her new environment adapting to the routine and building new relationships with other children, and staff.

WITHDRAWAL:

If you wish to withdraw your child(ren) from the child care program, the daycare requires a one-month notice. Please contact Manager if you know further in advance if your child will be leaving the centre due to replacing the designated spot with another child on the waitlist.

MORNING DROP OFF:

The Aboriginal Mother Centre Daycare expects children to arrive before 10:00 am to respectfully allow children time to play, learn and engage in daily activities. If a child will be late due to scheduled appointments, such as a doctors appointment, and parent/guardian calls in before 10:00 the child can be excused. Please phone before 10:00 a.m. if your child will not be attending that day. It is important to plan for the day, for scheduled walks or field trips to the local parks. We want children to attend daycare, so if your child misses the 10:00 curfew, we welcome your child to participate in the afternoon. To avoid disruption of the other children resting, we respectfully ask children to come to the centre after 2:00. The Aboriginal Mother Centre Daycare represents a family centre practice and has an open door policy, which means you can visit, ask questions, and be involved.

Our Program starts first thing in the morning. The arrival process:

Bring your child into the center before you say good-bye

Sign your child in.

- Take time to help your child settle in.
- Please give any information you feel is important regarding your child's evening, sleep, health etc.
- Always say good-bye to your child when you leave
- Tell a staff when you are leaving, so they can help your child become involved in the program.
- If your child is feeling insecure a staff member is always available to help.
- Please call us if your child is going to be away.

We encourage parents/guardians to sit and read or play with your child for a few minutes before departure. Staying more than half an hour may make it hard for a child to learn the separation transition, which may make it hard both on you and the child in the long term. If you would like to volunteer to stay longer in the daycare please advise staff. The Aboriginal



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Mother Centre Daycare has an attendance sheet located by the front door entrance of the daycare. **It is extremely important for the parent/guardian to sign the child into the daycare for the day. It is solely the parent/guardian responsibility to sign their child(ren).** The importance of the “sign-in & sign-out” form is for security reasons, evacuation and emergency purposes, and also, to plan for snacks, lunches, and daily programming. For emergency purposes: fire drills and earth quake drills will take place.

AFTERNOON PICK-UP:

We will only release your child to the person you have indicated to be authorized to pick up on the attendance sheet for that day. If you have indicated a person who is not familiar with staff (regular parent/guardian) we will require photo identification at time of pick up. Only people on the contact form of the registration package are authorized to pick up your child, unless, indicated at time of morning drop off. In an emergency, if parent/guardian are unable to be reached, staff will call the alternate contact numbers to pick up your child.

The Aboriginal Mother Centre Daycare closes at 5:30 p.m. if you want to know how your child’s day was then it is advised you come earlier to speak to staff. There is a one minute late fee charge applied from 5:30 p.m. onward. We respect that staff have to close the daycare and have to go home too.

If we have not heard from you at 5:45 p.m. these are the procedures we will be taking:

- Staff will phone your contact numbers on the registration form
- The alternate person will be contacted
- At 6:00 p.m. the Ministry of Children and Family Development will be contacted
- Late fee charges will apply of \$1 per minute from 5:30 p.m. onward
- If late arrivals becomes a habit, a child will be withdrawn from the program

IF A PARENT OR GUARDIAN APPEARS UNABLE TO PROVIDE SAFE CARE

If the child care staff suspects that a parent/guardian is intoxicated or otherwise unable to provide safe care for their child, they will follow through with our procedures:

- Offer to call a family member or friend to come pick up their child and parent
- Offer to call a cab



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- Child care staff will notify the Program Manager/Coordinator/Director as available
- If both the offers of assistance are refused, the staff will inform the parent that we are concerned for the safety of the child and will need to notify the authorities (either MCFD or 911) if they leave the Centre with the child.
- Staff will not leave the child until the situation is resolved

WITHDRAWAL OF SERVICES:

We will work in partnership with the family to support their child and find the resources necessary to make every child successful in our programs. However, if we are unable to meet the needs of a child or family, if a child is continuously disruptive, physically harming other children and/or staff and/or damaging or destroying the Aboriginal Mother Centre Daycare property, we may consider withdrawal of services.

HEALTH AND SAFETY

CHILDREN'S RECORDS:

The Aboriginal Mother Centre Daycare staff will put the registration package into a personal file for each child. The file remains confidential information of the AMCD and is stored in locked filing unit. Please inform staff if information needs to be updated on your child's file, such as address change, custody changes or phone numbers etc. All information pertaining to your child is kept confidential and will only be released with your written permission. The only exception to this is in the case of a situation related to child protection legislation, for example a court subpoenas.

IMMUNIZATIONS:

Each child immunizations shall be kept up to date and on their file. Families who choose not to immunize their child(ren) enter our program at their own risk. The Centre will require the parent or guardian to sign an agreement of the families' choice which will be placed in child's file. Should there be an outbreak of an immunizable communicable disease the child who is not immunized will be required to be absent during the outbreak. Full fees will apply during this time.

ILLNESS:

Viruses are very contagious! Children who are not well enough to participate in all regular program activities either indoors and/or outdoors are not well enough to be at the Centre.



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We do not have the capacity to care for sick children. A child is expected to stay home if a child exhibits any of the following symptoms:

- Acute cold with a fever, runny nose and eyes, coughing, sore throat or an ear infection
- Continuous nasal discharge
- Discharge or goop from the eyes
- Persistent coughing or sneezing
- Pain - any complaints of unexplained or undiagnosed pain
- Difficulty in breathing - wheezing or persistent cough
- Fever over 100°F or 38.3°C
- Headache and stiff neck
- Any communicable disease (chicken pox or measles)
- Gastro-intestinal infections - If child has two unexplained diarrhea, or vomiting, nausea or abdominal cramps
- Undiagnosed rash or other skin conditions
- Severe itching of body or scalp
- Lice Checks will be made monthly to maintain a lice free environment. If your child has lice we expect appropriate treatment be done before your child returns back to Daycare. Please speak in confidence with the Daycare Manager, if you need help.

If your child becomes ill at the Centre, or staff recognize your child's appearance or behavior is not well enough to participate in the program we will notify you immediately so you can arrange to have your child picked up. If the Child Care Centre staff is unable to reach you, the emergency contact person will be contacted. Your child will be kept as comfortable as possible until you arrive. It is important that you plan now for alternate care so that in case of emergency your child will receive care as needed without interfering with your work or education. Please show consideration to the staff and other children by keeping your child at home if she/he is still sick.



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The requirement that parents keep an ill child at home is based on:

- Protecting other children from communicable disease;
- Ensuring the comfort and safety of the child who is ill (or injured)

Children can return to daycare when:

- Approval note from family physician stating child's health is okay and to return to daycare
- Has been on antibiotics for 24 hours
- When your child has been fever free without fever medication for 24 hours (no Tylenol)
- Child is free from symptoms

In the case of diagnosed communicable diseases or outbreak of infections, the childcare program will advise the Local Community Health Nurse, Licensing Officer and the families at the Aboriginal Mother Centre Society.

MEDICATION

Medication will **ONLY** be administered with prescribed medication from the doctor and the appropriate medical form is filled out. Please see the Daycare staff about filling out a Permission to Administer Medication Consent Form.

- Medication may only be given with the parent/guardians signed consent.

NOTE: Over the counter medications will not be administered by the staff, unless accompanied by a doctor's note, and the appropriate consent forms are completely filled out by a parent/guardian.

- Medication like; Tylenol, Aspirin, Advil or Benadryl.
- Medication must be clearly labeled and be in its original container.
- The staff will check expiry dates on the medication and maintain a written record of medication administered, stating time and dosage given and the signature of the staff member involved. All unused medication is returned promptly to the parent.



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PUBLIC HEALTH NURSE

The Public Health Nurse will visit on occasion to check on the children's immunizations records and the general health of the children. We also may have annual ear, eye and dental checkups by the health department. We will give out notice to families before we do health checkups for the children. If you have any concerns, please speak to the Manager at that time. If there are concerns about your child's health, staff will inform you promptly. If you have any concerns about the health of your child and you wish to speak to the health nurse, please let us know.

CHILDREN WHO REQUIRE EXTRA SUPPORT:

If a child requires extra support we will approach the parent or guardian first to advise them of our observations and recommendations. We will then take the necessary steps to meet the child's needs with the parents or guardians permission. If the child has services in place we ask that they be noted in the child's file. We are an inclusive Child Care Centre and we are here to support all children, and their abilities.

FOOD: WE WILL HAVE HEALTHY MORNING AND AFTERNOON SNACKS, AND LUNCH IS PROVIDED

We believe a variety of healthy nutritious food is important. We provide morning and afternoon snack. We have a hot lunch program. A monthly schedule will be posted on the wall. Please ensure staff of allergies or food preferences. As we care for a large group, we ask parents to bring food to accommodate the days your child is unable to eat what is listed within the monthly food schedule, due to allergies or preferred foods. Your cooperation is appreciated.

ALLERGIES:

If your child suffers from allergies, the daycare will need to have this information and any required medication. A completed Administration of Medicine Consent Form will be required. If your child has severe allergic reactions to specific foods and needs an Epi-pen we will need an Administration of Medications Consent Form filled out, as well as their Epi-pen on-site at all times with their name clearly labeled. If you have any questions please speak with the Program Manager.

ACCIDENT AND INJURIES POLICY

In the event of any accident or injury it is our policy at the Aboriginal Mother Centre Society Daycare Centre for staff to complete an Incident Report and have it signed by the



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parent/guardian of the child involved. For more serious accidents/injuries, a *Community Care Licensing Board Incident Report* must be filled out.

MINOR ACCIDENTS

First aid will be administered. *NOTE:* Staff shall wear gloves when applying first aid. For quick access, gloves can be found in a box in the playrooms and in the playground. To minimize parents surprise at pick-up time AMCS Daycare staff may phone parents to inform them of incident/injuries. The ECE team will decide whether or not to call and inform parents of the incident.

An *Incident Report* will be completed and signed by the attending staff. At pick-up time, the parent will be given the *Incident Report* to read and sign. The report will be placed in the child's registration file.

MAJOR ACCIDENTS

If a child has a major accident/injury inside the Daycare Centre or on the playground, a staff member will administer first aid and determine the mobility of the child. If it is safe to move the child, s/he will be taken inside for a complete assessment by the attending staff and Manager. If the child is unable to be moved, then the Daycare Manager will be called to the scene of the accident immediately.

Major accidents will be dealt with according to the following procedure:

1. A staff member will administer first aid. All staff members must have their current First Aid Certificates
2. The staff member will call 911 for an ambulance and the child's doctor, if necessary.
3. The parent will be contacted immediately. If he or she is not available, a message will be left and/or emergency contact person will be contacted
4. If the child needs medical attention at emergency, a staff member will stay with him/her until a parent arrives. Staff will take Emergency Permission cards to Emergency Dept.
5. Following any injury that requires medical attention, a *Community Care Licensing Board Incident Report* will be completed and submitted to the Health Department within 24 hours



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The Daycare Manager may request an *Internal Incident Inquiry* to be complete by staff involved in the incident.

CARE AND TREATMENT

We believe it is important that every child has a right to be treated with respect, and be treated with equal concern, to respect themselves. We are committed in teaching children mannerisms to behave appropriately and have positive social interactions and increase their self-esteem.

Our objective is:

- To treat others with respect
- To focus on the behavior of the child and not the child
- To give reasoning behind the request
- To reinforce positive behavior
- To provide positive role models for the children and instill partnerships with parents
- To encourage children to share and care for each other
- To encourage children to care for and respect their environment
- To encourage acceptable behavior through praise and encouragement
- To develop a sense and understanding of what is right and what is wrong
- To set clear and consistent goals and boundaries
- To encourage children to create and make choices about their play
- To be given the opportunity to use their imaginations, develop their natural curiosity and take part in a range of challenging activities within a safe environment and within appropriate boundaries of behavior.

Staff is trained to use positive techniques and strategies to manage behavior issues: Staff is expected to be positive role models.

ECE Guidance Techniques we use are:

- Redirection
- Distraction
- Offering Choices
- Active listening
- Collaborative Problem Solving
- Role Model

Our aim is to teach children to learn how to:

- Take responsibility for their actions
- Problem solve independently
- Have self-control and communicate how they feel
- Respect the differences in others



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Be patient and turn take
Cooperated and work together with others
To feel self-worthy, proud, and confident

The Aboriginal Mother Centre Daycare staff is expected to insure the guidelines of the Community Care Facility Act are followed:

27(b) ensuring that no child enrolled in our center, while under our care is:

- (I) subjected to shoving, hitting, shaking, spanking or any other form of corporal punishment.
- (II) Subjected to harsh, belittling or degrading treatment whether verbal, emotional or physical that would humiliate the child or undermine the child's self-respect
- (III) As a form of discipline confined, physically restrained or kept, without adult supervision apart from other children, and
- (IV) As a form of discipline deprived of meals, snacks, rest or necessary use of a toilet.

If you have more questions we can pass on reference booklets such as the *Guidance and Discipline with Young Children*, which is provided by the Ministry of Health.

CHILD ABUSE REPORTING

If a Daycare staff member suspect's abuse or neglect of a child, the staff member is required by law to report this to the Ministry of Children and Family Development. The Program Manager and the Director of the Aboriginal Mother Centre will be informed immediately.

CONCERNS FROM PARENTS AND GUARDIANS

If there is a concern about an individual staff and/or with the Daycare, we ask that the parent please express this directly with the individual in which you are experiencing the concern. If you are unable to reach a constructive solution please take your concern to the Daycare Manager.

ABORIGINAL MOTHER CENTRE DAYCARE PROGRAM

CURRICULUM:



ABORIGINAL MOTHER CENTRE DAYCARE PARENT HANDBOOK

2019 Dundas St
Vancouver, BC
V5L 1J5

Tel: 604-558-2627
email: daycare@aboriginalmothercentre.ca
fax: 604-558-2628

The Aboriginal Mother Centre Daycare aims in providing children with cultural-established, child focused, play-based, emergent curriculum model. Within our program we vision Aboriginal content; language, culture, values, beliefs, materials, traditions, that is developmentally appropriate and reflects positive representation of our community. We believe it is our role to provide children with early care and learning opportunities that encourage them to reach their full potential. Activities and materials are prepared everyday on a monthly agenda but are not limited to the reflection of the children's interest. Planning curriculums are important to provide children with engaging, challenging and interesting experiences. We believe children construct their knowledge by having hands-on experiences with natural materials. Teachers facilitate this exploration by providing real elements of the environment for the children to discover. This interaction between the child and the world is where learning takes place.

CLOTHING

Your child will require an extra set of clothing at the Centre in case of spills, accidents, messy art projects etc. Please clearly label all your child(ren) clothing and footwear.

THINGS TO BRING TO DAYCARE

- 2 complete changes of clothing to be kept in your child's cubby
Socks, pants, sweater, t-shirt, underwear
- Indoor slippers
- Outdoor gear: rain pants, waterproof coat, rubber boots, hat
Winter Days: warm jacket, snow pants, warm boots, mittens, extra sweater, hat to cover the ears
Summer Days: shorts, t-shirt, wide brim hat (we will provide sunscreen)
- Diapers if needed or training pants if needed

Please check your child's cubby daily.

Take home dirty clothes and replace with clean ones.

DAILY SCHEDULE:



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Welcome to the Aboriginal Mother Centre Daycare. In order to meet the needs of individual children we are flexible and adapt to the programs needs whenever necessary. The large multi-purpose room is used for gross motor activities, circle/learning time, and nap time.

TIME	ROUTINE	ACTIVITY
7:45-9:00 Please have children dropped off by 9:00 a.m.	FREE PLAY	Children are welcome to engage with table toys, blocks, water table, printing/coloring
9:00 – 9:30	Circle time	A staff member will lead an educational group time featuring important learning opportunities (cultural focus, calendar, weather, letters, numbers, animals etc.)
9:30-10:00	Morning Snack	Children enjoy a nutritious breakfast style meal with staff and friends
10:00 11:45	Outdoor Play/Walk	Children spend time in the outdoor play area engaged in gross motor development.
11:45-12:00	Transition to Lunch	Children are transitioned inside to wash up for lunch
12:00-12:30	Lunch Time	Children enjoy a nutritious hot lunch with staff and friends
12:30-1:00	Transition to Nap	Children are cleaning up lunch, using bathroom and looking at books
1:00-3:00	Nap/Quiet Time	Children nap together in the big room, those who don't nap, ret on their matts until 2 and will get up and do quiet activities
3:00-3:30	Afternoon Snack	Children wake up transition to bathroom and afternoon snack with teachers and friends
3:30-5:00	Art/Outdoor time	Children spend time engaged in art and outdoor play time
5:00-5:30	Quiet Table Activities or outdoor play Weather Permitting	Children are engaged in quiet play or outdoor, until home time



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TOYS:

We ask that parents and guardians please keep all personal toys at home, except for Fridays for "Show and Tell". This is so that the child will not lose them and there will be no fighting over the toys. We understand how hard it can be to share and we do encourage the children to use the toys we have provided. If a toy is brought place it in your child's cubby until the child goes home. We do not allow weapon toys at AMC.

SUN PROTECTION:

Your child will need sunscreen while outdoors in the summer; a signed Sunscreen Permission Form will be required. If your child is allergic to commercial sunscreen products, you will need to notify us and provide an alternate sunscreen. We advise parents to put on sunscreen on their child before attending the program and staff will help put it on in the afternoon.

FIELDTRIPS:

Occasionally we will take fieldtrips for fun and educational purposes; all families will need to fill out a Field Trip Consent Form for each fieldtrip. Sometimes we may take walks in our neighborhood and this gives the children the ability to make choices, be aware of their surroundings and learning to be safe and also to be responsible and listen to the teacher.

BIRTHDAYS AND CELEBRATIONS:

Birthday Celebrations: We will provide a special snack and a birthday party hat and sing the birthday song to recognize their special day. We will take pictures and welcome family members to participate in the afternoon snack at the daycare.

Graduation Celebrations: Children who are moving on to kindergarten or other programs celebrate graduation. A portfolio of pictures, art and special memories is given to each child. Families are invited to celebrate this very special occasion.

During special celebrations we also extend our invitation to you. It is important for children to see parents/guardians get involved and take interest in what they do. Our program involves everyone and together we will build community within the centre. A home away from home!

Please share with us any ideas regarding celebrations, traditions, food menu, stories, music, or activities that your family enjoys. Your input will enrich our program!



ABORIGINAL MOTHER CENTRE **DAYCARE PARENT HANDBOOK**

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CLOSURE PROCEDURES:

In case we should encounter an emergency closure due to weather or any type of urgent dismissal, we will contact the parent or guardian. If we cannot contact the parent or guardian we will then contact your emergency contacts in file. If there should be a disaster, the child(ren) will be taken to the nearest school designated by the disaster response team.