



## Early Learning Program Parent Handbook and Agreement 2011 – 2012

**Welcome to the Child Development Centre Early Learning Program! We are looking forward to your child/ren attending our program.** We are excited to be implementing the **Creative Curriculum** in which the most important learning goals are for children to get along well with others and become enthusiastic learners. We want children to become independent, self-confident, curious learners who can work well with others. We're teaching them **How** to learn, not just in preschool, but all through their lives. We do this by creating purposeful and productive play experiences that help children grow in all areas.

Through the activities we plan, the way we organize the classroom, select toys and material, plan the daily schedule, and talk with children, we seek to accomplish the goals of our curriculum and give your child a successful start in school.

For more information about creative curriculum feel free to visit their website at [www.teachingstrategies.com](http://www.teachingstrategies.com)

You will find that the Early Learning Program will be a structured learning environment that will allow for enriched experiences. As parents and caregivers, you will be provided with two progress reports/portfolios per year that will outline how your child is progressing in the program. These will be provided in months five (January) and ten (June) of the program. Child-Parent/Teacher conferences will be held January 26 & 27, and June 25 & 26. *Please note there will not be regular classes on these days.*

Each classroom will have one Early Learning Program Teacher and one Early Learning Program Assistant. One of the ELP teachers will be a working supervisor. There will also be Supported Child Development Workers who will be assisting children in the classroom for an inclusive environment.

### **Overarching Philosophy**

The Early Learning Program is a learning enriched environment where all children have the opportunity to build foundational concepts in literacy, language development, and mathematical concepts through skills and structured activities. Children learn through play, and within our ELP classrooms they have the opportunity to explore, discover, and build important early learning and personal skills. We aim to give children the opportunity to be inventors, discoverers,

problem solvers, and capable learners. In our classrooms, we encourage the children to observe, explore, take things apart, build, create, draw, and see what they can discover for themselves. This is a structured learning environment where all children, no matter their ability, have the opportunity to build foundational skills in a fully integrated and inclusive classroom.

### **Early Learning Program Goals**

**Creative Curriculum** identifies goals in four areas of development.

1. **Social Emotional:** to help children develop independence, self confidence and self control, follow rules and routines, make friends and learn what it means to be part of the group.
2. **Physical:** to increase children's large muscle skills, balancing, running, jumping, throwing and catching and use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing and writing.
3. **Cognitive:** to acquire thinking skills such as the ability to solve problems, to ask questions, and to think logically - sorting, classifying, comparing, counting and making patterns and to use materials and their imagination to show what they have learned.
4. **Language:** to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words and begin writing for a purpose.

The time, environment, and classroom dynamics in which your child will be participating in the Early Learning Program has the following highlights:

- The physical space of the classroom will be organized into at least 7 or 8 of the following ten indoor interest areas. The interest areas plus the outdoor space offer multiple opportunities for children to explore, discover, and learn. Interest areas provide a setting for children to learn academic content and apply skills.
  1. Blocks
  2. Dramatic Play
  3. Toys and Games
  4. Art
  5. Library
  6. Discovery
  7. Sand and Water
  8. Music and Movement
  9. Cooking
  10. Computers

### **Social Emotional Skill Development:**

The Early Learning Program will be implementing the following:

- "Tucker the Turtle"
- "I Can Be a Super Friend"
- "I Can Stay Safe"
- "I Can Use My Words"
- "Kids Have Stress Too"

These strategies will enable children to develop their social emotional skills by using various problem-solving strategies. Please speak to the ELP staff for specific information or copies of the above “booklets”.

### **Classroom Jobs:**

Throughout the year we will be implementing a system for **Classroom Jobs**. Because the classroom belongs to everyone, taking care of it is a shared responsibility. Everyone has jobs. Some jobs are a part of our daily routine: cleaning up during choice time, putting away personal belongings and cleaning up after snack. Other classroom jobs: song selector, nursery rhyme selector, helping with attendance or the countdown train are jobs that can be rotated and shared by everyone in the room. By having children care for their space they will learn to be responsible. They will also become competent and organized. Children will have a job for one week at a time. Please feel free to come into the classroom and look at our job chart with your child as each classroom will be establishing their own jobs/system.

### **Communication**

Early Learning Program Staff will communicate with parents/guardians in a variety of ways (face to face conversations, newsletters, sign/poster in the entrance, email and faxes). Early Learning Program staff generally communicates with parents/guardians face to face when you are dropping off and picking up your child/ren. This allows staff to keep you informed of your child’s progress, accomplishments, dislikes, difficulties, and behavioral challenges. Staff may identify that they have concerns regarding your child’s development, their safety and/or the safety of their classmates by:

- Requesting a meeting to share their observations/concerns regarding your child. These meetings will be scheduled at a time that is convenient for the parent/guardian and they will be held in the ELP office or family room. Staff will ask parents/guardians to make childcare arrangements for their ELP child while they meet.
- Request and obtain written permission to observe and document observations of the child/ren during preschool. This written observation will be shared with the parent/guardian.
- Recommend referrals to other services (Speech, Occupational and Physiotherapy)
- Request and obtain written permission to have the Supported Child Development Consultant come and observe your child in preschool. The SCDP consultant will make recommendations to both the parent(s) and Early Learning Program Staff. Please note at times children may present challenging behaviors that are harmful to them selves or others and they may require a support worker to accompany them during the daily routine / activities. Parents may be asked to withdraw their child until such supports are put in place.

The following guidelines are yours to have at home as a reference. If you have any questions, concerns, or comments, please speak to the Early Learning Program Teachers or Cindy Singer, Early Learning Program Supervisor.

### **1. FEES**

There is a \$30 non-refundable registration fee. Fees are charged monthly and they are pro-rated for the year based on the yearly number of sessions. Monthly fees are: 2 days a week - \$120.00 and three days a week - \$180.00. Subsidies may be available to

assist families with their payment of fees; please speak to the Early Learning Program Supervisor regarding the various subsidies.

## **2. PAYMENT OF FEES**

All monthly fees are due by the 1<sup>st</sup> of each month. An invoice will be sent home with your child. Families are more than welcome to leave post-dated cheques if this is more convenient. Interac, VISA and MasterCard are available to make payments. **Please keep all receipts in case of account discrepancies – receipts will be required to show proof of payment.**

A cheque returned by the bank (for any reason) will be treated as a non-payment. A \$20.00 administration fee will be charged. Special arrangements for parents with financial difficulties may be made with the Early Learning Program Supervisor / Financial Manager in advance of the payment date.

If your bill is not paid:

1. You will be given a reminder
2. A letter will go home from the Financial Manager with a deadline of payment date.
3. Your child's space will be offered to a child on the waitlist

**The process for Non-Payment of fees is strictly enforced.**

## **3. EARLY LEARNING PROGRAM CLOSED**

The Early Learning Program follows School District No. 60 (Peace River North) Calendar for all; statutory holidays, winter vacation and one week of spring break. We DO NOT follow the same non-instructional days. If the Centre is going to be closed for any reason we will try to give ample notice (please watch for signs on the doors). ELP will be closed for ELP staff meetings, training, etc. Please refer to ELP calendar for specific dates.

## **4. WITHDRAWING FROM EARLY LEARNING PROGRAM**

One month's written notice must be given when withdrawing your child/ren from the Early Learning Program or you may choose to pay one month's ELP fees in lieu of notice. If your child is absent for a period of two (2) weeks and we are not informed of the reason, their space will be offered to another child on the waitlist.

## **5. EARLY LEARNING PROGRAM HOURS**

The hours of the Early Learning Program are:

**Tree Fort** with Cindy Singer ELP Supervisor/ Teacher and Kim Beauchamp ELP Assistant

**Monday, Wednesday, and Friday 8:45 - 11:30 AM and 12:30 - 3:15 PM.**

**Tuesday and Thursday 8:45 – 11:30 AM and 12:30 – 3:15 PM.**

**Sunflower** with Heather Reese ELP Teacher and Tammy McAleney ELP Assistant

**Monday, Wednesday, and Friday 8:30 – 11:30 AM and 12:30 - 3:30 PM**

**Tuesday and Thursday 8:30 – 11:30 AM and 12:30 - 3:30 PM**

Please be punctual when dropping off and picking up your child/ren. **LATE FEES** (10 minutes after session ends) are \$10.00 *after* the first warning. Please bring your child right into the building and stay with them until the staff opens the classroom door.

## 6. DROPPING OFF CHILDREN

When dropping off children at ELP, the adult dropping off the child/ren will be asked to **SIGN IN** the child/ren. Sunflower room sign in/out forms located on top of the cubbies, Tree Fort room are on top the ledge by the classroom door. The adult dropping off the child/ren will complete the sign in /out form by adding their name and the time they have dropped the child off. Children may also sign in on the child's sign in sheet.

We ask that the adult dropping off the child/ren assist them in finding their picture and moving it from **Home to School** and greet the staff with your child/ren before leaving. Please do not leave your child/ren unattended in the entrance.

Early Learning Program staff recognizes that it is sometimes difficult to say goodbye when dropping off your child/children especially when they are upset. Parents/guardians are welcome to accompany their child into the class and get them settled. We have found it best to say good-bye before leaving. **Parents are welcome to phone the staff to check on their child or you are more than welcome to wait in the reception area and periodically look though the window to observe how your child is settling into the class.** We recognize that this plan may not work for all children and families please feel free to discuss an alternate plan with the teachers.

**Due to licensing regulations, children who are not enrolled in the Early Learning Program must be accompanied by an adult at all times.**

## RELEASING CHILDREN:

Children will only be released to an "authorized adult" as per the admission form. Staff will not release a child prior to confirming that their name is on the "authorization to release" portion of the child's admission form. Parents / Guardians may add / remove names at any time.

**Staff will ask for photo ID to confirm the adult's identification if they have not met them before.** The Adult picking up the child from ELP will complete the sign **in/out** form with the designated staff. The staff member and adult will print their name and the time of pick up on the form.

When children are not picked up after 10 minutes of the session ending, the ELP staff will call the parents as per admission form. If we are unable to contact parents we will call the person / people you have designated as emergency contacts. Please make sure all phone numbers are current.

When it appears to staff that the authorized adult may be impaired (intoxicated), they will offer to call a relative, friend, or cab to pick up adult and child. If the authorized adult insists on driving, he/she will be informed that by doing so would be breaking the law and endangering the child. The police will be called immediately.

## 7. TOILETING

As toileting of young children involves close adult-child contact, each child will have a designated staff member whenever possible to assist them with toileting. Staff will involve the child by encouraging him/her to help out as much as possible.

Staff will:

- follow the toileting procedures posted in the washrooms
- wash their hands and encourage/assist children to wash their hands
- encourage and assist children to undress and dress themselves as they are able

- decide with the family when, and if, a child is physically and emotionally ready to start to learn to use the toilet
- be patient, supportive and understanding during this learning process
- be respectful of the child's needs

If your child is prone to having toileting accidents or is not yet toilet trained, diapers/pull ups must be provided. Please label all of your children's belonging with first initial and last name, e.g. "G.Smith".

**PLEASE PROVIDE A BACK PACK OR CLOTH BAG TO STORE CLOTHING (plastic bags cannot be left in a child's cubby).** Each child will be designated a "cubby" (coat locker) where they can hang their personal belongings while at preschool. Cubbies are shared with children who attend alternate class times. **Back Packs must go home at the end of each session.**

### 8. CLOTHING NEEDED/SUN SAFETY

Parents will provide an indoor pair of shoes with non-marking soles (indoor shoes may be left at preschool) & appropriate clothing at all times, including splash pants, boots, coat, etc. We will go outside during the winter months with temperatures as low as -20. Please provide a spare change of clothing for your child.

During the warm weather (May to October) children will be spending time outdoors enjoying the fresh air and sunshine. In order to protect the children from an over exposure to the sun we are recommending the following precautions:

- a sun hat
- a light, loose fitting shirt
- sunscreen that is at least 30 SPF (please apply sunscreen to your child before leaving home)
- Refer to the Handout (attached) from the BC Health files "Sun –Smart Your Kids."
- Staff will limit the outside time between the hours of 11:00 AM to 3:00 PM to a maximum of 15 minutes at a time when the temperatures are +24 or higher.

### 9. CDC BAGS

CDC Bags will be used as a mail bag this year. Children will be responsible for putting their "work" in their mail bags. Note: Newsletters, Invoices, etc will be put in the child's mail bag by the ELP staff. The "mail bag" storage rack will be located in the classroom. Children will bring their "mail bag" and hang it up on the rack. The bags can go home each day. If needed families may purchase a replacement mail bag for \$5.00.

### 10. ILLNESS

While we are sensitive to the stress that illness may cause for families, we are not licensed to care for children when they are ill. The ELP follows the: ***Health and Sickness guidelines for Parents / Caregivers (attached).***

You will need to keep your child at home, or make alternate arrangements, if your child:

- has a communicable disease
- has a contagious infection, including pink eye
- has a fever over 38 degrees Celsius
- is vomiting or has diarrhea (child must not attend ELP for at least 24 hours after the symptoms have subsided.)
- has a skin infection or an undiagnosed rash

▪ is not well enough to participate in all program activities including outdoor play. Please notify the Centre if your child has a communicable disease so that other families and the Public Health Department can be notified. We post notices of contagious illnesses on the Parent Board above the Sunflower room cubbies in the entrance way. If a child is sick the Early Learning Program staff may refuse to admit the child to the Early Learning Program. That is, if in her opinion, there is a risk that the child is contagious or if the child will require additional attention. If your child becomes ill during preschool, we will notify you as soon as possible, and ask that you pick him or her up within an hour of our phone call. If ELP staff is unable to reach you, she will call the person you designate as your emergency contact. ELP staff will give your child a place to rest away from the other children and care for him or her while we wait for them to be picked up.

### **11. VOLUNTEERING IN THE ELP CLASSROOM**

Parent / Guardians are welcome to volunteer in the classroom. The centre's protocol for "volunteers and students" will be followed. All volunteers will be required to complete a Criminal Record Check (ELP accepts one record check when your child moves from the 3 year old room to the four year old room.) as well as a Volunteer Orientation. Please speak to the ELP teacher in regards to volunteering.

***Licensing regulations state that only children registered in the Early Learning Program may attend scheduled classes. Please make arrangements for siblings when you are volunteering.***

### **12. SNACKS**

Snack is provided by ELP, the menu plan will be posted on the parent board. We implement a "Family" eating style, this means that all adults in the room will sit at the table with children. Adult conversation will be with the children at the table rather than with each other. Children will serve themselves with assistance from the ELP staff. The children are offered food and encouraged to try new foods i.e. take a small bite of a food they have taken. Children are not forced to eat; if they choose not to eat the snack served they will not be offered other food. Children and adults are welcomed to have two servings of snack – water is the main beverage – it will be unlimited. When we serve milk, hot chocolate etc. children will receive two servings and then offered water. Please speak directly to the ELP staff if your child/ren has a special diet due to allergies, medical needs or family belief. We will be baking our snack bi weekly – periodically children maybe asked to bring an item from home, e.g. an apple to make apple sauce or a vegetable to make soup.

**\*Note: Please do not send any candy, gum, chips or sweets with your child. On occasion families may choose/ wish to send healthy food with their child that can be shared with others. Please make prior arrangements with the teacher as some children have allergies. Children and or adults who enter the classroom with gum in his or her mouth will be asked to throw it in the garbage.**

### **13. COMMUNITY OUTINGS AND SHORT EXCURSIONS**

Throughout the year staff will plan community outings. Transportation for community outings is usually provided in 1 of 2 ways.

- 1) Children and staff walk.
- 2) A school bus from School District #60 is rented.

**ALL CHILDREN** are expected to accompany their class on community outings. Parents with Criminal Record Checks completed are welcome to join us. (A special needs child and their support worker may stay behind if the child is scheduled for an appointment with one of the Sunny Hill Hospital Outreach programs). Parents and children registered in ELP may attend community outings on their non – scheduled day. The ELP staff will provide notice of outings by:

- 1) Posters at school entrance
- 2) Notices from staff
- 3) Verbally during drop off and pick up of child

#### **14. FAMILY CRISIS/CHANGES**

If there are any changes in the family such as separation, death, divorce, illness, extended absences or any change in routine that may affect your child, please advise the staff so we can be prepared and be supportive to your child.

#### **15. MEDICAL EMERGENCIES (incidents/accidents)/ADMINISTERING MEDICATION**

If your child is injured or becomes ill while at the Centre, staff will quickly assess the situation and follow the appropriate procedure as outlined in the Centre’s Policy and Procedure manual. Parent/caregivers will be informed as soon as possible when their child/ren has been involved in an incident / accident.

If you would like Early Learning Program Staff to administer prescription or non - prescription medication to your child, the Child Care licensing regulations require that we have written consent. **Medication must be clearly labeled in its original container and go home on a daily basis.** Early Learning Program Staff will review the staff procedure for administering medications once a consent form is completed.

#### **16. FIRE DRILLS**

Practice fire drills will be carried out by the Early Learning Program monthly. Practice drills are carried out by the Fire Department for the entire Centre two times per year. All visitors are asked to wear indoor shoes. You never know when we might have a fire drill. The ELP Fire Drill procedures are posted in each classroom.

#### **17. GUIDANCE**

Each child will be encouraged and supported to develop positive relationships and learn social skills. Our goal is to provide a safe and healthy learning environment in which each child can feel secure.

**Families can expect the staff to:**

- Promote Strategies and Techniques outlined in the booklet “**Guiding Children’s Behavior**” that reinforce requirements in the **COMMUNITY CARE AND ASSISTED LIVING ACT / CHILD CARE LICENSING REGULATIONS.**
- Model appropriate, respectful behavior at all times
- Promote the development of positive social skills including self-esteem and self-control
- Encourage children to understand and follow simple rules
- Supervise the children at all times.

**Staff will strive to:**

- Establish clear, consistent and simple expectations
- Acknowledge children’s feelings

- Offer choices that are developmentally appropriate
- Demonstrate respectful affection and caring to each child
- Give verbal direction and redirection as the main way of guiding children

We encourage families to ask about guidance and discipline methods as any questions arise. We are committed to working with families and to enhancing knowledge of child development and approaches to child-rearing practices.

No corporal punishment or any form of verbal degradation shall be used by any person or employee in the Child Development Centre.

“Time away” with a staff member will be used as a last resort (after staff have spoken to the child and redirected the child to a more appropriate behavior). If inappropriate behavior persists, staff will ask the child to stop and then explain the consequences of continued inappropriate behavior. Time away is used only when a child persistently refuses to abide by the limits and is posing physical danger to him/her self or others. “Time Away” is based on one minute per year of age of the child, never exceeding five minutes. If inappropriate behavior persists, the Early Learning Program Staff will discuss the problem with the parent or guardian. An individual program may be developed to help reduce frequency of inappropriate behavior.

#### **18. PERMISSION TO PHOTOGRAPH/VIDEO TAPE**

Periodically staff will be photographing or video taping children in the classroom; photos / videos may entail public viewing. There is also considerable Media Interest in the ELP / Centre services and such interest may entail public viewing (on local television stations & in the local Newspapers). All children enrolled in ELP must have their “**consent to photograph and video tape**” section of the ELP Parent Consent form completed.

#### **19. CONFIDENTIALITY**

Information concerning individuals receiving services, or affairs of the Child Development Centre is privileged and confidential and will not be released without authorization. We ask that parents and/or guardians maintain confidentiality of all information that comes to their attention regarding the children, their families and the staff at the Child Development Centre, respecting their privacy. Early Learning Program Staff will be happy to share information with you regarding your child/ren. Please do not ask questions about other children.

#### **20. SMOKING**

The Early Learning Program and its fenced grounds are non-smoking areas as required by the Community Care and Assisted Living Act / Child Care Regulations. Anyone wishing to smoke must do so outside of these areas.

#### **21. SUSPECTED CHILD ABUSE**

The Child, Family and Community Service Act states that all children in the Province of B.C. ‘are entitled to be protected from abuse, neglect and harm or threat of harm’. The Act also states that any “person who has reason to believe that a child needs protection must promptly report the matter” to the Ministry for Children and Families. Early Learning Program Staff follows the Centre’s policies and procedures when making a report. If you have any questions, or would like more information; we invite you to talk to the Early Childhood Coordinator.

## **22. APPREHENSION BY THE MINISTRY FOR CHILDREN AND FAMILIES**

The Child, Family and Community Services Act define when a child is in need of protection. Decisions related as to when, how, and where the Ministry for Children and Families can apprehend a child rests solely with the Ministry. If and when a Social Worker from the Ministry for Children and Families intends to apprehend a child at the child care centre, the senior staff person on duty will be responsible for responding to the situation. Prior to the child being removed, the centre staff member will verify with a Ministry supervisor that the social worker is authorized to apprehend the child. It is the responsibility of the Ministry to make all reasonable efforts to notify the family of the apprehension.

## **23. VISITORS AT THE CENTRE**

As the safety and security of children, families and staff is critical, visitors need permission from the Early Learning Program Supervisor prior to visiting the classrooms. Community resources/partners and immediate family members of children enrolled are welcome to visit, however, arrangements must be made in advance with the staff.

## **24. CUSTODY AND ACCESS**

If parents live separately, CDC Early Learning Program expects that the information provided by the enrolling parent is accurate. Without a custody agreement or court order on file at the Centre, staff cannot deny access to the non-enrolling parent.

**If a family has a custody agreement or court order, a copy must be provided and placed in the child's file.**

## **25. CONFLICT RESOLUTION**

Families are encouraged to discuss questions or concerns regarding any aspect of the Early Learning Program with the staff or Early Learning Program Supervisor. If an issue arises, the goal is to resolve differences of opinion and conflict in a peaceful way and find solutions that everyone can accept. The steps outlined will be followed:

Step 1 – The enrolling parent/guardian and Centre staff will meet to define the issues and state their point of view.

Step 2 – Solutions and/or appropriate resources will be identified, whenever appropriate.

Step 3 – A plan will be agreed upon by the enrolling parent/guardian and the Early Learning Program Supervisor.

Step 4 – If a plan cannot be agreed upon by all parties, other arrangements may be required.

## **OTHER SERVICES OFFERED BY THE CENTRE:**

The Child Development Centre (CDC) has been serving Fort St. John and area since 1973. It is dedicated to helping children who have a broad range of developmental delays and special needs.

- Infant Development Program (Provides service for children birth to 3 years of age)
- Supported Child Development Program (Provides service for children birth to 19 – current funding is for birth up to 12 years)
- Speech Therapy (Provides service for children birth to school entry age)

- Physiotherapy (Provides service for children birth to school entry age)
- Occupational Therapy (Provides service for children birth to school entry age)
- Family Services (Provides service for children from 3 years of age to school entry)
- Respite/Special Services (Provides service for children from birth to the age of 19 years)
- Complex Developmental Behavioural Conditions (Provides support services to children and youth birth to 19 years)

Parents and guardians who have concerns regarding their child's development may request a referral for a screening or assessment. Please speak to the Early Learning Program Staff for further information.

## CHILD DEVELOPMENT CENTRE

### HEALTH & SICKNESS GUIDELINES FOR PARENTS/CAREGIVERS

*In the interest of good health and for the benefit of all children attending the ELP, we have established guidelines to assist you in deciding whether your child is well enough to attend school. In the ELP we go outside often, so remember that if your child is too ill to go outside then he / she is too ill to be at school. We cannot keep one or two children inside due to regulations regarding the staff / child ratio.*

If your child becomes ill during preschool, we will notify you as soon as possible, and ask that you pick him or her up within an hour of our phone call. If ELP staff is unable to reach you, she will call the person you designate as your emergency contact. ELP staff will give your child a place to rest away from the other children and care for him or her while we wait for them to be picked up.

1. Most children's illness at that time. The child must not return to Early Learning Program for at least 24 hours and/or until symptoms have subsided.
2. If your child has been vomiting and /or has had diarrhea, he/she must not attend Early Learning Program for at least 24 hours after the symptoms have subsided.
3. If your child has green/yellowish discharge from their nose as this is a sign of infection (to prevent it from spreading to other children)
4. If your child is on antibiotics, he/she continues to be contagious for 24 hours after the first dose of medication and must not return to Early Learning Program until this time period has elapsed.
5. The Early Learning Program staff is allowed to administer medication. A medication form must be filled out and signed by the parent/guardian.
6. We cannot accept children with communicable diseases. For example: chicken pox, conjunctivitis (pink eye), scarlet fever, etc. The child may only return to the Early Learning Program when the contagious period has passed. Please advise the staff immediately when you become aware of your child having a communicable disease so we can inform the parents immediately.
7. HIV/AIDS: Health Canada requires us, as a caregiver, to maintain confidentiality if a parent discloses that their child is infected with the HIV virus. We will not pass this information on to any other people, including those working in the facility. This information is given to people who work directly with your child.  
The HIV/AIDS AND CHILD CARE fact book states "there is no need for them to know since a child infected with HIV poses no danger." Under the terms of our license with the Ministry of Health we are legislated to inform them of certain communicable diseases (see attached list) including HIV/AIDS. HOWEVER, the Ministry of Health would be the only people we would advise. The staff working in this facility practice universal precautions to ensure the health and safety of all people in the facility.

**CHILD DEVELOPMENT CENTRE**  
**Early Learning Program**  
**Calendar 2011 – 2012**

<b>Pre-School Calendar Information</b>	<b>Date</b>
ELP Open house for Parents & Child(ren) registered in ELP Come and meet your teachers 9:30 – 11:00 and 1:00 – 2:30	Monday, September 12 for children registered Mon/Wed/Fri  Tuesday, September 13 for children registered Tues/Thurs
ELP Parent Orientation – for Parent / Guardians only 7:00 – 8:00 PM	Monday, September 12 for families with children registered Mon/Wed/Fri  Tuesday, September 13 for families with children registered Tues/Thurs
ELP Starts	Wednesday, September 14, 2011
Thanksgiving Day CDC Closed	Monday, October 10, 2011
ELP Class & individual photos 10:00- 11:30 & 12:30 -2:00 <b>Siblings welcome 11:00 -12:30</b>	Thursday, October 6, 2011 Friday, October 7, 2011
<b>ELP Closure</b>	Friday, October 21, 2011
Costume days <b>please avoid masks &amp; weapons</b>	Thursday, October 27, 2011 Friday, October 28, 2011
<b>ELP Photo retakes 11:00 – 1:00 Families are responsible for bringing children for retakes</b>	Wednesday, November 2, 2011
Dress in Red & White Days	Wednesday, November 9, 2011 Thursday, November 10, 2011
Remembrance Day CDC Closed	Friday, November 11, 2010
Santa Clause Parade	Friday, November 18, 2011
National Child's Day	Sunday, November 20, 2011
<b>ELP accepting donations for food bank and Christmas Hamper</b>	Week of December 5– 9, 2011
Last day of ELP classes	Wednesday, December 14, 2011 Thursday, December 15, 2011
<b>ELP Closure</b> Friday all day ELP closed Staff only (staff meeting/training/disinfecting toys / equipment)	Friday, December 16, 2011
Winter Vacation (CDC closed)	December 19, 2011 – January 2, 2012
ELP Opens after Winter Vacation	Tuesday, January 3, 2012

Wear a hat to School	Wednesday, January, 11, 2012 Thursday, January 12, 2012
Early Learning Program Child, Parent Teacher conferences (no regular classes these days)	Thursday, January 26, 2012 Friday, January 27, 2012
Costume Day <b>please avoid masks &amp; weapons</b>	Monday January 30, 2012 Tuesday, January 31, 2012
Valentines Exchange your child is welcome to bring 20 valentines with from: your child's name	Tuesday, February 14, 2012 Wednesday February 15, 2012
Wacky Hair Days	Thursday February 23, 2012 Friday, February 24, 2012
<b>ELP Closure</b> Tuesday Afternoon Session Only	Tuesday, February 28, 2012
Costume Days <b>please avoid masks &amp; weapons</b>	Thursday, March 8, 2012 Friday, March 9, 2012
<b>ELP Closure</b> Staff only – staff meeting/training, cleaning disinfecting toys & equipment	Friday, March 30, 2012
<b>ELP Closure</b> Spring Break	Monday, April 2 –Thursday 5, 2012
Good Friday CDC Closed	Friday, April 6, 2012
Easter Monday CDC Closed	Monday, April 9, 2012
ELP / CDC reopens	Tuesday April 10, 2012
Pajama Day	Wednesday, April 12, 2012 Thursday, April 13, 2012
Bring a TeddyBear to school days	Wednesday, May 17, 2012 Thursday, May 18, 2012
Victoria Day	Monday, May 21, 2012
<b>ELP Closure</b>	Tuesday, May 22, 2012
<b>Wear a funny shirt to school day</b>	Wednesday, June 6, 2012 Thursday, June 7, 2012
Last day of ELP classes	Thursday, June 21, 2012 Friday, June 22, 2012
Early Learning Program Child, Parent Teacher conferences (no regular classes these days)	Monday, June 25, 2012 Tuesday June 26, 2012
CDC Family Picnic 11:00 – 1:00	Wednesday June 27, 2012
Last day for ELP staff	Thursday June 28, 2012