



## Parent Information Booklet

1322 Hurontario Street  
Mississauga, ON, L5G 3H3  
(Temporary Location: 30 Hanson Road,  
Mississauga, ON)

**(905) 891-1279**

Web address: [www.blueelephantdaycare.com](http://www.blueelephantdaycare.com)

Email: [info@blueelephantdaycare.com](mailto:info@blueelephantdaycare.com)

January 2017

To Parents and Guardians:

Thank you for your interest in Blue Elephant Daycare. We have successfully been operating a high quality program for children aged eighteen months to five years. We are licensed by the Ministry of Education and governed by the Child Care and Early Years Act.

***Blue Elephant Daycare participates in Raising the Bar in Peel, an ongoing quality initiative for child care and early years programs in Peel. It engages child care and early years professionals in ongoing reflection and critical thinking to enhance quality in programs. This initiative fosters relationship-building and is based upon the following foundations:***

***Lifelong Learning  
Mentorship***

***Reflective Educators  
Leadership***

***Collaborative Inquiry***

Our staff are committed to providing a high quality, caring and professional environment for your child.

We offer a full day program that provides children with enjoyment, rewarding experience and a feeling of self worth and independence. Children are given freedom to make choices while learning to accept the limits and respect each other. Children work and play together in an inclusive atmosphere that promotes co-operation, celebrating differences and accepting similarities and diversity. Parents can be rest assured that their child is left in a safe and happy environment where all children belong.

Our program is designed to instill the grass roots of learning: Language (Reading and Writing), Math, Music, Art through our purposeful and intentional Play Based Learning curriculum. We provide high-quality care and education that is built on a foundation of co-operation and trust that leads to mutually rewarding relationships involving children, parents and teachers. When such relationships are developed, children are likely to be well adjusted and have a strong sense of their own value and self-worth.

### **Some key features of our program:**

- Staff include professionals with certificates in Early Childhood Education, (ECE) who are registered at the College of Early Childhood Education and in good standing
- Staffing: great retention of staff
- Professionals follow the child's lead and interest in intentional Play based learning curriculum
- Toddler, Preschooler and Kindergarten enrichment program - Play Based Learning philosophy
- We offer a safe, learning environment that is inclusive and children have a sense that they all belong.
- Licensed since 1989
- Children are treated in a positive manner that enhances self-esteem and confidence
- Teachers work with small groups for most of the day thus promoting one on one attention and interaction
- Memberships with Raising the Bar, CDRCP (Child Development Resource Connection Peel), High Scope
- Cook on site cooking nutritious meals following Canada Food Guidelines

We have also developed a parent handbook about the daycare and the various policies and procedures that have been developed to ensure the safety and well-being of your child. You will be informed about our parent log in on the website to view a copy of this handbook once your child is registered in the program. If you are interested in admitting your child to this program and would like further information, please feel free to arrange for a meeting or complete the attached application and consent forms and return it to the daycare. **All information remains confidential.** Under the Personal Information Protection and Electronic Documents Act, the personal information collected in the application form is solely used for gaining more information on the child when in the care of the Daycare. It is important in emergencies purposes for staff to contact parents. No personal information is disclosed without the consent of the parent.

If you have any questions relating to information in this booklet or general questions, please contact Christine Dourado, RECE, Director or Amanda Maciel, RECE, Supervisor.

Blue Elephant Daycare is committed to delivering an inclusive child care program that promotes high quality care and positive and healthy environments where children, families and educators are co-learners.

The program statement for Blue Elephant Daycare is built on the pedagogical framework presented in *How Does Learning Happen? Ontario's Pedagogy for the Early Years*. It builds on the four foundations, expectations and goals of learning as follows:

Foundations	Goals for children	Expectations for programs
Belonging	Every child has a sense of belonging when he/she is connected to others and contributes to his/her world	Cultivate respectful relationships and connections to create a sense of belonging among and between children/adults and the world around them.
Well-Being	Every child is developing a sense of self and health and well-being	Nurture children's healthy development and support their growing sense of self.
Engagement	Every child is an active and engaged learner who explores the world with his/her senses, bodies and mind	Provide environments and experiences to engage children in active, creative and meaningful exploration and learning
<b>Expression</b>	Every child is a capable communicator who is able to express himself/herself in many ways.	Foster communication and expression in all form

*How Does Learning Happen* builds on a shared understanding between children, families and educators as follows:

Children are	Capable of complex thinking, curious, competent, contributes to their world, deserve an opportunity to succeed, should feel that they belong
Families are	Competent, curious, capable, rich in experience, the experts on their children, first and most powerful influence on children and deserve to be engaged in a meaningful way.
Educators are	Capable, competent, curious, knowledgeable, caring, reflective professionals, life long learners who collaborate

To this end:

**We promote the health, safety, nutrition and well-being of every child**

- By observing children throughout the day to check for signs of ill health and report it to Supervisor who in turn communicates with the parent.
- Educators follow the health and safety guidelines set out by the Ministry of Education and Public Health and Peel Children Services.
- Staff and children wash their hands throughout the day.
- Educators sit and eat with the children and encourage children to try new foods.
- Well organized materials easily available to children
- Educators follow child's interest and provide materials and activities that enhance all round development.
- Throughout the day every Educator ensures that the environment is safe for children and family.
- We promote nutrition by ensuring the meals follow Canada Food Guidelines and being mindful and inclusive of children's individual meal requirements (i.e. allergies, food restrictions, etc.)

**We support positive and responsive interactions among children, parents, child care providers and staff by**

- Providing a warm environment for children, families and all staff to feel comfortable to share ideas, communicate any concerns and be sensitive to the needs of others. We connect with children and parents strengthening the relationships. We give attention to those who need it providing comfort and attention when needed. Children choose their own activities and we respond to their needs in a positive way. Children and families can express themselves and we listen. We provide positive feedback and work together to provide the best care for children.
- Team meetings and staff meetings occur weekly and monthly and we share information and discuss possibilities to provide children with deeper explorations. We invite others perspectives in planning (children, parents, teachers etc.) to work towards the child's goal. Develop an environment where children feel safe and comfortable to share their thoughts and ideas.
- Welcome parents and children at drop off and saying goodbye to them at the end of the day.
- Names of all staff and their photographs are posted on the wall.

- Provide families with information on their children's daily routines, maintaining open communication to create an inclusive program between families and child care providers.

**We encourage the children to interact and communicate in a positive way and support their ability to self-regulate by:**

- Positive interactions between children, parents and staff
- Welcoming families at the beginning of the day and saying goodbyes at the end of the day
- For new parents, arranging tours and pre-visits so that parent and child get to meet the staff and spend some time in the program room prior to start date of child's placement
- Observing children, providing support when needed, guide them in their interactions and play.
- Promoting problem solving where staff observe and watch.
- We provide children with opportunities to self-regulate by allowing them to choose their own play areas, serve foods when possible, dress and undress themselves. At rest time, they choose to sleep or have a quiet rest. Once they can self-regulate their bodies, they can choose to go when they need to the washroom.
- Educators are sensitive to child's needs and acknowledge their emotions – eg: I see, It looks like..
- They are being encouraged to self-regulate their emotions by communicating with the peers and letting their peers know how they feel and resolve conflicts in a respectful way.

**We foster the children's exploration, play and inquiry by**

- Provide opportunities for children to express themselves ie: painting, play dough, music , art and drawing
- Preparing an environment to foster their learning and development that reflect the interest of the children.
- Having them choose where they would like to play, observing them in play and extending the learning with open ended questions, building on the children's questions, ideas and theories observed in play.
- Provide a variety of open-ended and loose part materials in the classroom which have multiple uses and stimulate different kinds of play; encourage children to brainstorm and explore ways in which the material can be used

**We provide child-initiated and adult supported experience**

- Provide a variety of open-ended and loose part materials in the classroom which have multiple uses and stimulate different kinds of play; encourage children to brainstorm and explore ways in which the material can be used
- Provide children with age and developmentally appropriate activities that allow for language, cognitive, social-emotional, physical and creative development.
- Observing them at play and accordingly plan and provide materials for children to engage and choose their play. We support them by building on children's questions, ideas and theories observed in play. Children make their own decisions in their choice of play. Provide children opportunities to lead their play
- Allow children opportunities to take turns being lead in games during indoor and outdoor play

**We plan for and create positive learning environments and experiences in which each child's learning and development will be supported by:**

- Program planning posted in rooms that are based on children's interest.
- There are times when the children take the lead in planning activities and Educator observes and builds on child's interest and expand and support child's learning
- Promote appropriate modes of communication amongst children through role modeling and encouragement to use positive language/body language (i.e. getting on children's level, maintaining eye contact, speaking calmly about how we feel/what we can do when we feel the way we do)
- Observing children and planning and implementing based on their interests and support their learning development – Use Every Learning for Every Child Today (ELECT) document for capturing the development for each child as well as the Nippissing Screening Tool.
- Focus on children's interests, providing material allowing them to extend their learning on these interests.
- Children and Educators laugh, smile, play and learn together

**We incorporate indoor and outdoor play as well as active play, rest and quiet time, into the day and give consideration to the individual needs of the children receiving child care;**

- Well stocked shelves of creative materials for children
- Rotation of materials and activities to coincide with the child's interest. Organize physical environment so children have access to various areas and materials to explore and extend on.
- Provide children opportunities to share their own experiences, ideas and understandings with their peers and Educators and understanding and responding to child's individual needs.
- Incorporate music to enhance active play
- Offer natural materials for children to explore from outdoors to indoors such as twigs, leaves, pine cones.
- Offering quiet activities during rest time and quiet areas for reading during the day
- Providing small and large group experiences where Educators listen and learn from children as much as children listen and learn from Educators

**Foster the engagement of and ongoing communication with parents about the program and their children by:**

- Having a close professional partnership with families so we can meet the needs of their child.
- Welcoming parents into the class so they can watch the program at any time of the day, exceptions for a new child settling in where parent staying too long may not help with adjustment.
- Daily communication (phone call, emails, at drop off and pick up) to discuss any highlights of the child's day
- Pre-Visits for new parents and child to get to know the staff prior to a child starting
- Educators seek opportunities to talk to parents without ignoring the needs of the children
- Informal and planned opportunities to communicate with parents
- Engaging parents for food drive, fundraisers, coming in for special events at the daycare

**Involve local community partners and allow those partners to support the children, their families and staff by:**

- PIRS (Peel Inclusion Resources Services) and involving our contact for support
- Distributing pamphlets on workshops or materials of interest to parents such as : to Eat Right Ontario menu planning, Region of Peel and Child Development Resource Connection Peel parenting workshops information,
- Partnerships with community colleges like Sheridan, Guelph Humber to provide placement opportunities of students enrolled in the Early Childhood Education field and giving opportunities to our employees to be mentor to these students.
- Memberships with Raising the Bar in Peel, a Quality Initiatives program where staff network with other programs and share information and ideas
- Getting support from our Early Years Specialist in the Region of Peel
- Getting advice and support from our Program Advisor in the Ministry of Education.

**Support continuous professional learning by:**

- Providing opportunities and support for staff to attend workshops and training in the Child Care field and keep updated on the changes and knowledge in early childhood education and development. Lunch and learn workshops and Regular staff meetings to support reflective practice and collaborative planning.
- Webinars offered through Child Development Resource Connection Peel (CDRCP) or through College of Early Childhood Educators.

**Document and review the impact of the strategies (all noted above) on the children and their families by:**

Child's observations being documented on the Development Continuum as well as Nipissing District Developmental Screen to help them revisit their thoughts and ideas expressed in order to extend their understanding. This can be done through recall

Teachers then review documents in order to support the child's expression in all forms. They reflect on the activities presented and how it went and how to extend the learning further or what could they have done to get a better response.

Engaging families by sharing their child's play with them by email, monthly photos displayed with the learning domain and skill noted. Communicating before and end of the day with families about their child's day.

**Resources:** How Does Learning Happen (HDLH) Think, Feel, Act  
*Child Care and Early Years Act (CCEYA)*  
By-law 21: *Code of Ethics and Standards of Practice* and the Professional Misconduct Regulation under *the Early Childhood Educators Act, 2007*

**Ministry compliance and Blue Elephant Daycare compliance and sign offs:**

Blue Elephant Daycare staff, volunteers and resource teachers, students in placements are expected to review and sign off on the program statement and implementation policy on an annual basis.

**Monitoring Policy relating to the implementation of the program statement of Blue Elephant Daycare:**

Staff, volunteers, student placements, supply staff and Enhanced Program Support Workers will be regularly monitored and observed by the Supervisor, Director or designate. These observations will be documented and recorded in individual books for each person. Feedback provided to the person regarding their interactions with children and programming in their early learning setting. The staff monitoring observation logs will be kept on file for 3 years.

If staff, volunteers, student placements, supply staff and or Enhanced Program Support Workers are not in compliance with the Program Statement, depending on the nature of the non-compliance, a plan may be implemented to aid the staff to come into compliance or the situation may result in following our internal process for staff non-compliance to policy.

Throughout the Program Statement and monitoring of it, our program will continue to be committed to delivering an inclusive child care program that promotes high quality care and positive and healthy environments where children, families and educators are co-learners.

**Hours of Operation: Our hours of operation are 7 a.m. to 6 p.m.**

**Enrollment is for the full calendar year.**

Last month Deposit Last month deposit is required immediately to secure a spot for your child when a child has registered. We do have a wait list for a potential placement with no commitment but we reserve the right to offer a placement to a parent who provides an immediate last month deposit to secure a spot. Last month deposit is used when a parent gives written notice one month in advance prior to withdrawal. If fee prices have changed during the time, there will be adjustments to reflect new fee prices in last month's deposit. If one month notice is not provided, you will lose your last month's deposit.

**We accept subsidy. We have a service agreement with the Region of Peel.**

**Starting Date** and month of your child may vary based on the ratios and age group. **This could be due a variety of reasons. We have the right to give you minimum three months notice regarding your child's confirmed start date and month.**

First month fees will be required on the first day of your child's official start date.

Tuition: Post dated cheques are required on the first of the month for the upcoming month (4 weeks) and paid accordingly to the number of weeks for that month (either 4 or 5 weeks). Fees are paid throughout the year (52 weeks including statutory holidays - attached are the days we are closed ) irrespective if a child is on vacation or is sick as we do not cut back on any overheads.

Registration fee: A non-refundable fee of \$50 is required at the time of registration.

Blue Elephant T-Shirt: \$12 for a t-shirt on enrollment that your child will wear on special events, or wear anytime to show his/her pride in being part of Blue Elephant Daycare.

**PROGRAMS OFFERED: Please select the appropriate program**

**Pre-Schoolers/Juniors (31 months to 5 years)**                      5 full days (M – F)                      \_\_\_\_\_

**Toddlers (18 months to 30 months)**                                      5 full days (M – F)                      \_\_\_\_\_

We always give priority to full time placement but reserve the right to provide part-time service accordingly. Part Time Program (based on availability and discretion of management). Only 2 spots for a 3 day and 2 day program available in the Pre-School room and Toddler Room. There are no make up days if the part time day falls on a statutory holiday.

**Pre-Schoolers/Juniors:** 2 full days (Tues Thurs), 3 full days (Mon, Wed, Friday), 4 full days (based on availability)

**Toddlers:** 2 full days (Tues Thurs), 3 full days (Mon, Wed, Friday), 4 full days (based on availability)

**Fees:** A non-refundable registration fee of \$50.00 must be provided with your application form. This is to cover administrative costs in creating a file for our child. This only applies to new students. Parents are responsible for all fees. Upon registering your child, a deposit of first and last month’s fee will be required. This deposit will be used for the child’s last month in the program and adjustments made to reflect new fee price. Post dated cheques need to be provided for the rest of the months. Your child’s fees must be paid the first day of the month. *Please make cheques payable to Blue Elephant Daycare.* Those parents who submit late fees will be charged a penalty of \$10.00. A service charge of \$30.00 will apply for any “NSF” cheques returned. If two “NSF” cheques are returned, you will be required to pay by cash or certified cheque only.

If there are two siblings in the family that are registered, you will receive 5% off the second child’s tuition.

***Enrollment is for the full calendar year.***

**Withdrawal policy for children who are on the wait list: 3 months written notice required**

For expected parents or any parent who have their child on the wait list and have provided a last month deposit to secure the spot, if a situation arises where the parent has to withdraw the child from that secured spot, we require at least 3 months written notice before the agreed start date. Accordingly the last month deposit will be returned. **Otherwise it is NON-REFUNDABLE.**

**Withdrawal policy for children already enrolled at Blue Elephant Daycare: 1 month written notice**

There are situations when a parent has to withdraw his/her child. Based on the circumstances, the parent is required to give written notice of **one month** prior to withdrawing their child from the Daycare. In lieu of this, one month deposit will be applied. If fee prices have changed during the time, there will be adjustments to reflect new fee prices in last month’s deposit

If the child is being temporarily withdrawn, a space can not be reserved for the child unless fees are being paid continuously. For a returning child who has been withdrawn, a \$50 registration fee would be required as well as last month deposit if a placement is available for the child.

**Termination policy:** Blue Elephant reserves the right to terminate services to families if policies and procedures are not adhered to or if fees are not paid on time. Based on the circumstances termination can be immediate. At the discretion of the director for reasons that have been previously discussed with the parent where we cannot meet the needs of your child or your own child care needs, Blue Elephant Daycare will provide you with one month notice and termination of your child’s placement will take place.

**CONSENT AND PERMISSON FORMS:**

**SUNSCREEN PERMISSON FORM:** I hereby give permission to the employees of Blue Elephant Daycare to apply sunscreen sent by me that has my child’s name on it. Sunscreen will be applied once in the afternoon before going outdoors.

Child’s Name: \_\_\_\_\_ Guardian’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DIAPER CREAM PERMISSION FORM :** I hereby give permission to the employees of Blue Elephant Daycare to apply diaper cream sent by me with my child’s name on it.

Here are the diaper cream instructions as application: \_\_\_\_\_

Child’s Name: \_\_\_\_\_ Guardian’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT MEDICAL CONSENT FORM;** This form will enable a doctor to give necessary medical treatment in case of an emergency resulting from an accident or illness and when the parent cannot be reached. All efforts will be made to contact the parents. But if medical attention is required immediately and the parent cannot be contacted, permission is given to take the child mentioned below to the nearest hospital/medical facility to proceed with medical treatment. I understand that any expenses incurred for such treatment is my responsibility.

**Blue Elephant Daycare Inc., its directors, officers and employees will not be held responsible for any claims, damages or other liabilities for injuries caused by an accident to a child which are not a result of negligence of Blue Elephant Daycare Inc., its agents, directors, officers and its employees, or are not entirely beyond the control of Blue Elephant Daycare Inc., its agents, directors, officers and employees.**

Child’s name: \_\_\_\_\_ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PHOTOGRAPH CONSENT FORM:** From time to time we will take photographs the children in the daycare during activities for play based photographs to be posted in the classroom or at a special events i.e.: Winter and Spring Sing A Long. The purpose is for having it in the classroom or in our daycare album. We also have a professional photographer who will come in during the year to take a class picture and individual picture of your child. There is no obligation to purchase the photographs but your child will be in a class photograph.

I, \_\_\_\_\_ parent of \_\_\_\_\_ give/do not give permission for my child’s picture to be taken

**Signature of Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BLUE ELEPHANT DAYCARE PHOTO AND VIDEO POLICY:** Parents/guardians will be allowed to take photos/videos of their own children only during special events. For example, the Winter Concert , Summer Concert etc. In order to safeguard and respect the privacy of the parents and children, please do not post photos and/or videos on the internet and/or social networks if other people’s children have been captured in these images. Parents/Guardians will not be allowed to take photos/videos during class time. Blue Elephant Daycare will not post photos and/or videos of children on the internet. Blue Elephant Daycare will post photos in the daycare only. If any pictures or videos are taken of children that are posted, it will be with children’s backs and no faces exposed.

I, \_\_\_\_\_ parent of \_\_\_\_\_ will respect and adhere to the daycare photo/ video policy.

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

**BLUE ELEPHANT DAYCARE POLICY ON NO FOODS OR DRINKS FROM OUTSIDE:** No outside foods or drinks will be accepted (unless your child has a special dietary need that we cannot accommodate) due to children having severe allergies and we strive to be nut-free. All meals are prepared on site.

I \_\_\_\_\_ parent of \_\_\_\_\_ will not bring in outside foods and adhere to the no food from outside policy.



**APPLICATION FOR ENROLMENT**

**STUDENT INFORMATION:**

Student's Name: \_\_\_\_\_

Last

First

Middle

Sex: \_\_\_\_\_ Birth date: \_\_\_\_\_ Home Phone No: \_\_\_\_\_

yy mm dd

Address: \_\_\_\_\_

Street

City

Postal Code

Days of Attendance: Mon. Tues. Wed. Thurs. Fri. Full Day

**GUARDIAN INFORMATION:**

**Guardian 1**

**Guardian 2**

Name \_\_\_\_\_

\_\_\_\_\_

Occupation \_\_\_\_\_

\_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Home Phone # \_\_\_\_\_

\_\_\_\_\_

Work Address \_\_\_\_\_

\_\_\_\_\_

Work Ph # \_\_\_\_\_

\_\_\_\_\_

Cell ph # \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_

**RELEASE INFORMATION (name of persons to whom the child may be released)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Address \_\_\_\_\_

Home Ph# \_\_\_\_\_ Work Ph # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Address \_\_\_\_\_

Home Ph# \_\_\_\_\_ Work Ph # \_\_\_\_\_

**MEDICAL INFORMATION (Please provide 2 copies of child's immunization record)**

Name of Doctor/Physician: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

## EMERGENCY INFORMATION

Incase of an emergency, every effort will be made to reach the parent. Please provide names of persons to be contacted in an emergency if parents are not reachable.

1<sup>st</sup> contact Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Cell Ph/Pager: \_\_\_\_\_

2<sup>nd</sup> contact Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Cell Ph/Pager: \_\_\_\_\_

What is your child's daily routine like? \_\_\_\_\_

Are there parts of the routine that are challenging? \_\_\_\_\_

Are there parts of the routine that go well? \_\_\_\_\_

Please comment on your child's overall health:

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Is your child unable to participate in certain daycare activities or exercises? If yes, please state what activities with reason.

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Is your child currently being treated for any medical condition? \_\_\_\_\_

If yes, please state condition and what medication is the child on: \_\_\_\_\_

(Individual Action Plan needs to be completed if any allergy or medication condition)

Does your child have an allergy? (List) \_\_\_\_\_

Does your child require an epipen \_\_\_\_\_

Please complete an Individual ActIon Plan if required)

Does your child have any dietary needs? Please state. \_\_\_\_\_

Please complete a letter, sign and date it if any dietary restrictions and if ingested, what is the protocol for Blue Elephant Daycare.

Are there any comments around rest time that we should be aware of? \_\_\_\_\_

Is there any previous history of communicable diseases that the daycare should be aware of: \_\_\_\_\_

Does your child have any problems with hearing or vision? \_\_\_\_\_ Has he or she had a hearing or eye test?

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_ **Date of Admission** \_\_\_\_\_

Registration Fee: \_\_\_\_\_ Last month deposit: \_\_\_\_\_

I, \_\_\_\_\_ parent of \_\_\_\_\_ have read and understood the policies in the information booklet and parent handbook on our website at Blue Elephant Daycare.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Withdrawal: \_\_\_\_\_ Reason for withdrawal: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

