



PARENT HANDBOOK



CONTENT

PAGE 1. Toddler program, Preschool program

PAGE2. Specialized services, Professional activities day, Hours of operation, Media release information, Registration

PAGE3. Registration package, Fees, Fee structure, Withdrawal, Breach of contract

PAGE4. Written communication, Arrival & Departure, Pickup authorization, Illness & Medication

PAGE5. Incident report

PAGE6. Sanitary practices, washroom, Emergency procedures, Behaviour management policy & guidelines

PAGE7. Child abuse, Anti-bias & anti-racism philosophy

Parental Involvement: Communication with the Parents is an integral part of the program. We encourage parents to have an active role in their child's educational experience. Participation by family members that contribute to the growth and development of all children are welcomed.

Day Care Programs

Toddler Program (1.5 – 2.5 years old)

- Full Day Program 5 days a week
- _____am to _____pm
- Mandatory 2 hours rest period is provided
- Maximum ratio of children to staff is 5:1
- Opportunities for outdoor and indoor play

Expanding the imagination and strengthening the muscles has never been more fun!

For toddler we have a program that has been developed to meet their needs of limitless energy, natural curiosity for learning and struggle for independence. Learning centres, with educational and developmentally appropriate toys designed for learning, create a bright and exciting environment for your child. Weekly lesson plans provide activities designed to develop skills necessary to accomplish developmental milestones.

At this tender age, there's no such thing as too much love, too many hugs, or too many giggles. It's imperative to create strong bonds with families and caregivers. At Wee Learn Day Care, you know your child is being loved, hugged and nurtured from the very beginning and as he/she rhymes as well as songs.

What you should bring:

1. Diapers/Pulls ups/Underwear
2. Wipes
3. Diaper Cream
4. Full Change of Clothes
5. Indoor Shoes
6. Blanket
7. Other Toiletries
8. Age appropriate food

Preschool Program (2.5 –4 years old)

- 8:00am to 6:30pm
- Mandatory 2 hours rest period is provided
- Maximum ratio of children to staff is 8:1
- Opportunities for indoor play

Preschoolers have a program that includes a wide range of experiences, which builds on the natural curiosity of this age group about the world around them. The children will explore topics through group time introductions and reviews, daily enrichments and additions to each learning centre. Because preschoolers like to learn new information and have the desire to master new, tasks, much of what your child learns will be through self-directed experiences.

Throughout the day children will have the opportunity to explore the learning centres: Blocks & Buildings, Dramatic Play, Library, Music & Movement, Cognitive, Science & Discovery and Creative. Learning through play, in these clearly defined areas of interest, promotes independence, fosters decision - making, and encourages hands-on involvement. Each learning centre engages the child's core components of development: social - emotional, language, cognitive, physical and aesthetic. Each child develops at their own pace and we encourage communication between teacher and parents on the progress of their child. Daily communications from the teachers will update parents on activities, future class projects. The program also introduces fun and interactive way through circles, props, charts and stories. Our teachers will encourage children to become comfortable with using basic words in everyday conversations. Parents will receive daily updates with their child's teacher.

What You Should Bring:

1. Full Change of Clothes
2. Indoor Shoes
3. Blanket
4. Age appropriate food

Specialised Services: In the case that staff or parent are concerned with the developmental miles stone of a child, a meeting takes place discussing all the concerns. Moreover, our in house Early Childhood Specialist is present at the time of the admission for an overall scan and assessment before agreeing for the child appropriate program.

Professional Activity Days: Children who enrolled full time have Professional Activity Days included in their monthly rate. If your child is enrolled in part time, you will have to pay an additional fee to have your child spend a full day in the program if there is space available. Space is limited, so parents are requested to contact the supervisor one (1) week prior to the PA, Day to inquire if the centre can accommodate their children.

HOURS OF OPERATION: The Day care centre is open 12 months of the year, from Sunday to Thursday. We are closed on Government Holidays. You will be notified in advance if the Day Care centre must close due to unforeseen circumstances OR center related off days.

MEDIA RELEASE INFORMATION: I (We) give Wee Learn Day care permission to photograph and/or videotape my child(ren) for program purpose to be used within the business of Wee Learn tied up with parents only. I understand that these photographs/videotapes will not be reproduced or distributed outside the centre.

REGISTRATION: General Registration Procedure- Please note that a complete registration package, including all supporting documentation and required fees, is necessary before the application can be processed.

Please be sure to fill out the appropriate forms and submit a current photo of your child for our records. All forms are available at Day care Centre.

A registration package must be completed for each child enrolling in the program. This includes:

1. Completed Registration Forms
2. Signed Parent Contract
3. 2 Current Photos of Your Child (3 X 5)

4. Admission Fee
5. Completed Emergency Cards
6. Copy of child's Immunization record
7. Complete Anaphylaxis Forms (If Applicable)
8. Yearly fees 2000BDT. For children learning activities

FEES: Fees are set according to the ongoing cost of operation and includes closures throughout the year. A receipt will be issued and given to you. Please retain this for your personal records, as no other receipts will be issued.

It is important for parents to carefully note the following: **No Credits or refunds will be given for absences or holidays scheduled by you for your child during year. Any payment made to WeeLearn Ltd. is not refundable.**

FEE STRUCTURE:

INFANT: TK_____ TODDLER: TK_____ SCHOOLER:TK_____

ADMISSION FEE : TK_____

WITHDRAWAL

Written notice of permanent withdrawal of your child must be given up to ONE MONTH IN ADVANCE, dated at the first of the month for the next month.

- If notice is not received, full program fees will be charged.
- A permanent space cannot be guaranteed if you wish to temporarily withdraw your child.
- You must follow the application process if you wish to re-enrol.

It is important for your child to be given the opportunity to say good - bye and have a sense of closure when leaving the Day Care Centre program. Please let you're Child and our Staff knows in advance of his/her last day, so that the transition can be a positive experience for your child, their Day Care Centre friends and teachers, and your family.

DISCHARGE DUE TO BREACHES OF WEELEARN POLICIES

Breaching of any of the policies outline in PARENT HANDBOOK may result in termination of the contract and expulsion of your child from the program.

The Owner/Operator reserves the right in its Sole discretion to discharge any child for breaches of any of Wee Learns Policies, by the child or the parents/caregivers, including but not limited to breach of the following:

- Wee Learn Parent and Child Code of Conduct
- Wee Learn Day Care Fee Policy
- Wee Learn Daycare Late Pickup policy.

WRITTEN COMMUNICATION: Both verbal and written communication with parents is an integral part of our program. Written communication from the Day Care Centre will be deposited in your child's diary. Sometimes notification will be posted on Parents' Information board. These places should be checked daily. Daily profile will also be kept in each child's baggage.

ARRIVAL AND DEPARTURE: Children should be in the centre by _____am (where applicable) in order to receive the most benefit from the program. If your child is sick, late, or absent, the centre must be notified by calling the centre and leaving a message or speaking directly to a staff member. This also applies if your child is picked up early from the centre, or going to be picked up by someone other than a parent. Parents (or authorised persons) are required to escort their children to and

from the teacher when arriving and departing. Parents (or authorised persons) must sign their child(ren) in and out daily. This will ensure both the safety of the children and provide an opportunity for communication between parents and staff.

There is a late fee for all programs of _____BDT per day per family after _____pm. This policy is designed as a deterrent and abuse of the policy will be considered a violation of the parent contract.

PICK-UP AUTHORIZATION: Only individuals 15 years or older may be given authorisation to pick up a child enrolled in our program. Children will not be released into taxis, sent home alone, or released to any unauthorized person. Only those people authorised on the application form are permitted to pick up your child without consent. The centre must be advised in writing whenever there is a change in authorised pick-up privileges. At the request of any staff member, identification may have to be shown at any given time.

ILLNESS AND MEDICATION

For the benefit of all, sick children will not be admitted to the centre.

Parents will be contacted if their child becomes ill. Upon our request, parents will be required to make arrangements to have their child picked up early.

Parents will be contacted if their child has a fever and will be expected to pick up their child immediately. The child will not be able to return to the program until they are 24 hours fever free (and without fever medication).

Parents will be contacted if their child has diarrhoea and will be expected to pick up their child immediately. The child will not be able to return to the program until they are free of diarrhoea for 24 consecutive hours.

If children have green fluid coming from their nose, they are expected to stay home until clear. Green discharge is a sign of infection and is inappropriate to send your children to the program.

Children who are too ill to cope with the daily routine (lunch and scheduled activities) should not return to the day care centre until health has improved.

Timely reporting of communicable disease is essential for their control.

If and when a child attending the Wee Learn Day care Centre is identified as having head lice, the parent will be contacted and will be expected to immediately pick up the child and administer treatment. Until the parent arrives, the affected child will be isolated. Re-admittance to the centre will occur when the child is free of head lice as determined by the Supervisor of ECE on duty.

In the event of an emergency, Parents will arrange to take the children for emergency medical care.

Medication

1. The centre will dispense medication only when meeting the following criteria:
2. Medication must be in the original package from the pharmacy.
3. Medication must be labelled clearly with the child's name, name of the medication, date of purchase, amount to be administered and the time to be administered.
4. Parents must write in the child's diary instructions and authorization to dispense medication.
5. Only the ECE teacher / Supervisor incharge will administer the medication to

- the child and
7. record their signature in the diary.
 8. Non-prescription medication will only be given with written consent from the doctor.
 9. Medication found in a child's possession will be removed and stored in a locked box, noted in the daily log and discussed with the parent.
 10. All medication must be removed in a medical pouch that will be brought wherever the child
 11. who is in need will be.
 12. All medication must be removed from the Centre at the end of the prescribed term for use
 13. as specified on the medication form.
 14. If any medication is found that will expire within one month, the supervisor/ECE teacher will notify the parent/guardian.

INCIDENT REPORT

In the event that your child demonstrates aggressive inappropriate behaviour and causes harm or damage, an incident report will be recorded in office log book and parents will be communicated about it verbally. In the event that a pattern of inappropriate behaviour continues, further action will be taken. I.e. suspension or expulsion.

SANITARY PRACTICES

- Food Preparation Area:
- All Staffs wash their hands and disinfect the counter and water before preparing any food and will use utensils for removal of food from containers.
- All foods will be prepared on a designated surface.
- No paints, pastes, toys, etc, will be placed on the food preparation surface.
- All tables are to be disinfected and water BEFORE AND AFTER EATING.
- The food should be kept refrigerator until it is time to serve it.
- The teacher will ensure the proper temperature of the food before eating
- All food left on the children's plates should be thrown out.
- Leftovers should be placed in suitable covered containers.
- Perishable items should be refrigerated.
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Washroom:

- Children are allowed to use washroom upon request
- Children are encouraged to use toilet paper, wash hands with soap, dry hands with paper towels and flush toilets
- Wee Learn staff is responsible for ensuring that the bathrooms are disinfected daily.
- The children will use the designated bathroom. Each child will be accompanied by a staff to the washroom, otherwise the staff will observe them.

EMERGENCY PROCEDURES

Our centre has clearly defined, written instructions identifying emergency exits and procedures in case of fire. Staff is responsible for having a fire drill half yearly to ensure that the children, teachers caregivers are aware of the following instructions.

BEHAVIOUR MANAGEMENT POLICY AND GUIDELINES

Introduction

Children are entitled to quality care in a safe and healthy, secure and loving environment. Children need the opportunity to explore their environment and discover their capabilities. This involves testing their limits and experimenting with social interactions; it is this testing and experimentation that often results in behaviour that adults find unacceptable.

Staff at the centre establish limits on a child's behaviour so that they can create an environment where each child can develop sensitivity for others, respect for property, self-respect and self-control.

It is important that parents are able to trust the staff, to treat every child with respect and that the staff know how to support the children through proper program planning and proper use of the space and equipment available, rather than through power struggles.

Child Abuse

Day care staff is legally obligated to report all suspected cases of child abuse immediately to the Supervisor. Please contact our staff if you need help with discipline and behaviour management strategies.

It is the legal responsibility of every person who perform professional or official duties with respect to a child, to report abuse or any suspicious of child abuse encountered in the course of one's work. This responsibility is extended to include any volunteers, students or a staff who has contact with the children.

Anti-bias & Anti-racism Philosophy

Wee Learn Day care program promotes a philosophy that is free of bias.

We strive to:

Treat every individual with dignity and respect

Empower each person to take action when encountering unfairness

Expose and help children become familiar with the areas of diversity - ability, age, appearance,

gender, culture, family composition, race, sexuality, class

Promote an awareness of the needs, perspectives and rights of others.

This anti-bias philosophy is incorporated in all aspects of our environment. Wee Learn is committed to promoting the best interests, protection and well being of the children in our care. This policy outlines the roles, responsibilities and appropriate actions for all individuals involved. When a discriminatory incident has been observed Wee Learn will address all such incidents. Resolving exclusionary incidents is often difficult and stressful.

Care and sensitivity are essential to the resolution process.

