



**Welcome to
Seeds of Success
Early Learning Inc.**

where growth, Learning and Care are always present

Family Handbook

Sowing the Seeds of Success

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What to Expect? We've integrated the educational component of preschool with all-day childcare for your convenience. The Early Learning program at Seeds of Success Inc. is designed to meet the needs of all children by providing many experiences for them to practice and build upon the skills they already have while incorporating new knowledge. Our primary goal is to provide access to opportunities that promote school success and recognize and facilitate each child's interests, needs, and differences.

We maintain a small group size that allows us to connect with the children, and we can provide and maintain child-led activities and learning areas per individual questions, needs, interests and developmental abilities.

Preparing for School: Our comprehensive Kindergarten Readiness program is designed with targeted learning goals. It fosters early literacy, pre-writing skills, early numeracy, and self-help abilities. At Seeds of Success, our daily activities focus on school readiness, including name recognition, colour identification, and self-awareness skills. This program is designed to ensure that your child is fully prepared for the transition to kindergarten, giving you peace of mind.

Learning Through Play: We consider children's play as a natural interpretation of their interests, thoughts, and knowledge. We use child's play as a motivator of creative thinking and exploration, ensuring their active participation in learning. We observe and note our

children's interests and extend them according to their developmental needs; this is reflected in the activities we offer to the children.

“The notion that each child learns every day through every situation is a central idea in the Alberta curriculum framework.”

Alberta curriculum framework

We follow Alberta's Early Learning and Care Framework: Flight and offer play-based learning activities to our young learners, setting an environment that supports learning through play.

Guidance Approach: we establish clear and consistent expectations and cultivate a positive atmosphere to minimize behavioural challenges. Proactive Measures involve establishing straightforward, consistent, and feasible limits using positive language. For instance, after playtime, we would guide children by saying, "Let's return toys to the shelves." We provide easily understandable explanations, like, "Putting toys back on the shelf helps others find them." Additionally, we offer positive reinforcement when children adhere to the rules. We aim to support and empower children in recognizing their own emotions and understanding those of others.

*** Seeds of Success will be attentive to age-appropriate and individual developmental needs while guiding the children.

“It's also crucial to keep in mind that no matter how nonsensical and frustrating our child's feelings may seem to us, they are real and important to our child. It's vital that we treat them as such in our response.”

Outdoor Play: We offer children outdoor play opportunities every day. We use a partially fenced outdoor area at the Aadia Community Association. Childcare licensing authorities approve our outdoor play space, and we have a comprehensive supervision plan to ensure that children can engage in play and learning activities in a secure and enjoyable environment.

What to Bring: Please ensure that your child:

- ✓ Bring a labelled backpack or bag.
- ✓ Wear easily washable and sturdy play attire.
- ✓ Indoor footwear or slippers with traction.
- ✓ Pack an extra set of clothes.
- ✓ Bring a labelled water bottle containing only water.
- ✓ Include snacks and a lunch.

Pick-Up and Drop-Off Procedures: The entrance to the childcare will be open until 5 minutes before the start of each childcare day. Following the commencement of our day, the doors will be locked after 15 minutes and will remain so until 5 minutes before the daycare concludes. Individuals needing access during this period should call 403 383 9243.

Children will only be released to parents, guardians, emergency contacts, or approved individuals specified on their Registration Form. Photo identification is mandatory during pick-up, and children will never be sent home unaccompanied.

In cases where parents anticipate being late for pick-up, arrangements should be made with another parent or an

alternative caregiver. If lateness occurs due to unforeseen circumstances, immediate communication with the Seeds of Success is essential. Failure to inform the program of tardiness may result in attempts to contact the parent at home, on their cell phone, or at work. If all attempts fail, the emergency contact will be called. After a 30-minute waiting time, if Seeds of Success is unable to reach Anyone for the child's pick-up, local authorities may be contacted. Consistent delay in picking up a child may lead to the termination of enrollment.

Separation Anxiety: Transitioning from home to the childcare centre can be a tearful and worrisome time, especially for parents. Please be reassured that this is a common experience, and we empathize with the emotions involved. Rest assured, we have strategies in place to assist in ensuring a smooth transition for both you and your child.

Lunch and Snacks: Children bring lunch and snacks to childcare each day. We encourage the children to stay hydrated by drinking water regularly, and each child should have a water bottle with their name on it. Kindly refrain from sending juice or juice boxes. If you need suggestions for snack and lunch choices, portions, and variety, we can provide a Canada Food Guide.

Please note that we do not have access to microwaves or refrigerators. For safety reasons, cutting items such as pepperoni sticks and grapes is essential to prevent choking hazards. **Nuts or nut products are not allowed** in our environment, as we are a nut-free facility.

Bathroom Routine: Bathroom procedures will include instruction, demonstration, and encouragement for proper handwashing throughout the day. Children are expected to be capable of managing their bathroom needs independently. In the event of an accident, if a child requires assistance, they will be helped to clean up and change into provided spare clothing. Wet garments will be

Securely bagged and sent home. Our approach to all such situations is characterized with respect.

Celebrations: We thoroughly enjoy participating in various celebrations! Our journey will take us through many celebrations, ranging from Christmas to Valentine's Day or Halloween, and we're geared up for a fantastic time—embracing new and familiar experiences. Your input on additional family traditions, holidays, or celebrations is appreciated.

Show and Share: We offer show and share throughout the year. These sessions allow children to develop their oral communication skills by sharing items or their favourite play material related to a given question, topic, or personal choice with their peers. Participating children will bring in suitable items to pass around and discuss during these sessions.

Birthdays: Families can send treats with prior approval for birthday celebrations at daycare. However, due to restrictions, some items may not be permitted. Opting for small portions like mini cupcakes, fruit, or cookies, all of which must be nut-free, is suggested.

Enrolment Requirements

- Children must be three years old to start.
- Registration is ongoing; children do not have to wait until September to start.
- Tuition can be paid to hold a spot, or enrollment will be based on space availability.
- Children should be washroom independent before they can enter the program.

Program to Choose: We offer three different options based on the number of days a child attends:

- Monday to Friday, 7:30 am to 5:00 Pm
- Monday, Wednesday Friday, 7:30 am to 5:00 Pm
- Tuesdays and Thursdays, 7:30 am to 5:00 pm

Calendar and Closures: We follow the Academic Calendar of the Calgary Board of Education for state holidays and Christmas. In June, we will be closed for four Professional Development Days, opting for this approach instead of closing on one Friday per month to ensure fairness to the Monday/ Wednesday/Friday registered families.

Fee: The Registration Fee is a one-time charge per family, not per child, and is due at the time of registration. Upon enrollment, with subsidy approval, the Registration Fee of \$740 must be paid to secure your spot. The amount of \$740 will apply to the last month of childcare. It's important to note that these fees are non-refundable if withdrawal occurs before the start of the childcare. After confirming enrollment, please complete and submit the Family registration package and Pre-Authorization Debits Form.

The fee is due every 1st of the month. Regardless of attendance, the payment must be paid in full. No refunds will be issued for missed days due to illness or holidays.

Policy on Health and Illness: If your child feels unwell or sick, we kindly ask that you keep them at home. Please inform us of your child's absence due to illness. If a child falls ill during the daycare, we will contact parents or emergency contacts to arrange their pickup.

Symptoms such as vomiting, fever, runny nose, sore throat, diarrhea, a new or unexplained rash, or cough require careful attention. They may necessitate keeping the child home until they are no longer contagious. Families are expected to adhere to all Alberta Health guidelines regarding communicable diseases and viruses without exception. All staff and therapists entering the premises will also follow these protocols.

Should your child develop a communicable disease, please promptly notify us of the diagnosis. This allows us to inform other parents of potential symptoms and take measures to prevent the spread of the disease while respecting your child's privacy. Children who are not up to date with their immunizations may be required to stay home until the contagious period has passed.

In cases of lice infestation, children must have undergone treatment with appropriate products and be free of eggs and lice for 48 hours before returning to childcare.

Emergency Medication Protocol: If your child needs emergency medication, such as an inhaler or EpiPen, parents must fill out a Medication Form and adhere to the

guidelines outlined. The emergency medication will be securely stored in the classroom, designated with clear labelling for convenient access. Families must supply an additional spare inhaler or EpiPen to be kept on the premises. If the spare is brought in daily, it should be handed over to the Educator each day. Students requiring emergency medication must not attend daycare without ensuring they have their required medication.

Fire Drill: We will have fire drills throughout the year. This is one reason we always require footwear for the children.

Emergency Procedure: If an accident or severe illness affects a child, we will promptly inform the child's parent and arrange necessary medical care. Trained staff will administer initial first aid as part of our healthcare provision. Should an accident or severe illness occur, Seeds of Success Early Learning will exercise prudent judgment to determine if ambulance services are necessary. If an ambulance is utilized, parents will be responsible for associated costs.

Emergency Evacuation: We will evacuate the Seeds of Success Room in case of an emergency or fire alarm.

1. All play and learning activities shall cease immediately.
2. The educator (s) will gather the attendance sheet, cell phone, any required emergency medication, first aid kit, and portable records.
3. Instruct and guide children to the Muster Point, which is in the parking lot behind the Acadia Community Association Building.

4. Educator(s) will complete the headcount to ensure all children are gathered.
5. We will contact families and emergency contacts to arrange to pick up.

Program Supervisor's Contact: 403 796 4657

Program's Contact Number: 403 383 9243

Practicum Students: Seeds of Success Inc. welcomes practicum students whom educators will supervise. They must adhere to policies including guidance, discipline, and confidentiality. Practicum students assist in facilitating play, participating in program planning, light cleaning, promoting hand hygiene, and observing/helping children. They are not involved in toileting and are always supervised. Restrictions include no unsupervised access to children and prohibitions on smoking, drinking hot beverages, or using electronic devices for texting/phone calls during daycare hours.

Communication with Families: Communication between families and Seeds of Success Early Learning is highly valued. Families are encouraged to reach out via email at info@seedsofsuccess.kids for any concerns or feedback. An open-door policy ensures meaningful conversations can be scheduled before or after daycare hours. Parents are requested to keep the Seeds of Success informed about their child's sickness or significant events at home that may affect their daycare experience. This information helps tailor activities and play centers to meet each child's

needs. A Family Information Board and Memo Area provide resources for notices, calendars, and memos. Updates are also shared through the Seeds of Success Facebook page, with photos only featuring children with parental consent. Regular reminders, photos, and updates are texted or emailed, and parents are asked to promptly update contact information when needed.

Guest Speakers: We encourage you to highlight your unique skills and passions as you engage with our children. Whether it's guiding them through sewing projects, sharing insights from your profession, or imparting gardening wisdom, we eagerly anticipate your involvement in our early learning program. Additionally, we extend a heartfelt invitation to community guest speakers, such as representatives from Alberta Health Services, firefighters, mail carriers, librarians, and others, to enrich our educational experiences further.

Notification of Withdrawal: To initiate your child's withdrawal from Seeds of Success Early Learning Inc., you must give written notice for at least one month. If notice is given mid-month, withdrawals apply to the month following the notice. For example, notice given in mid-June would include July as there is no pro-rating of fees.

Seeds of Success Early Learning retains the right to terminate services under the following circumstances:

1. Failure to meet financial commitments.
2. Persistent delay in picking up the child.

3. The program cannot adequately address the child's developmental needs.

Encouraging Community Involvement: We highly value actively backing our community, which encompasses support for Seeds of Success Early Learning Inc., the Acadia Community Association, our neighbourhood, city, and beyond. To secure your engagement and enjoy a 50% discount on registration, please possess an up-to-date Acadia Community Association Membership. Memberships can be processed online at <https://www.acadia.community/membership>.