

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.

The following pages are the admission requirements and the information we need to have for your child/children's betterment and wellbeing in our program. Once fully complete and signed, please return to the daycare on or before your child's first day.

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

If you have not already done so, please visit our website & click on the “register now” button to enrol your child using the online registration form.

<http://www.mrcakesdaycaresherwoodpark.ca/>

Once you have registered your child and the application is approved, you will need to create a 4-digit passcode that will be used by the parents/guardians to check your child in and out for attendance purposes. Our iPad is contactless and by using your mobile device to scan the QR code on the screen, you are able to sign your child in and out.

A week prior to commencing full-time attendance, we request that you bring your child in for three days. These practice days are for two hours the first day, half a day for the second and the third for a full day. This helps the child become familiar with their new environment and bond with the educators.

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, a staff member 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.

ATTENDANCE

Please use the 4-digit passcode you created to check your child in and out on the front entrance iPad. If your child will be absent, please let the program know by phoning, texting or emailing us.

YOUR CHILD’S HISTORY AND RELEVANT INFORMATION

Child’s Full Name: _____ 4 Digit Passcode: _____

to sign your child in/out on the iPad

Any recurring medical problems? _____

Is child on any on-going medication at home? _____

If yes, what medication? _____

Does your child use any special equipment at home? _____

Favourite play activities: _____

Does your child have any fears? _____

How does your child express anger/frustration? _____

How are they comforted when upset? _____

What is your child’s nap time/schedule? _____

Any previous experience of daycare: _____

Any experience with early intervention? _____
(specialist, psychologist, counseling, speech pathologist etc.)

Any step siblings? _____

Will you require two separate tax receipts for daycare fees? Yes No

Authorized person/persons with whom your child may leave our centre and relationship:

WE WILL NOT PERMIT YOUR CHILD TO LEAVE THE PROGRAM WITH ANYONE NOT STATED AS AN “AUTHORIZED PERSON” UNLESS YOU NOTIFY ONE OF THE STAFF. PICTURE I.D. WILL BE ASKED IF THEY ARE UNKNOWN TO THE STAFF.

Parent/Guardian Signature: _____ Date: _____

Manager Signature: _____ Date: _____

HEALTH RECORD

Alberta Health Card Number: _____

Immunization up-to-date: Yes: _____ No: _____

Photo copy of immunization record must be brought in. (We can photocopy them here)

HISTORY OF ILLNESS (Dates)

Mumps	_____	Tonsillitis	_____
Measles (Red)	_____	Eye Sight Problems	_____
Measles (German)	_____	Hearing Problems	_____
Chicken Pox	_____	Chronic Diarrhea	_____
Scarlet Fever	_____	Rheumatic Fever	_____
Convulsions with Fever	_____	Earaches	_____
Convulsions without Fever	_____	Frequent Colds	_____
Croup	_____	Fractures	_____
Pneumonia	_____	Congenital Deformities	_____
Bronchitis	_____	Operations	_____
Asthma	_____	Eczema	_____

What triggers it? _____

ALLERGIES

Food: _____

Drugs: _____

Other: _____

Special Diets: _____

Parent/Guardian Signature: _____ Date: _____

PERMISSION

I give permission for Mr. Cake's Daycare to apply the following initialed items on my child(ren) if needed/or if it is a fun day at the program.

_____ Diaper ointments (brought in from home)

_____ Face paint

_____ Hand / Body lotion for chapped or dry skin

_____ Hair gel or hairspray or temporary hair color

_____ Polysporin for cuts and bug bites

_____ Paint finger nails

_____ Vaseline for chapped lips

_____ Mosquito Repellent (brought in from home)

_____ Temporary Tattoos

CONSENT

_____ Post pictures on Mr. Cake's day care Facebook Page. First names are never used, and the child's face is covered completely.

_____ Post pictures on Mr. Cake's day care private Instagram account (mrcakesdaycare) to share daily updates and photos of each of the rooms. Only parents of the program can see these posts.

_____ Take pictures of my child for art projects, classroom decorations, etc. Photos will be texted to the parents throughout the week.

_____ Take my child on supervised walks throughout the neighborhood, to local parks/playgrounds (Woodbridge Farms 624 Woodbridge Way and Westboro School Park 1078 Strathcona Dr) and to Clover Bar Pioneer Court seniors lodge (6 Mission St) for carolling (4 years and up for senior visits).

_____ To apply sunscreen to my child as needed. At our program, we use Banana Boat SPF 50+ sunscreen for kids. Parents can pay \$20.00 and this covers their child for the current year. If parents do not wish to pay, they can supply their own child's sunscreen.

CULTURAL BACKGROUND

Languages spoken in your household? _____

Holiday and traditions celebrated in your household? _____

What songs, languages, food, books, art material and toys could we include in our program to represent and support your family? _____

What favorite family dish or recipe is cooked in your household? _____

MR. CAKE'S ADMISSION REQUIREMENTS

1. Your signature indicates your willingness to comply with our regulations, with the understanding that this agreement may be terminated at any time. However, we do require 30 days notice if you should decide to withdraw your child. There will be no refunds of fees if you decided to withdraw your child. Our program reserves the right to terminate services for your child/children if his/her behaviour puts themselves, a staff member or other children at risk, or for non-cooperation of parents/guardians.
2. Your child will enjoy outdoor activities daily if weather permits. Therefore, your child must be properly dressed for the time of the year upon arrival each day.
3. Please supply a complete change of clothes. Clearly label the clothing, coats, shoes, boots, etc. with your child's full name.
4. Your child will enjoy field trips and special guests on site at the daycare throughout the year. We are always happy for you to join on any trip and love parent volunteers! These special days are mentioned in our monthly newsletter and monthly calendar that is emailed to you at the beginning of the month. Every field trip off-site will require a signed consent form. There may also be a cost involved which is the responsibility of the parent/guardian.
5. Please escort your child to their respective rooms. We cannot be responsible for children unless they are received by one of the educators.
6. Your child must remain at home when ill. If a child is too ill to participate in the daily activities at the program then he/she is too ill to attend. Should your child become ill while at Mr. Cakes, you will be contacted and required to pick up your child.
7. In order to keep our program safe, your child cannot attend Mr. Cake's until they are free from the following symptoms for at least 24 hours: fever not caused by teething, excessive diarrhea, vomiting, any rash until seen by a doctor and approved to return to day care, and any illness that we feel necessary to exclude them for. If your child is diagnosed with a contagious illness (strep throat, hand-foot-mouth, pink eye, etc.) a doctor's note will be needed upon returning.
8. Should your child require medication while in our care, both prescription and non-prescription (Tylenol, cough medication, etc.) drugs will be administered only with the parent/guardian's written permission. All medication must have the child's name on the container and be given to a staff member who will store it in a locked box, then go home with you each night. We cannot keep medications onsite unless they are emergency medications (EpiPen's/inhalers etc.)

9. If for some reason your child will not be attending Mr. Cakes, please notify the program either by email, text, or a phone call.
10. Our staff members attend regular in-services and training that train on developmentally appropriate ways to deal with behavioral issues. While many issues (hitting, tantrums, etc.) are age appropriate, we feel it is best to re-direct the child and always reward positive behavior. We will remove any child who is causing harm or distraction to the other children. They will be given supervised time to regain their composure so they can re-join their peers.
11. Please do not send toys with your child to Mr. Cakes. We will not be responsible for loss or damage to personal toys or items.
12. Mr. Cakes is open from 6:30 a.m. until 6:00 p.m. Monday to Friday excluding holidays. It is your responsibility to pick-up your child/children or to arrange to have your child/children picked up by someone else no later than 6:00 p.m. There will be a charge of \$25.00 per child after closing time and for every ½ hour thereafter. The money will be paid to the staff member in charge at that time.
13. Payment in full is to be made the first working day of each month. No credit will be extended unless prior arrangements are made with the manager. Fees still owing on or after the 15th of the month will incur a \$50.00 late fee charge. Also, any NSF (non-sufficient fees) from cheques or email money transfers will result in a \$50.00 fee. We reserve the right to terminate childcare services if monthly fees are not paid in a timely fashion.
14. 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.
15. Should your child be involved in an accident during the day at Mr. Cake's, we will contact you immediately. If we cannot get a hold of either guardian immediately, the emergency contact listed will be called. If a serious illness/injury occurs, an ambulance may be called, and the parent/guardian will be responsible for the cost of the ambulance.

Parent/Guardian Signature: _____ Date: _____

Manager Signature: _____ Date: _____

School Information
(Including Pre-school/Kindergarten/Grade School)

CHILD'S NAME _____

SCHOOL ATTENDING _____

SCHOOL ADDRESS _____

SCHOOL PHONE NUMBER _____

FIRST DAY OF SCHOOL _____ month _____ day _____ year

A.M. _____ **P.M.** _____ **FULL DAYS** _____
(please list days)

BUS NUMBER _____

BUS DRIVER'S NAME _____

TRANSFER BUS NUMBER _____

TRANSFER BUS DRIVER'S NAME _____

Mr. Cake's Day Care does **NOT** provide bussing. Parents/Guardians must contact Elk Island Catholic or Elk Island Public Student Transportation to arrange for bussing for their child/children. Our program will be responsible for escorting your child/children safely on and off the bus. It is the responsibility of the parent/guardian to notify our program and bus transportation if their child/children will not be on the bus whether it is in the A.M., P.M. or not at all. It will be the responsibility of our program to notify the parent if a child, who should be on the bus, does not arrive back at our program. **If we cannot get a hold of the parent and have contacted the school and the bus driver and still cannot locate the child, we will then call the RCMP to report a missing child.** Our program is **NOT** responsible for what takes place on the bus or at school.

Parent/Guardian Signature: _____ Date: _____

Manager Signature: _____ Date: _____

CHILD GUIDANCE POLICY

At Mr. Cake's Daycare, our child guidance philosophy is focused on encouraging self-control, building up self-esteem, fostering their social-emotional development and showing respect for all children. 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.

Our educators take everyday discipline issues and turn them into teachable moments that convey the importance of impulse control, anger management, and conflict resolution. This form of guidance gives children the tools to understand that their emotions are not only important and deserving of attention, but they are also controllable and the power to control them lies within the child.

We 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.

Physical aggression that compromises the safety of the children and educators will be dealt with promptly and in a calm and respectful manner. If the aggression is persistent, the child will be put on an "ABC" chart to track and monitor the behavior and the intervention strategies used.

Discussions between the manager and the parents will be open, and a team effort to ensure that the child has the same consistent support strategies at daycare and home. If necessary, early child intervention services will be recommended for the behavior.

I have read the above policy completely and understand that this is the form of child guidance used at Mr. Cake's Daycare.

Parent/Guardian Signature: _____ Date: _____

PARENT HANDBOOK

I, _____, have received, read and understand the
(Please Print)
policies in the parent handbook.

Parent/Guardian Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Sandbox Parent Portal Quick Start Guide (PLEASE KEEP)

Mr. Cake's Daycare uses Sandbox Software to help manage our center. Sandbox Software has a Parent Portal that enables parents to manage information for their family, see billing information, as well be kept up-to-date with regular updates and pictures of their children.

In order to access the Parent Portal, you will need to create an account using the steps below.

1. Go to <https://parentportal.runsandbox.com>
2. Use your email address as the username.
3. Create a password. (Your password must be at least 6 characters long)
4. Confirm your password.
5. Click 'Create Account' to create your account and you will be logged in immediately.

In the future, you will need to login to your account directly from the Parent Portal website: parentportal.runsandbox.com Type this in the address bar on your web browser to login securely on any device, including your mobile phone, tablet, laptop or desktop computer. To download the Parent Portal app on your cell phone, search "Sandbox Software" and choose the Sandbox Parent App. Both the Sandbox App and Parent Portal website lets you view the following and make changes as needed.

In the Child Info section, you can view information for your child. You can add or edit information for your child by clicking the pencil icon on the far right.

- You can only edit information if the pencil icon is present.
- The attachments section enables you to upload documentation if required by your center.
- If you have more than one child at the same location, you can move from one child to the other by clicking on the child's name.

The News Feed is where you will see information that is shared by the daycare such as pictures and announcements.

The Billing section lets you view your account balance, as well as any invoices on your account or payments that you've made. You can print monthly statements as well as any available tax receipts by clicking Print Statement on the top right-hand side. You can also view/print invoice and payment details by clicking on them in the list.

When you're finished using the Parent Portal, make sure to click the Log Out button on the top right-hand side to prevent anyone else from accessing your account.

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

Daycare Closures 2021

(PLEASE KEEP)

JANUARY 1 st	NEW YEAR'S DAY
FEBRUARY 15 th	FAMILY DAY
April 2 nd	GOOD FRIDAY
April 5 th	EASTER MONDAY
MAY 24 th	VICTORIA DAY
July 1 st	CANADA DAY
AUGUST 2 nd	HERITAGE DAY
SEPTEMBER 6 th	LABOUR DAY
OCTOBER 11 th	THANKSGIVING DAY
NOVEMBER 11 th	REMEMBRANCE DAY
DECEMBER 24 th	CHRISTMAS EVE
DECEMBER 25 th	CHRISTMAS DAY
DECEMBER 26 th	BOXING DAY
DECEMBER 31 st	NEW YEARS EVE

What to Bring Checklist

(PLEASE KEEP)



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 (optional)
- Soother
- Bottle
- Special Creams, Ointments or Lotions
- Special Foods (such as a milk alternative if needed)
- Sunscreen (if not paying for daycare sunscreen)