

# Mr. Cake's Day Care and Mr. Cake's Out of School Care



The experience in a childcare program is a period of a child's life during which he/she becomes prepared for the transition from home to society. Experiences in our program should satisfy the social, emotional, physical, creative, mental, spiritual, and intellectual needs at your child/children's stage of development.

We know that each child at our program is unique with their own sense of identity. We believe their lives will somehow be changed and moulded by their experiences in our program and in the manner we respond to them.

To foster a sense of well-being, children need to feel valued, respected, and have their needs met to feel safe and to develop a sense of belonging to a larger community. These all help to build up a child's sense of self-worth and esteem which in turn create a state of mental well-being where a child feels they can succeed, take on challenges successfully and become valuable members of society.

We look forward to sharing your child's early years with you and your family. If there are any suggestions or questions you may have regarding your child/children's advancement, needs, or contentment with our program, please do not hesitate to come to the office.

## **Registration Information**

When your child is enrolled at our program, you will receive an email invitation from Mr. Cake's Daycare to set up an account on our childcare software, Procure Solutions.

Once you have created a Procure account, this is how you will keep your family's information current, receive updates about your child's day, view your billing information and much more! To utilize Procure's features, please download the Procure Child Care Mobile app by searching **Procure Child Care Mobile app** from the Apple (iOS) Store or Google Play (Android) Store.

*Please note, our current parent handbook with our daycare's important policies and standards is available on our website for our families.*

## **Attendance**

Please use the 4-digit passcode linked to your Procure account to check your child in and out on the front entrance iPad every day. Our iPad is contactless and by using your mobile device to scan the QR code on the screen, you can sign your child in and out. If your child will be absent, please let the program know by phoning, texting or emailing us. If your child will be late that day, please let us know in case we need to save snack or lunch for your child.

## **Subsidy**

Parents/Guardians are encouraged to apply for Childcare Subsidy through the Government of Alberta. If you require any assistance or need clarification, please ask the office. The application process is online, and the link is available on our website. If your subsidy changes, the difference in fees for the month must be paid to the end of the month or any credits will be applied to the following month's fees. If your subsidy expires, you will be charged the full monthly fee due until your subsidy has been reinstated. You will be credited the following month(s) for any overpayment. Please note, your child/children must attend the day care for a minimum of 100 hours per month to qualify for full-time subsidy and 50 hours per month if your child is attending school full-time.

## **Affordability Grants**

Mr. Cake's has entered into the new Federal-provincial childcare agreement to reduce our daycare fees for our families and ensure they have access to high quality childcare. Affordability grants are provided directly to our program, for each child and funding is based on age range and type of care. Temporary absences will not impact the grant amount if enrolled full-time and the 100+ hour requirement is not met that month.

## **Fees**

Payment in full is to be made the first working day of each month by email money transfer. No credit will be extended unless prior arrangements are made with the manager. Fees still owing on or after the 15<sup>th</sup> of the month will incur a \$50.00 late fee charge. Also, any NSF (non-sufficient fees) from cheques will result in a \$50.00 fee. We reserve the right to terminate childcare services if monthly fees are not paid in a timely manner.

There will be NO refunds for days missed, vacations or daycare closures, with the exception of one month missed. In the case of one month missed, we will not require daycare fees. The full fee will be expected the following month.

Mr. Cake's prides itself on providing high quality childcare and our program plans for activities and experiences that the children are interested in, and that help promote independence, confidence, self-expression, and new skills development. In addition to weekly planning, we have monthly activity calendars that help support children's learning and development.

To supplement a child's early learning experiences, Mr. Cake's requires an annual, non-refundable activity fee of \$165.00 to be paid with the non-refundable \$500.00 deposit to hold a spot for your child in our program. This annual activity fee (April-March) covers in-house field trips, classes, special guests, sunscreen (even if supplying own), and additional materials and supplies needed to provide meaningful learning experiences. Please note, there are no refunds on annual fees should your family leave our program and any field trips off-site (4 years and up) will require a signed consent form and additional bussing fees will apply. Children enrolled in our OSC program must only pay \$30.00 for sunscreen (even if supplying own) upon registration as they are in school full-time, and any field trips are included in our monthly OSC summer (July & August) rate. Any off-site field trips during the school calendar year (September-June) for our OSC program will require a signed consent form and additional bussing and field trip fees will apply.

## **Releasing Children**

We will not permit your child to leave the program with anyone not stated as an "authorized person" unless you notify one of the educators. Educators will ask for picture i.d., if they are unknown to them when picking up your child.

## **Consent Forms**

Children attending Mr. Cake's Daycare will go for walks off the property and to nearby parks after morning snack. If your child is not here by 10:00 a.m., you may be responsible to go find your child's room off-site so they can be received by the educators. We will require a signed consent form when Mr. Cake's goes on any off-site field trip (bussing fees apply), and the parents/guardians will be notified in advance and a consent form must be signed prior to the field trip. There will be additional bussing costs associated with off-site field trips, which are the responsibility of the parent/guardian.

## **Termination Policy**

If you withdraw your child from our program, we require one month's written notice. If a month's notice is not given, the next month's fee is due to be paid. Our program reserves the right to terminate services for your child if his/her behaviour puts themselves, an educator, or other children at risk, or for non-cooperation of parents/guardians. Our program also has the right to terminate service for your child if fees have not been paid.

## **Building Positive Connections**

Our program acknowledges that the parent/guardian is the primary caregiver of the child, and we are here to support them in rearing their child and helping them to reach their full potential. Whereby it is our responsibility to provide a safe, healthy, nurturing and stimulating environment, it is also our responsibility to acknowledge the wishes of the parent in the rearing of their child in this environment.

We make it a priority to involve the families we serve in our program, so the children have a sense of unity between our program and their home life. Our program has a code of ethics policy which governs our programs interactions and beliefs with each of the families that we serve. Our ethics policy acknowledges that every child, family and educator will be celebrated for their uniqueness and be treated with respect and dignity regardless of color, race, culture, religion or ethnic origin.

It is our goal to make our program their child's home away from home. We attempt to create a supportive relationship with our families which in turn creates an atmosphere where the parent/guardian feels comfortable leaving their child in our care. In addition to daily photos and videos, parents and caregivers can call or text into the daycare to receive an update about their child's day. Our educators will compile all your children's artwork and send this home at the end of the month with a monthly progress report detailing their interests, skills and achievements so our parents/guardians can see their child's learning, growth and development firsthand.

We value your interest in your child/children's daily routine and encourage you to discuss their progress and needs with their educators. The educators will complete milestone checklists for every child in our care at various important developmental stages. These confidential assessments are completed as a guide only and they can be taken to your family doctor to discuss the milestones your child has reached and what to expect next.

We encourage both positive and negative feedback from our families as it enables us to "grow together" and allows us to provide the highest quality childcare for every child. We distribute yearly family surveys every January and truly appreciate your responses and input into our program.

If you should have any questions, comments, or suggestions, please let us know. Thank you for choosing Mr. Cake's Day Care and Out of School Care to be a part of your child's early years.

Warm welcome to you and your family!



## Procure Childcare Account

Mr. Cake's Daycare uses Procure Solutions, a childcare software to help manage our daycare. Creating a Procure account and downloading their mobile app allows parents to manage information for their family, see billing information, receive messages and pictures regarding their child's day and much more!

All the instructions you need to sign up for a Procure account are in the email invite you received from Mr. Cake's Daycare upon registration.

Please visit the link below should you need it.

[Procure Connect Guide](#)

Once your account has been created, please search and download the **Procure Child Care Mobile app** From the Apple (iOS) Store or Google Play (Android) Store. Once logged in, your child's information will be displayed and you have access to view events and activities, edit your child's information, view account balances, complete reports, and view picture updates of your child's day.

Please visit the link below to familiarize yourself with the app.

[Procure App Guide](#)

If you are having issues creating an account or logging in, please contact the daycare.

# Daycare Closures

Holiday	2023	2024	2025
New Year's Day	January 2 <sup>nd</sup> ( <i>in lieu</i> )	January 1 <sup>st</sup>	January 1 <sup>st</sup>
Family Day	February 20 <sup>th</sup>	February 19 <sup>th</sup>	February 17 <sup>th</sup>
Good Friday	April 7 <sup>th</sup>	March 29 <sup>th</sup>	April 18 <sup>th</sup>
Easter Monday	April 10 <sup>th</sup>	April 1 <sup>st</sup>	April 21 <sup>st</sup>
Victoria Day	May 22 <sup>nd</sup>	May 20 <sup>th</sup>	May 19 <sup>th</sup>
Canada Day	July 3 <sup>rd</sup> ( <i>in lieu</i> )	July 1 <sup>st</sup>	July 1 <sup>st</sup>
Heritage Day	August 7 <sup>th</sup>	August 5 <sup>th</sup>	August 4 <sup>th</sup>
Labour Day	September 4 <sup>th</sup>	September 2 <sup>nd</sup>	September 1 <sup>st</sup>
Thanksgiving Day	October 9 <sup>th</sup>	October 14 <sup>th</sup>	October 13 <sup>th</sup>
Remembrance Day	November 10 <sup>th</sup> ( <i>in lieu</i> )	November 11 <sup>th</sup>	November 11 <sup>th</sup>
Christmas Eve	No Closure	December 24 <sup>th</sup>	December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>	December 25 <sup>th</sup>	December 25 <sup>th</sup>
Boxing Day	December 26 <sup>th</sup>	December 26 <sup>th</sup>	December 26 <sup>th</sup>
New Year's Eve	December 29 <sup>th</sup> ( <i>in lieu</i> )	December 31 <sup>st</sup>	December 31 <sup>st</sup>

# What to Bring Checklist



## Musts...

- 1 Complete Extra Set of Clothing
- Diapers or Wipes (young children who are not yet toilet trained)
- Indoor Shoes and Outdoor Shoes
- Proper Outerwear (all seasons: hat, toque, snow/splash pants, mitts etc.)
- Water Bottle or Sippy Cup
- A Family Picture

## If Needed...

- A Blanket, Sleep Sack or Stuffy for nap time (bedding is provided)
- Soother
- Bottle
- Special Creams, Ointments or Lotions
- Special Foods (such as a milk alternative if needed)
- Sunscreen (only if not using daycare sunscreen)

**\*Please ensure all items are labelled with your child's name.**



# Mr. Cake's Child Guidance Policy



At Mr. Cake's Daycare, our child guidance philosophy is focused on encouraging self-control, building up self-esteem, fostering a child's social-emotional development and showing respect for all children. Our educators take everyday discipline issues and turn them into teachable moments that convey the importance of problem solving, impulse control, anger management, and conflict resolution. These core principles and guidance strategies help children become more emotionally healthy and happy adults who can manage and adapt to an array of potential stressors later in life.

## Approach

Educators will respond in a calm manner. Ask open ended questions to understand the situation.

- Educators will use positive guidance statements and offer choices to help children make thoughtful decisions and build up the child's self-control rather than focusing on a change in behavior.
- Educators ensure children are free from physical and emotional harm and encourage them to respect self, others, and property while at play.
- Educators acknowledge a child's feelings whether it be anger, sadness, or frustration so their feelings are validated.

## Guide

- For younger children, educators use redirection, and they may suggest another activity/toy or provide a similar experience so the children may parallel play with their peers.
- For older children, educators offer choices and alternate activities to help guide positive interactions among children. Children are encouraged to rationalize their actions and talk about what they could do differently next time.
- Educators strive to teach children how to progress from physical or verbal aggression to calm self-regulation, how to make better choices with cooperation and compassion, and the importance of respecting and empathizing with others.

## Prevention

- Educators ensure children feel secure, valued, and loved in to ensure a positive daycare experience.
- Educators use positive reinforcement, ensure flexible routines, lead by example, plan cooperative activities, set reasonable expectations, encourage positive interactions, and set up a stimulating environment with plenty of toys and materials.

## Communication

- Educators will document any serious incidents occurring at daycare, that will be signed by the parents/guardians upon pick-up.
- Educators communicate daily with parents/guardians and share observations, strategies, and outcomes to provide the best type of support both at home and at our program.

# Mr. Cakes' Health & Safety Policy



The health and safety of the children in our care is our top priority. This guide is a summary of our Health and Safety Policy which builds upon the Alberta Health & Safety Childcare Guidelines, as well as the Child Care Licensing Act. Please refer to this guide when needed.

## Self-Screening

- Before arrival, the parent/caregiver will assess whether their child is well and fit to attend our program
- Before arrival, the educators will assess themselves for symptoms and ensure they are well enough to work at our program

## Hand Washing

- Children and educators will wash their hands upon entering the program, frequently during the day, and before leaving the program
- Parents and visitors will hand sanitize their hands before entering the program

## Masks/Vaccinations

- Adult and child masks are available on-site for educators, families, visitors, and children
- Vaccinations/immunizations are strongly recommended at our program but not mandatory

## Sanitization

- Enhanced cleaning, sanitation, and disinfection of the program
- Frequently-touched surfaces (e.g., doorknobs, light switches, table counters) twice a day
- All cleaning in rooms will be recorded for accuracy

## Symptoms

- Educators, parents/caregivers, and children must not enter if they are showing symptoms
- If a child develops symptoms while at daycare, parents will be contacted to pick up their child
  - Any of the symptoms listed in Schedule 1 of the Communicable Diseases (Pink Eye, Scabies, Hand, Foot & Mouth, Head Lice, Impetigo)
  - When a child has two diarrhea or vomiting incidents
  - When a child has a fever that is not due to teething
  - When a child is not able to participate comfortably in program activities
- The child will be able to return to the program when the child no longer poses a health risk to the program (has been symptom free for 24 hours), has a written note from a physician indicating the child does not pose a health risk to the persons attending the program, or has been on medication for 24 hours while at home and is able to participate comfortably in our daycare program.
- Children can return to our program with lingering symptoms (clear, runny nose/ slight cough) but the child must be able to participate comfortably in our daycare program.

## Medication

- Educators will administer medication to children if the following guidelines are met
  - Proper medication form is filled out and includes a parent/guardian signature
  - Medication is in original container, with the child's name and it is not expired
  - Emergency medications (EpiPen/Inhalers) stay on-site but all other medications are sent home upon completion as noted on the medication form