



VILLAGE CHILD CARE INC.

Programs

The Program of Village Child Care Inc.

Village Child Care Inc. has a well planned program, centered on meeting the needs of children at various ages and developmental levels. The daily schedule includes a balance of structured and unstructured activities. Our daily routine is planned to include both active and quiet free play activities, staff directed activities, snacks, lunch, rest, hygiene and clean up times.

All staff participate in planning the program and staff meetings are held regularly to formulate and develop program ideas. The program is evaluated on an ongoing basis as the children's needs change.

Children are encouraged to participate in their own way in all activities but we also respect a child's wish not to participate at times.

Our school age program is based on a "recreational model", giving children an opportunity to develop their social skills while taking part in activities which they enjoy, outside of their regular school day. We encourage the children's participation in developing their daily program.

We strive to have each day offer the children a variety of choices and activities that are stimulating as well as fun. We try to keep a consistent daily routine, which promotes the feeling of security in knowing what happens next.

1) The Playrooms

Our playrooms, both preschool and school age, are divided into "learning centers". Some of the learning centers available are:

- Art
- Science
- Library
- Dramatic Play
- Blocks & Large Toys
- Manipulative
- Large Muscle
- Sand & Water Play
- Music
- Computer



Each of these centers are available to all the children on a daily basis. Each center has a specific number of play spaces and is designed to facilitate and enhance children's play experiences.

Parents will be given a tour of each learning center before their child begins in the program.

2) Lunches and Snacks

Parents/guardians are asked to provide their child with a nutritious packed lunch each day.

The center will provide children with milk to go with their lunch and from November 1 to March 31 we will offer a hot lunch on Fridays as well as milk.

The center is equipped with microwave ovens to heat children's lunch. We will re-heat foods for your child provided:

- The food has been pre-cooked
- The food is packed in a microwave safe container
- Your child's name is written on the container.

Village Child Care Inc. will not assume responsibility for ill effects of food that is supplied by parents. Please be aware that the children's lunches are not refrigerated. Eating habits are very important. Please **send nutritious foods and try to include fruit and vegetables as these** vitamins are essential to your child's health. The center encourages children to eat their sandwich or hot munch first, then their fruit and lastly their dessert.

The center is attempting to teach the children good eating habits. Please do not send soft drinks, chocolate bars or other junk food.

The center provides a nutritious morning and afternoon snack. A copy of the weekly snack menu is posted for parent/guardians on the Parent Bulletin Board.

The center will do its best to respect parent requests regarding food restrictions due to religious or personal eating habits.

If your child has food allergies, or develops any, please advise us immediately.

We do not serve foods containing peanuts or peanut products, due to allergies. For the safety of the children in our care, please do not send food items such as peanut butter or foods containing peanut products.



3) Outdoor Play

The preschool children are expected to have outdoor play every day according to their daily schedule. Although school age children have outdoor time during school hours, we try to provide them with outdoor play on a daily basis.

During the winter months, if it is colder than -25 degrees Celsius or there is a wind chill factor of more than 1600, the children will not be offered outdoor play. During times of less than optimal weather, outdoor play is offered at the discretion of the staff.

As children will have outdoor play each day, it is the parents/guardians responsibility to ensure that their children are dressed appropriately. Please do not request that your child be kept indoors if they are in regular attendance.

4) Naptime for Preschool Children

The majority of preschool children need a mid-day rest to restore all the energy expended during the busy day's activities. Although we will respect the parents/guardians choice not to have their child nap, if a child appears tired and in need of sleep we will encourage parents/guardians to consider options such as partial nap.

If parent/guardians choose for their child not to nap, a quiet time is provided with books, puzzles and quiet games during this time.

If staff feel that a child is ready to give up nap, this will be discussed with the parent/guardian and a joint decision will be made.

Removing nap is usually a slow process of removing the child from the nap room two days per week and increasing days until the child no longer naps. Parents requesting that their child not nap is dependent upon the staff/child ratio in the school age room during nap time.

Nap time is from 12:30 – 2:30 p.m. daily. We supply a cot, sheet, and blanket for each child. Please feel free to send a special toy or blanket if your child prefers, from home. Remember to label these items.

5) Toys From Home

We ask that parents/guardians not allow their children to bring their own toys to the center from home unless specifically requested. The toy will often get lost or



broken causing the child to be upset. If a child does bring a toy from home he/she will be asked to put it in their locker until he/she is picked up.

6) Summer Programs & Field Trips

The center is open throughout the summer holidays, with the exception of weekends and statutory holidays. The center usually rents a bus for the summer months which allows the staff to plan a variety of fun and educational field trips. Through the remainder of the year, staff will plan field trips whenever possible.

Blanket permission slips are signed upon enrollment to cover field trips within the community which do not require special transportation.

Permission slips must be signed for all other field trips. Plans for summer field trips will be distributed in June. This will include one permission form for all planned summer trips.

Parents/guardians are requested to help cover the costs of these trips by making a tax- deductible donation to the center.

The center does not have extra staff to allow for a child to be excused from a field trip. If a child does not want to go on a planned field trip, he/she may remain back with the alternate program. The only exception will be outings where the entire center is participating. Parents/guardians will be asked to make alternate care arrangements in these circumstances.

Please notify the center before 9:00 am if your child will not be attending a planned field trip. Staff and children will not wait for children who have not arrived on time. Parents may meet the staff and children at the field trip if they desire.

If a child's behavior on a field trip is deemed to cause a problem for the rest of the group, the staff may remove the privilege of going on the next field trip. Staff need to be very alert to ensure the safety of the entire group and cannot devote their exclusive attention to any one child for prolonged periods of time.

Parents/guardians will be responsible to find alternate care in these circumstances, if there is not space in the alternate program.

Parents/guardians are welcome to accompany us on any field trip. We can always use an extra set of hands.

7) Students



We often have students from various educational institutions who do their practical experience at our center. Their work is consistently monitored and directed by our staff and students are never left alone with the children. We find students are a very positive experience for our Center as students learn from us and we from them.

8) Children With Special Needs

It has always been the policy of Village Child Care Inc. to integrate children with special needs into our programs. We have always found this to be an extremely positive experience for our programs as the children learn to accept each other and our differences and abilities. Additional staff are hired to work in this area with the assistance from the Manitoba Child Care Program which supports the integration concept through funding for staffing hours, special equipment etc.





Preschool Program Daily Schedule (Sample)

Time Period	Activity
7:00-9:00	Child selected free play
9:00-9:45	Child selected free play continues/staff directed optional activity/Large muscle activities
9:45-10:00	Snack time prep/hygiene routines
10:00-10:15	Clean up time
10:15-10:30	Snack Time
10:30-11:40	Theme related activities/Outdoor Play
11:40-12:00	Quiet time/hygiene routines
12:00-12:45	Lunch time/hygiene routines
12:45- 2:30	Nap Time
	For children who do not nap:
	1:00-1:30 Quiet time
	1:30-2:00 ECE Directed Activity
	2:00-2:30 Free Play/outdoor play
2:30- 3:00	Wake up/hygiene routines
3:00-3:20	Group time
3:20-3:40	Snack Time
3:40-5:00	Child selected free play/outdoor play
5:00-5:30	Quiet Free play



School age Program Daily Schedule (Regular School Days)

Time Period	Activity
7:00-7:30	Child Selected free play
7:30-8:40	Choice of child or staff selected activity Snack is available from 7:50-8:15
8:25- 8:40	Children depart for school
11:45-12:30	Lunch time/hygiene routines Child selected free play upon finishing lunch
3:30-4:00 from	Outdoor play time upon arrival school
3:30-4:00	Snack time/hygiene routines
4:00-4:45	Child selected free play/ Staff directed activities
4:45-5:00	Child selected free play
5:00-5:30	Clean up Quiet Free Play



School Age Program Full Day Schedule

Time Period	Activity
7:00-9:30	Child selected free play time
9:00-9:30	Hygiene routines/snack time
9:30-10:30 free play	Choice of indoor/outdoor child selected
10:30-11:30 directed	Choice of staff selected free play or staff Activity
11:30-12:00	Quiet time (games, books, etc)
12:00-1:00	Lunch time/hygiene routines
1:00-2:00	Child selected outdoor free play
2:00-2:30 etc)	Group time (large muscle games, drama etc)
2:30-3:30 activities	Choice of free play or staff directed
3:30-4:00	Snack time/hygiene routines
4:00-4:45 activities	Child selected free play/staff directed
5:00-5:30	Clean up- Quiet time

WHEN THERE IS A FIELD TRIP THE DAILY SCHEDULE WILL BE ADJUSTED ACCORDINLY.

