

Kids Korral Day Care

55 Corbett Ave.

Mindy McMinniman-Director

Troy Williams – Quality Assurance Monitor

Nancy Glendenning – Licensing Inspector

Welcome to
Kids Korral Day Care

We trust as a family you will enjoy
your time with us and feel loved
and cared for as part of our
extended day care family.



Kids Korral Day Care

Mission Statement: To provide quality care celebrating the enjoyment of life and a love of learning for all children.

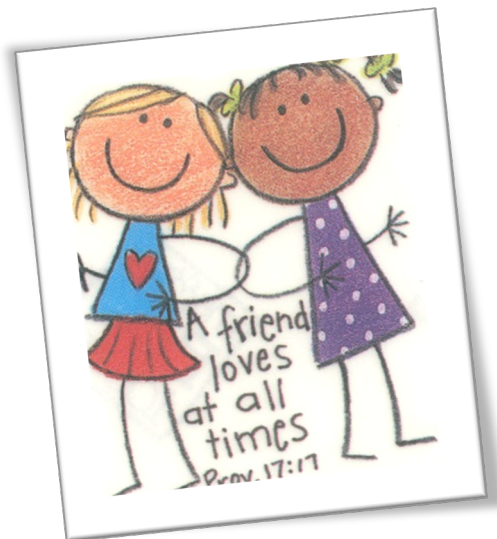
Philosophy: At Kids Korral Day Care, our goal is to create a happy home like atmosphere. While being good role models, our educators will offer positive guidance and enriching experiences for the children. It is our desire to help empower each child to reach their full potential.

By using familiar Bible stories and songs, we will show God's love to them and motivate them towards a love for God, their family and each other.

Learning experiences will be provided through play related activities. Adequate times will be given for structured and free play, relaxation and rest.

To help make your child feel secure, cared for, protected and safe during his/her time away from home. It will be the objective of our educators to promote social interactions to guide him/her toward self-discipline, positive self-esteem and respect for others.

We will show to each child a good measure of T.L.C.



General Information

Abuse Policy: As specified by the Province of New Brunswick, any cases of child abuse physical, sexual, or neglect will be reported to the proper authorities-Department of Social Development.

Arrival and Departures: If for any reason, your child will be picked up by someone other than a parent or guardian already having written permission, please call and notify the center. The alternate person must be prepared to show a photo I.D. before the child will be released to his/her care. When dealing with a custody matter, the child will only be released with the consent of the custodial parent and in compliance with all legal custody arrangements.

Curriculum: The Kids Korral follows the English version of the New Brunswick Curriculum Framework for Early Learning and Child Care. Our educators have been trained in the curriculum by Early Learning Community Advisors and often attend Professional Learning workshops. The New Brunswick Curriculum Framework for Early Learning and Child Care is to see all children grow to their fullest potential with dignity, a sense of self-worth, and a zest for living and learning. The framework emphasizes responsive relationships, children's strengths, and encouraging environments. It views children as confident, active learners whose learning, growth, and development are profoundly influenced by the quality of their relationships

The daily planned activities meet learning objectives that help children move toward their potential as they explore through the day.

Inclusion Policy: Kids Korral offers a high quality inclusive program that has three key components: it is accessible to all children and their families; it is designed and carried out with consideration for the unique needs of each child; and it includes ongoing evaluation and support of programs to ensure all children have full participation. High quality inclusive child care benefits everyone—children, parents, employers, and society as a whole. For children, with and without additional needs, inclusive childcare offers early learning experiences that foster resilience, build social skills, and enhance their life opportunities.

Kids Korral includes all children by following these principals:

1. **Zero Reject:** All children are welcome in to our Centre no matter what. We will make any necessary changes to our environment to make very child feel welcome and able to participate.
2. **Natural Proportions:** At Kids Korral we want all children to be accepted in to our program. Having too many children with a disability in class would be similar to separating children with disabilities from typically developing children. In order to keep natural proportions we will make sure that there is only 10-15% of the classroom enrollment be children with a disability.
3. **Full Participation:** Kids Korral will make any changes to the routines or program to ensure that all children are able to participate and enjoy their day.
4. **Same Range of Program Options:** All children are permitted to attend from 7:00 - 5:30. If there is a child that requires full time one on one support the educator is hired to be with the child during all times the family wants their child enrolled. At times families may be delayed, an educator will remain with the child to allow them to attend.
5. **Maximum Feasible Parent Participation:** Parents are our very first resource and their input, is very valuable to ensuring that all children feel welcome and loved during their time at Kids Korral. Parents are welcome to come in anytime and are also asked to come in to demonstrate particular hobbies or career options.
6. **Pro-Action for Community Inclusion:** Kids Korral values our local community and we promote inclusion by valuing the resources from community partners by building relationships, which helps to bring insight and consistency to the children in our care.

For more information on our inclusion policy please see "Supporting All Children: Our Practices on our Parent Information Board.

Child Guidance Techniques: Prevention of problems is the key to a happy program for both the child and the educators. Kids Korral practices positive guidance. We encourage good behaviour and give praise for such behaviour. Continuous disruptive behaviour will be documented and brought to the parent's attention. Kids Korral wants to work together with the families so that we are able to achieve desired behaviors and outcomes in a positive manner. Ensuring that all the curriculum components are of high quality can prevent undesirable behaviours. There may be situations when we will implement a "time away" where the educator will take this opportunity to teach your child empathy and compassion. The educator will also discuss an alterative method to cope with the situation.

Child Guidance Techniques must be:

1. Individual and consistent with each child.
2. Appropriate to the child's level of understanding
3. Directed toward teaching the child acceptance and guidance that encourages self-esteem, and self-control.

The educators at Kids Korral may only use positive methods of guidance that encourage self-esteem, self-control and self-direction, which include the following:

1. Using praise and encouragement of good behavior, not focusing on unacceptable behavior
2. Reminding a child of behavior expectations daily by using clear, positive statements
3. Redirecting behavior using positive statements
4. Setting clear limits and expectations

Any child whose behavior is deemed by the staff to be a threat to him/her or to other children may be removed from the program until the educator believes the threat no longer exists. Repeated cases of challenging behaviours will be documented and with the support of the director, educators, families and outside resources we hope to work together to find ways to help the child learn the life skills needed to be successful. Kids Korral participates in a program facilitated by New Brunswick Associated for Community Living called Focus on Inclusion . This program supports the Centre, educators and parents to ensure all children have access to rich and meaningful experiences in their early learning community. Focus on Inclusion supports inclusive practices, enhances the environment and provides resources for inclusive settings.

Dressing your child for a day of play at Kids Korral: Please dress your child in comfortable, washable play clothes that are okay to get dirty. We do a lot of messy, fun activities such as painting, texture stimulation, and playing outdoors and we want the children to enjoy this time without worrying about their attire.

Young children need to wear sturdy footwear that they can run and play in without tripping. Sneakers are preferred. Sandals or flip flops are strongly discouraged as they can be troublesome when trying to run and play. Children and educators are required to wear shoes at all times and to help eliminate the mess with in the classes "indoor"

footwear is required. When at all possible we would ask that you do not enter the classes with outdoor footwear.

We recommend you bring a change of clothes (please label with your child's name) including socks, underwear, pants and shirt to keep in your child's locker in case of an accident.

Enrollment: We will enrol children from birth to 12 years of age. Kids Korral Day Care operates under two licenses. One for 49 preschool age children and the other for 47 After School age children. Kids Korral requires that all children have a complete child profile filled out with two emergency contacts and an up to date immunization. We will only accept part time children when the class enrollment has not been reached or if there is another child that can enroll on the alternate days. Should your child be enrolled part time and the opportunity arises where the class enrolment is full, the part time position must become full time. You will be given first priority should you choose to take the position.

Fire Drills: We are required to practice fire drills on a monthly basis. During the fire drill, the children are required to line up (age appropriate) and exit the building in an orderly manner with their educators. There is no warning as to when the fire alarm will ring to make sure the children would not panic should it be a real emergency. In the event we have an actual emergency, you will be notified. In an emergency where we must evacuate the building, the children will walk to Barkers Point School or Fort Nashwaak Motel until it is safe to return to our building. We will attempt to contact parents as soon as possible. All educators are responsible for the safety of each of the children therefore they will not be able to try to find personal belongings for the children as they exit the building.

Hours of Operation: We are open Monday to Friday from 7:00-5:30. We understand that circumstances arise when you cannot make it during these times, however, if you are late more than 3 consecutive days you will be charged a \$10.00 late fee/day.

Meals and Snacks: All children that attend Kids Korral for the full day will be required to bring a snack for morning, lunch, and a snack for the afternoon. All food is to be sent in a lunch bag labeled with the child's name. It must contain an ice pack to keep food cool. Kids Korral staff will heat any lunch items that may require heating as long as they are sent in a microwave safe dish. **ALL FOOD ITEMS MUST BE PEANUT/NUT FREE.** For the safety of the children with peanut and nut allergies we will not allow any child to eat anything with peanuts or nuts in it.

Snack suggestions: Fresh fruit and veggies, fruit cups, applesauce, crackers, cheese, yogurt, cottage cheese, nut free granola bars, muffins,, cereal bars, raisins, craisins, etc.

Medication: Educators will administer prescription medication to your child provided we have a medication form completed. **All medication must be in the original container.** The label must have child's name on it for which we are to administer the medication. We will only give medication according to the directions on the container. Illness Reports are posted on the front bulletin board to inform parents of more serious contagious illnesses.

Non Discrimination Policy: Kids Korral welcomes and encourages all individuals and families to participate in our program regardless of race, color, religion, sex or national origin.

NSF Cheques: A \$20.00 fee will be charged on NSF cheques. If it happens twice, your payment will need to be made in cash or e-transfer thereafter.

Parent Involvement: We love for parents to drop by at any time. We would be delighted to have you come to story corner, gym time or special events. Extra people for field trips are always welcome.

Parking: Parents should use the back parking lot when dropping off and picking up children. We only have the safety of each of the children in mind when addressing this issue. As you know children are spontaneous and the parking lot is an easy distraction for any child. They are anxious to go home after a long day and they see their car and just automatically run towards it, not taking into consideration the oncoming traffic. Parking on either side of the building limits the visibility of the vehicles coming in the driveway making it more difficult for them to spot a child that could be running towards a vehicle. We understand that during the cold weather and parents with toddler age children will find this an inconvenience but a little inconvenience will go a long way when we consider the safety of all the children in the center.

Personal Items: Please leave toys, games, dolls and other figures at home or in the car unless your child's class is having show and tell. If your child sleeps with a special blanket or doll/toy, it may remain in the child's locker until rest time. Kids Korral is not responsible for toys that are broken, lost or stolen.

Power Failures or Inclement Weather: In case of a power failure Kids Korral will not be permitted to open, families will have to make alternate arrangements for their children until such time as the power resumes. In case of inclement weather Kids Korral reserves

the right to close for the sake of the safety of all involved. There will be no reduction in tuition fees should Kids Korral close due to power failure or inclement weather.

Resources: We will make use of the resources within our community-City parks, walking trails, play equipment at local schools, wading pools, public libraries etc. We will also use the public transportation buses to transport children for places further away. We will also use the Police, Fire, Health and Education Departments as resources for material in our program as well as the resources we have in the parents of our children. We will endeavor to be aware of, and use new resources.

Snap Shots: We enjoy taking snapshots of the activities the children participate in at the center. These pictures may be printed and posted on the doors and walls of the classroom or on our website. By enrolling your child in Kids Korral, you consent that your child's photograph may be used for the above purposes. No names will be used on any photographs at the center. If you do not wish to have your child's picture posted please inform the director.

Transportation: Transportation will not be provided by the day care. A child will only be permitted to be picked up by their parents or someone designated by the parents. Please inform those in charge if someone else is to call for your child. Children transported by taxi are the responsibility of the parent/guardian and the taxi company. The taxi driver must come in and deliver the child to an educator. They must also come in to pick up children.

Vacation: If your child is absent for any reason, payment is still expected on the dates they are due. Payment in full is still required on all holidays including March Break and Christmas Vacations. Kids Korral will be closed on all of the following holidays: New Year's Eve closing at noon, New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, NB Day, Labor Day, Thanksgiving Day, Remembrance Day, Christmas Eve closing at noon, Christmas Day and Boxing Day. There will be no reduction in fees for these days. When a holiday falls on a weekend it will be observed on the following Monday.

Withdrawal: Any family wishing to withdraw from Kids Korral must give a two-week written notice to the Director.

Preventing Potential Illness:

Managing Illness in Child Day Care Facilities Parent's Role

Your involvement as a parent is important! You can take the following steps to help make sure that child day care facilities are safe and healthy places for all children:

Step 1:

Make sure you provide up-to-date information about your child's immunization to the child day care operator. If you choose not to immunize your child, you must sign a waiver from the child day care facility.

Step 2:

In general, if your child is too sick to participate comfortably in activities and has symptoms or a condition that may affect the health of other children, it is necessary that your child not attend day care.

You must keep your child at home or make alternative child care arrangements if your child has any one or more of the following symptoms or conditions:

- a. Fever (oral temperature 38.5° C or greater; rectal temperature 39° C or greater, armpit temperature 38° C or greater accompanied by behavior changes or other signs of illness)
- b. Diarrhea as defined by an increase in frequency of stools and/or change to unformed loose, watery stool.
Fever, loss of appetite, nausea, vomiting, abdominal, mucus or blood in stool may also occur
- c. Vomiting illness with two or more episodes of vomiting in the previous 24 hours (in excess of typical infant spit-ups)
- d. Mouth sores associated with an inability of the child to control his/her saliva
- e. Rash with fever or behavior changes
- f. Infections (e.g. infected eyes with discharge) until 24 hours after treatment started by physician
- g. Infestations (e.g. scabies, head lice, pinworm) until after first treatment with a medicated product.

Step 3:

If your child does not attend day care due to illness, you must let the day care know your child's illness symptoms.

Step 4:

If your child gets ill at the child day care facility, you will be notified and you will be asked to make arrangements to pick up your child within one hour of being notified by the day care staff. This is important to make sure your child gets the treatment he/she needs as well as to prevent the spread of illnesses to other children

Step 5:

You are encouraged to take your child to a physician if your child's symptoms do not improve within 24 hours after leaving the child day care facility.

Step 6:

For some illnesses, there is a required time period where your child cannot attend a child day care facility. These rules have been developed by health care professionals across Canada to make sure that your child is fully recovered and to prevent the spread of infectious diseases in day cares. These illnesses are listed in a document called the "Exclusion Reference Guide" which is available from your day care operator. If your child has been diagnosed with any of the illnesses in this Guide, you **must** follow the requirements in order for the day care operator to allow your child to be re-admitted into the child day care facility

Step 7:

When you take your child back to the day care after having been sick with an infectious illness, you must complete a form to certify that you have followed necessary rules for re-entry to the child day care.

We thank you in advance for taking these steps to make child day cares a safe and healthy place for all children in New Brunswick.

COVID-19 Guidelines: My valued educators and I promise to do everything possible to keep your child safe and sheltered from this virus. That being said, we promise to social distance from staff and other members of the public, we will not to attend work if we are not feeling well, we will wash our hands often, but we will NOT social distance from your child. We will greet them with a hug when they wish to have one, we will cuddle with them if they are sad or hurt, we will allow them to sit on our laps, we will help them get dressed, help them in the washroom, and we will love them unconditionally no matter what. We are not afraid if they sneeze on us; we will help them understand the proper etiquette for covering their sneezes and coughs, we will help them wash their hands often.

DROP OFF:

At this time families are permitted to enter the building for drop off and pick up. As long as families are permitted to enter we please ask that you park in the rear parking lot and bring your child inside.

If guidelines change to not allow families inside, the side entrance to our building will be locked. Parents remain outside of the building or just on the landing area inside the building for drop off. There is a number posted on the door, when you call the number a member of our team will come to greet your child. There could be a series of screening questions that will need to be answered at drop off. Temperature checks may be required for anyone entering the building. The children will go to have their hands washed prior to entering their group. We are asking that you drive in the parking lot and turn around and form a line in front of the entrance door. PLEASE DO NOT GET OUT OF YOUR CAR UNTIL YOU ARE IN FRONT OF THE DOOR. Everyone entering the building must go through the screening process, so please allow extra time for drop off. Some children may have a difficult drop off in the beginning so please try to be patient if you are waiting to enter. We want the children and parents to feel safe and welcome as they drop off their children.

Pick up will be similar to drop off without the screening questionnaire. You will simply call the number on the door and a member of our team will bring your children and their belongings to you. If your child is outside during pick up, you are welcome to pick them up from their play area, however, you are asked not to approach the fence if there is another family picking up their children. Please remain in your vehicle until the family has moved back to their vehicle. If for some reason you wish to come in the building you may have to submit the questionnaire and temperature check prior to entering the building. This is only if guidelines change to not allow families inside the facility.

CHILD PROFILES: Child profiles must include all people living in the household in case the Department of Health asks for it. In the event your child lives between two households, all people in both homes must be listed.

EXCLUSIONS: Children and staff that develop two or more symptoms during the day will need to be excluded until they are no longer exhibiting symptoms or follow any guidelines given by Public Health. All children must be picked up within the hour if they display any symptoms of COVID-19. Kids Korral must be informed of all absences due to illness as

Public Health must be notified of any symptoms of COVID-19. In the event Kids Korral has a positive case of COVID-19 we will follow all directives outlined by Public Health which could include possible closure of the facility for a number of days.

CLEANING: We will be using our regular disinfectant as directed by Public Health, at the recommended outbreak concentration during operating hours for disinfecting the toys, tables and surfaces. We will be using household bleach after hours for disinfecting the toys, tables, and surfaces because we can allow it to dry all night. All toys and food surfaces are rinsed prior to each use when using both products. Toys that go in the mouth are cleaned immediately, shared toys such as blocks are cleaned after each use. All toys and high touched surfaces are cleaned at least twice daily. As much as possible children

As guidelines change through this Pandemic these guidelines will change as well. Families will be notified of any changes as we continue along.

Online Child Enrollment to Parent Portal: The Department of Education has requested that all facilities send an enrollment request to all children. This helps keep the Parent Portal up to date for families looking for an Early Learning and Childcare Facility. Kids Korral will submit an enrollment offer to the Department of Education. The Department will then send you the enrollment offer with directions on how to create a parent portal account. Once you accept the offer your child will be registered in our system. For families that do not have access to email or limited internet, there is a phone number you will be provided with to create your account over the phone.

Payment Policy: In order to meet our monetary commitments to our educators, suppliers and government agencies we are dependent on regular day care fee payments from each family. **Payment should be made bi-weekly unless otherwise discussed with the director.** Failure to keep a bi-weekly payment could result in termination of the space. Upon enrolment you will be required to pay two weeks tuition as a deposit which will be applied to your child's first two weeks of tuition. Payment is due every two weeks thereafter. e-transfers , post-dated cheques and cash are the accepted methods of payment. Our Rates are as follows:

Weekly rate for children under 2.....	\$195.00/week
Weekly rate for children that are 2.....	\$172.50/week
Weekly rate for children over 2.....	\$167.50/week
Half-day rate for children over 2(less than 4 hours).....	\$26.00/half day
Daily rate for children over the age of 2.....	\$35.00/day
Weekly after school rate.....	\$90.00/week

- Weekly After school rate includes all storm days and professional development days
- Lunch or snacks are NOT provided for after school children.
- **March Break, Christmas Break and Summer Break** will be charged the full time rate of \$140.00.

Part Time After school rates:

Wednesdays.....	\$25.00
Mon/Tues/Thurs/Fri.....	\$20.00
Storm Days and Professional Development Days.....	\$30.00

Authorization Form

I _____ have read and **fully** understand the parent handbook and by signing this form, I am agreeing to abide by its terms and conditions. I understand the financial obligations and will adhere to the terms stated with in the parent handbook.

- I understand that my child attending Kids Korral Day Care will go for walks in the area, and on occasion use the resources in the neighbourhood, such as parks and wading pools. The foregoing outings may be without further notification.
- I authorize Kids Korral Day Care to take my child on scheduled field trips off the premises. I understand I will be notified of planned field trips prior to the outings. Signed permission slips will be required for planned field trips.
- I give permission for Kids Korral Day Care to seek medical attention in emergencies as well as administer specified medications.

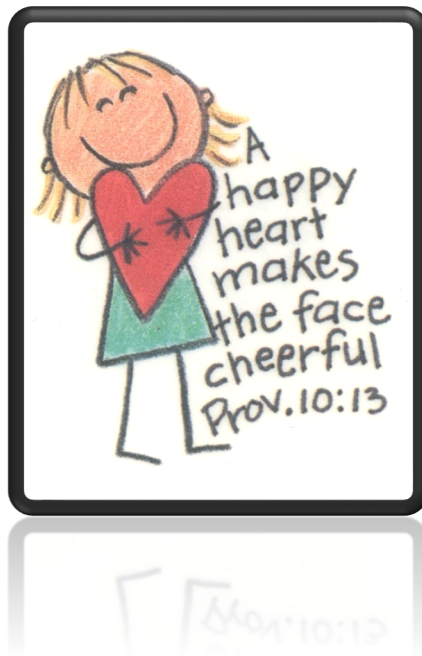
DATE _____

Parent/Guardian Signature: _____

Directors Signature: _____

Email address to use to send Child Enrollment offer:

please check the box if you do not have an email address to use.



Smiling

Smiling is infectious; you catch it like the flu.
When someone smiled at me today, I started smiling too.
I passed around a corner and someone saw my grin.
When he smiled, I realized I had passed it on to him.
I thought about that smile and then I realized its worth.
A single smile, just like mine, could travel around the earth.
So if you feel a smile begin, don't leave it undetected.
Let's start an epidemic quick and get the world infected.

~ Author Unknown ~

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