

# 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**

To enrol your child at our program, you will receive an email invitation from Mr. Cake's Daycare to complete online registration forms through our childcare software, TimeSavr for your family.

This will create an account for your family on TimeSavr and your family's information and billing history will be securely stored. To utilize TimeSavr's features, please download the TimeSavr mobile app from the Apple (iOS) Store or Google Play (Android) Store. *\*App coming in late 2024*

**By enrolling your child in our program, you are agreeing to the admission requirements included in this registration packet on Page 10 & 12.**

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

## **Attendance**

Please check your child in and out on the front entrance iPad every day. 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!



# Daycare Closures

Holiday	2025	2026	2027
New Year's Day	January 1 <sup>st</sup>	January 1 <sup>st</sup>	January 3 <sup>rd</sup> <i>(day in lieu)</i>
Family Day	February 17 <sup>th</sup>	February 16 <sup>th</sup>	February 15 <sup>th</sup>
Good Friday	April 18 <sup>th</sup>	April 3 <sup>rd</sup>	March 26 <sup>th</sup>
Easter Monday	April 21 <sup>st</sup>	April 6 <sup>th</sup>	March 29 <sup>th</sup>
Victoria Day	May 19 <sup>th</sup>	May 18 <sup>th</sup>	May 24 <sup>th</sup>
Canada Day	July 1 <sup>st</sup>	July 1 <sup>st</sup>	July 1 <sup>st</sup>
Heritage Day	August 4 <sup>th</sup>	August 3 <sup>rd</sup>	August 2 <sup>nd</sup>
Labour Day	September 1 <sup>st</sup>	September 7 <sup>th</sup>	September 6 <sup>th</sup>
Thanksgiving Day	October 13 <sup>th</sup>	October 12 <sup>th</sup>	October 11 <sup>th</sup>
Remembrance Day	November 11 <sup>th</sup>	November 11 <sup>th</sup>	November 11 <sup>th</sup>
Christmas Eve	December 24 <sup>th</sup>	December 24 <sup>th</sup>	December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>	December 25 <sup>th</sup>	December 27 <sup>th</sup> <i>(day in lieu)</i>
Boxing Day	December 26 <sup>th</sup>	December 28 <sup>th</sup> <i>(day in lieu)</i>	December 28 <sup>th</sup> <i>(day in lieu)</i>
New Year's Eve	December 31 <sup>st</sup>	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.

## 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

## Vaccinations

- Vaccinations/immunizations are strongly recommended at our program but not mandatory

## Sanitization

- Daily cleaning, sanitation, and disinfection of the program
- Monthly deep cleaning and disinfection of the program
- 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

## Mr. Cake's Requirements

1. Your enrollment 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, educators, or other children at risk, or for non-cooperation of parents/guardians.
2. 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 \$30.00 per child after closing time and again for every ½ hour thereafter. The money will be paid to the two educators in charge at that time.
3. 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 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.
4. Your child will enjoy monthly activities and special events at the daycare throughout the year. Upon registration, \$165.00 non-refundable, annual (April-March) activity fee (includes in-house field trips, monthly activities, sunscreen (even if supplying own), and summer field trips) is required to cover these special events. Any field trip 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. We are always happy for you to join the program and love parent/guardian volunteers! These special events are mentioned in our monthly newsletter and our monthly calendar that is emailed to you at the beginning of the month.
5. There will be NO refunds/partial fees for days missed, vacations or daycare closures.
6. 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.
7. Please supply a complete change of clothes. Clearly label all personal items.
8. Please escort your child to their respective rooms. We cannot be responsible for children unless they are received by one of the educators.

9. 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.
10. 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. Your child may return to the program if they have been on medication for 24 hours while at home and they are able to participate comfortably in our daycare program.
11. 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.)
12. If for some reason your child will not be attending Mr. Cakes, please notify the program either by email, text, or phone call.
13. Mr. Cake's Day Care does not provide bussing to schools. Parents/Guardians must arrange bussing through Student Transportation. Our program will be responsible for escorting children safely on and off the bus. It is the responsibility of the parent/guardian to notify our program if their child/children will not be on the bus. It will be the responsibility of our program to notify the parent/guardian if a child 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. Please note, our program is not responsible for what takes place on the bus or at school.
14. 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.
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.
16. If the program premises becomes unsafe for any reason, our children and educators will relocate to Clover Bar Seniors Lodge (6 Mission St.) Parents/Guardians will be contacted to come pick up their child/children.