



Child Care Information for Moms 2018-19

Sharon Anderson

Daybreak Coordinator

403-936-5388

daybreak@foothillswomen.ca

We welcome you and your children to DayBreak! You may bring your child to his/her class after 9 a.m., and we look forward to providing a great morning for both you and your child in one of several child care areas in our children's classrooms in the Preschool (West) Hallway:

- Babies (born in 2018 to walking)
 - Toddlers (born in 2017, walking)
 - 2-year-olds (born in 2016)
 - 3-year-olds (born in 2015)
 - 4-year-olds (born in 2014)
 - 5-year-olds/Home-Schoolers (born in 2013 or earlier)
- Ages may be combined differently, depending on numbers of children in area.

Each group is provided with a snack of goldfish crackers and water for children two years and older. *Please bring a water bottle for your child, labelled with his/her name.* Children two and older also have a Bible story, related craft, and activity time. Just as in our weekend Extreme Kids program, *children will stay in the same age class for the entire year*, even if they have a birthday during the DayBreak year.

We offer care for school-age, home-schooled children so that moms can continue to participate in DayBreak as their children go to school. Please let us know if this would be helpful to you. The schedule, arrangements, and activities may change as needed, depending on the number and ages of children involved. *Please note that this class is for home-school children registered in DayBreak. We are not equipped or staffed to accommodate school-age children on a day off school, and especially not in case of school absence due to illness.*

Registration

- Every child must be registered, even if only dropping in for one morning. We must have an accurate list of who is in the room in case we need to evacuate the room.
- Be sure to communicate ALL information that will help us to care for your child. For example, some moms want to be called as soon as their child starts to cry; others want to give the child some time to settle. Please let us know your preferences and those of your child.
- Each mom is expected to help with child care one morning during the term. This helps us to keep our costs down in our continual need for child care workers. Thank you!
- If you miss your volunteer commitment week unexpectedly, please arrange to reschedule as soon as possible.
- Questions about registration and child care can be directed to those at the Nursery Counter.

Volunteer Screening/Police Check

*For your own protection and that of all Daybreak children in our care, we are required to have a police check on all those volunteering in childcare. This means that we need you to request such a check from the Calgary Police Service, if you have not already been screened by Foothills Alliance Church. **This can be done online by submitting emailed documents provided by the church and your own two pieces of I.D., including photo I.D. and one government-issued I.D. (drivers license, passport, Alberta Health card, SIN card, birth certificate).** More information will be provided at registration. If you have been in Canada less than one year, you will have to complete this process at a CPS District Police Station. If you live outside Calgary, a police check should be obtained from your local RCMP detachment, instead of the Calgary Police Service.*

We also need to have you read and sign the **FAC Protection Policy**, which is required for all who work with children, if you did not sign one last year.

Special Notes or Drop-ins

- You may bring your child as a "drop-in;" however, if you plan to come regularly, it will be more cost-effective to pay the childcare fee for the term. Please be sure to fill in a registration form and the attendance sheet so that we can care for your child and find you in case of emergency.
- Drop-in fee is **\$7/child/visit** and is payable in the childcare room.
- If you know that you will be bringing your child to drop in occasionally, please complete a registration form in advance.
- DayBreak childcare is equipped to care for children who are registered in DayBreak childcare and children within our childcare age range (Babies–age 5) who drop in and pay the drop-in fee. *We are not equipped or staffed to accommodate non-registered school-age children on a day off school, and especially not in case of school absence due to illness. If a child is too sick to go to school, he/she is too sick to be in DayBreak childcare.*

Procedure for Weekly Drop-off and Pick-up

- Check in your child at the computer station outside the Nursery, and print your child's name tag sticker. Every child registered for DayBreak childcare will be listed on the bar code sheet at the computer station; just scan and print.
- Check off your child's name on the attendance list at the entrance to each class.
- When you pick up your child, indicate on the attendance sheet that you have picked him up. In case of an emergency, such as a fire alarm, we need to know who was present in each room.
- Please label all bottles, soothers, bags, etc.
- *Please don't bring food for your child*, due to allergies other children may have. If your child is allergic to our snack, please discuss it with the caregiver in charge of the room.

Behavior/Discipline Policy

We attempt to be consistent with the "Plan for Positive Partnership" of the weekend Extreme Kids program when it is necessary to discipline children, with clear expectations, rewards, and consequences.

Children are **expected** to

1. Pay attention to caregivers/storyteller and follow instructions the first time they are given.
2. Treat other people and their property with respect.
3. Keep hands, feet, and objects to yourself.

Rewards:

1. Staff and volunteers will give children positive attention or praise directly related to meeting the expectations.
2. Special time and attention will be given during the morning to encourage some children to follow the expectations.
3. Positive comments to the child and/or to the parent may be given to continue to encourage children to meet the expectations.

Consequences:

For those children who chose not to comply with our plan for Positive Partnership, the following consequences will be in effect on a consistent basis:

1. A non-verbal warning, signal or cue will be given to the child.
2. A verbal warning, using the child's name will be given.
3. A time-out will be given for the child to gain self-control and decide if he/she is able to rejoin the activity and meet the expectations.
4. The parent will be called out of class to remove the child from their class.
5. The child will be asked to remain out of class for the following week.
6. Re-entry into the class will be with the parent's help in class for the 1st week back.

These consequences are a "step" program, to be applied with each week as a "fresh start", and a goal of long-term positive involvement for each child.

A Few Important Points

- You must remain in the building *at all times* while your child is in our care.
- If your child needs you to settle them into the class, don't hesitate to stay as long as you need to. We want to help your child to learn to come to "his class" happily—it will happen eventually! 😊
- **If your child is ill, please make other arrangements for child care.** We don't want to share germs! If the child is showing any of the following symptoms of illness, it may be best to not expose them to others (in childcare or mom's class):
 1. Runny nose due to illness
 2. Persistent cough
 3. Fever

Use your best judgment with these guidelines. If a child is too sick to go to school, he/she is too sick to be in DayBreak childcare.

- Make sure your child is wearing footwear in case of a fire alarm. Children should wear soft-soled, non-marking shoes for gym time.
- If there is a fire alarm, workers in the childcare areas and designated study leaders will evacuate the children. *Please meet your child's class in the parking lot north of the building. In order to retrieve your child there, you must check him/her out on the attendance list, just as you would at the end of a routine morning.*

08/2018