

# **Peter Pan Learning Center**

(Owned & Operated by Gander Day care Center Ltd.)

## **Mission Statement**

**Peter Pan Child Care strives to provide excellent early childhood education combined with the highest standard of quality care for the benefit of children, families and society.**

## **Philosophy**

Peter Pan Learning Centers strive to provide early childhood education combined with the highest standard of quality care for the benefit of children, families and society.

It is our belief that with our warm, supportive atmosphere and carefully planned program, the child's developing sense of independence, self concept and self esteem are supported.

Individual strengths, needs and interest are critical in the development of **emergent curriculum**. A key understanding of how children learn is the focus of the program. Through observation, discussions and a team effort, topics of interest for curriculum are developed based on the child's interest.

## **Peter Pan Child Care Goals:**

The most important goals at Peter Pan is to provide the kind of environment and varied experiences that will allow the child to;

- make a successful transition from home
- learn to be with other children
- become familiar with a group setting
- develop an interest and joy in learning
- develop security and a feeling of success
- develop independence
- develop self control
- develop creativity
- develop responsibility
- become a healthy, happy and productive adult.

**And most importantly, to have fun !!**

## **Developmental Focus**

The essentials of a curriculum for this age group of children include:

- Self help skills
- Gross and fine motor skills
- Communication
- Socialization
- Recreation and leisure skills

The children's learning environment is designed to promote self directed play. This is accomplished by establishing well equipped learning centers. Learning

centers allow children to select activities that best reflect their own individual interest, needs, and developmental levels.

All areas engage children in the use of their senses. All foster social, communicative and verbal skills.

Play is the business of childhood; when children build with blocks, explore their environment with all their senses, create with art material, listen to stories and communicate ideas and feelings, he/she is working. Play and learning are inseparable companions. Our program offers free play combined with teacher guided activities.

**Program includes free play at the following centers:**

- Art Center
- Block Center
- Housekeeping/Dramatic Play
- Writing
- Book Center
- Music
- Manipulatives and Math
- Science
- Listening
- Water
- Sand
- Sensory
- Computer
- Circle Time and Special Interest
- Physical time – indoors and outdoors
- Field Trips
- Large and small group sessions

Parents will receive a monthly calendar outlining birthdays, and activities for the month. Emerging curriculum will be posted once ideas are developed with the children.

**Day Care Schedule/All Day Groups**

7:30-9:45 Arrival, greetings – free play, small group activities, washroom routine, snack (9-9:30)

9:45- 10:45 Outdoor Play or Gross Motor Indoor Play (weather determines)

10:45-11:00 Large Group Time/Circle

11:00-11:45 Washroom Routine/Lunch Time

11:45-2:00 Rest Time and or Quiet activity Time

**It is required by Community Health Central that children attending the full day program have a rest/quiet time. Some children sleep while others read books or play with quiet activities**

2:00-3:15 Free Play/Snack Time

3:15-4:15 Outdoor Play/Gross Motor Activities (weather determines)

4:15-5:00 Free Play

5:00-5:30 Quiet Activities/Closing

**Pre-School Schedule**

9:00-9:45 Arrival and greetings, Small group activities, Snack

9:45-10:45 Outdoor Play/Gross Motor Activities (Weather Determines)

10:45-11:00 Large Group Activity/Circle

11:00-1145 Washroom Routine/Lunch

11:45-12:00 Prepare for home/departure

### **Time tables are flexible**

### **Health & Safety**

**~ Parents are required to complete a medical form, various consent forms on their child which is kept on file at the center.**

~Parents are required to provide a photocopy of their child's Record of Immunization or sign a document stating your child will not attend during an outbreak of any communicable disease.

~Children should not attend the center if they are sick with vomiting, diarrhea or fever. Children can return to the program after all symptoms have ceased for 24 hours. If a child becomes ill while at the center, parents will be notified and required to pick up the child.

~Communicable diseases ( chicken pox, pink eye etc) must be reported to the center and the child will have to stay home until a doctor has given clearance for your child to return.

~The center is cleaned and disinfected on a daily basis. Staff are kept on to perform these duties and are not on the ratio count. Extra staff are hired on the weekends to clean the facility as well.

~The daycare/pre-school maintain written logs/reports on children in the event that an accident occurs.

**~Prescription and some non-prescription medication will be administered at the center and a release form has to be completed by the parent/doctor. Staff will administer medications with the parent consent in the presence of another staff member and recorded.**

~Bedding is washed weekly in disinfectant and children's pads are labeled with their name.

~Regular fire drills happen every month

### **Drop Off/Pick Up**

**Please notify the staff if someone other than the family is picking up your child. Children will not be released to someone other than you, without your written consent. All adults who pick up your child, other than the parents, must sign a designated form which will be kept on your child's file. ID will be required for all except the parents.**

**Please notify the center if your child will be absent or late.** Parents of school age children who travel on the school bus are reminded to call the center if your child will not be coming to the center. Children scheduled to arrive on the bus and do not attend, the parent will be contacted. If we cannot contact the parent or emergency phone numbers provide, the center will have no choice but to contact the police.

Please do not drop off you child early at the center because sufficient staff would not be in place. Early Childhood Educators often work both centers and staff ratios have to be followed.

**Please drop off and pick up your child on time. There is a \$5.00 per 15 minute late fee. If for some reason you are unable to pick up your child, please phone the center and/or arrange for a family member to pick up your child.**

### **Sign IN/OUT Your child**

Parents/Guardians are required to sign their child in/out each day with their signature. Please ensure that your child is escorted into the building and that he/she is under the supervision of the Early Childhood Educator before leaving the premises.

### **Guiding Children's Behavior**

The goal at Peter Pan is to help children develop a positive self-image. We hope to encourage children to be self directed and exhibit self control. Young children due to their developmental age are not capable of understanding the ramifications of many of their behaviors therefore, they need to be encouraged to make good choices and to be prevented from harming themselves and others. This can best be accomplished through close supervision, gentle guidance and most importantly redirection.

The children are taught 3 Simple Rules:

- ~ You may not hurt yourself
- ~You may not hurt others
- ~You may not hurt toys, furniture or other objects.

There may be times when every attempt that has been made to redirect a child's behavior has been fruitless. As a last resort, the child is removed from the situation or redirected to another area. During this time a staff member explains the reason they have been asked to leave, what it involves and the child determines when he/she is ready to re-enter the group play. Early childhood Educators model problem solving steps with the child and discuss what options they have. Children are encouraged to verbalize their options and model appropriate behaviors.

At all times appropriate, acceptable behavior is reinforced. If unacceptable behavior persists, educators will contact the parents for a meeting to discuss these concerns.

Behaviors that cause a safety concern for the child, children or staff cannot continue beyond a reasonable time frame then the parent may be called to pick them up.

### **Inclusion**

Children with special needs are welcome at Peter Pan. Open communication with the family, ISSP team and Inclusion Consultant are critical for inclusion to be a success. Children with Specific needs who require support for inclusion are assessed on an individual basis. Consent from parents is required before a referral can be submitted to the Inclusion Consultant.

### **Child's First Day**

It is not uncommon for children to show signs of anxiety in new group settings with unfamiliar adults and children. When the parent goes to leave the child may cling, become angry, fearful etc. this is quite normal and once the child realizes that the parent will be back, they tend to gain some security. It can take up to two weeks for children to adjust, but they always do. The separation anxiety tends to be harder on the parent. Feel free to call at any time.

### **Outdoor Play Area**

Peter Pan Learning Center promotes creative and constructive play in an outdoor play area that is safe, suitable, stimulating and welcoming to children. Parents are reminded to dress their child appropriately for outdoor play. Clothing that has draw strings, loose fitting items, jewelry etc can pose a safety risk. Parents are responsible to provide a hat, water bottle and sunscreen. Please ensure that these items are labeled.

### **Policy Regarding Parents**

Parents are encouraged to take an active role in their child's program and development.

Peter Pan maintains open communication with parents. Parents are welcome any time throughout the day. Early Childhood Educators and Parents work as a team to facilitate and enhance the child's total development.

A bulletin board is located in the entrance that provides any new information about the center and upcoming events. A monthly calendar of events will be sent home so keep your informed on the events at your child's centre.

**Parents must be available by phone or have current emergency contacts for their child at all times in the event of sickness, storm etc.**

We ask that parents limit their calls to the center because it takes an Early Childhood Educator away from the program. Please speak to staff to see what times are convenient. Please leave a message on our answering machine as it is checked several times during the day.

### **Policy Regarding Staff**

The staff at Peter Pan are trained Early Childhood Educators and have a course in CPR and First Aid and Current Code of Conduct checks. All staff are actively participating in workshops, and courses to maintain their professional development. Staff are available to discuss your child at drop off or pick up times. Any concerns that required an extended amount of time will need to be scheduled with the Administrator.

### **Hours of Operation**

The day care is open 12 months of the year from Monday to Friday. Hours of operation is from 7:00-6:00(dependent on the need) Children are required to be 2 years old and we can provide programming to children up to 7 years.

### **Fee Schedule**

**All fee's follow the current guidelines under the Operational Grant Program and Include**

**A hot, nutritious lunch and 2 snacks at both locations.**

**FEE SCHEDULE AVAILABLE AT THE CENTER**

### **Pre-School Hours of Operation at 7 Mackay St. & 4 Gray Ave.**

Morning Group 9:00-12:00  
Afternoon Group- 1:00-4:00  
Monday- Friday

### **Fee Schedule**

See the Administrator for Fee Schedule

All fees are to be paid the first of the month or bi-weekly.  
Children who use the pre-school can use the services of day care for an extra cost. This is for an hour early morning or an hour after pre-school (if space available).

#### **Late Fees**

When children's hours are booked, it is very important that parents drop off and pick up their children on time. **There is a late fee of \$5.00 per 15 minutes.** If for some reason you are unable to pick up your children, please phone the center or arrange for a family member to pick up the children.

#### **NSF Cheques**

- there will be a \$25.00 fee for all NSF cheques received.

#### **Receipt for Tax Purposes**

Parents/Guardians are given receipts at payment times. If you request an additional copy at tax season, there will be a fee of \$25.00. Staff are required to work additional time to calculate your child care costs. Fees are set and are subject to review and change with a two-month notice.

#### **Policy On Admission and Withdrawal of Children**

~ Parents are required to complete a registration form, consent forms and provide a photocopy of your child's record of immunization.  
~We offer a 10% discount for two or more children from the same family who attend on a full time basis.

**~Children who are booked but do not attend are required to pay full price.  
Staff are scheduled based on bookings and have to be paid.**

~Space can be terminated if fees are in arrears for more than a two-week period.  
~If you are withdrawing your child, two week written notice is required or pay 1 week in lieu of notice.  
~One weeks written notice is required if you are changing your child's attendance schedule.  
~If the center has to release a child, the parent will be given a two-week notice.  
~When you enroll your child, you are reserving a child care space and are responsible for paying for that space whether your child attends or not.  
~Peter Pan observe the following holidays: Labour Day, Christmas Day, Boxing Day, New Year's Day, Victoria Day, Canada Day, Thanksgiving, Remembrance Day, Good Friday and Gander Day- no reductions for these days.

~ Family Vacation- Adjustments for half the amount will be given once a year for up to a 2-week period for children who come to the center 12 months per year.

~ Children who attend the center part time, their parents can call the center at any time to inquire if space is available on short notice. If sufficient staff are in place, then your child can attend. However, we can not guarantee the space.

### **General Information**

~Field Trips are planned according to themes and weather conditions. We will not be transporting the children by private vehicle but rather attending community events within walking distance.

~TV is not part of our daily program. It is used only on occasion as a follow up to a specific theme.

~Pre-School has a graduation program in June.

~We visit the library, bowling and various businesses in the community throughout the year.

### **Supplies for all Children;**

~Pampers and Wet Wipes if needed

~Change of clothes in your child's bag.(including socks)

-inside footwear

(warmer clothing in winter, sunscreen and sunhat in summer)

-Water Bottle that we fill with water (please take home daily for cleaning)

Center is not responsible for lost or misplace items.

### **Toys from home**

Please do not send in aggressive toys such as weapons, guns and aggressive action figures. Children are asked NOT to bring toys.

Toys become lost, broken and this can cause unnecessary stress for your child.

Exceptions are made for items that bring a child comfort during the transition phrase of starting at the center or a special toy for rest period. See staff for further clarification.

Please do not bring any electronic devices for your child to play with. Peter Pan has a no electronics policy and we encourage children to play with toys, their friends, creative materials and anything available in nature!

### **Ratios**

The maximum number of children enrolled is determined by floor space.

2 year olds- 5 children per educator

3-7 year olds- 8 children per educator

Mixed ratio, combination of above.

### **Meals and Snacks**



Good nutrition is vital to children's physical and mental development. Our child care menus have been carefully designed to promote good eating habits that will last a lifetime.

Peter Pan #1 located on 9 Mackay Street serve hot nutritious lunches that are home cooked. Two snacks are provided each day as well. The menus are posted and approved by a nutritionist.

Peter Pan #2 located at 4 Gray Ave. offers a catering service where the meals and snacks are prepared off site (Peter Pan #1), and delivered daily.

**Due to increasing numbers of children with allergies, we will post what foods children are allergic too in the front entrance, classrooms and food prep areas of each centre.**

Fire Drills are practiced and logged every month.

### **Storm**

If a severe storm occurs, the center will be closed for the children's safety and an announcement will be made on the radio. Please note that we seldom close for storm day unless they are severe. If a storm develops while the children are at the center, parents will be contacted if we are closing. Please have to be available by phone at all times. No refund for storm days.

### **Orientation**

Parents are asked to drop by with their child to meet the staff and see the facility. This time allows the parent and center to share information and gives the child some time to play. Be patient, some children take up to two weeks to adjust to a new environment. Parents are more than welcome to stay with their child.

Please keep the center informed of any changes in address, phone number etc.

### **Outdoor Play**

Peter Pan encourages all children to participate in active outdoor play. The Child Care Act and Regulations require that children have outdoor play each day, weather permitting. Please send along the appropriate clothing each day.

**Updated January 10<sup>th</sup>, 2018**